



## HEALTH AND SAFETY POLICY

### INTRODUCTION

1. This policy is a 'Whole School Policy' and informs practice in the Senior School, Prep School and Nursery. Battle Abbey School places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all pupils, staff and visitors. To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages everyone to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others. This policy sets out the Full Court of Governors and Headmaster's commitment to ensuring, so far as is reasonably practicable, the health and safety of pupils, staff and visitors to the School and all its associated premises.

2. This policy requires the full cooperation of all staff in promoting and achieving a healthy environment in which to work. This policy clarifies the responsibilities of all within the School and it is important that staff, pupils and visitors to all school premises understand one another's duties, functions and responsibilities.

3. The Estates Manager is designated as the member of staff responsible for advising on compliance with all statutory Health and Safety Regulations.

4. The School Governors bear ultimate responsibility to provide leadership in Health and Safety. The Governors, Headmaster and staff accept and will meet their obligations under the Health and Safety at Work Act 1974 (The Act), all subsequent regulations and other statutes and internally approved codes of practice. This includes the DCSF Guidance 'Health and Safety: Responsibilities and Powers' (DCSF/0803/2001). They will make every effort, insofar as it is reasonably practicable, to provide a safe and healthy environment for all staff, pupils and visitors, to ensure that all reasonable steps are taken to protect the health and safety of those who come into contact with the school's services and premises, as follows:

- ensure that the school is a safe place to work, study and relax, including safe access to and from all the premises;
- ensure there are adequate information, instruction, training and supervision to enable all staff, pupils, contractors and visitors to avoid hazards;
- ensure that plant, equipment and systems of work are safe;
- ensure that there are safe arrangements for the operation, handling, storage, maintenance and transport of plant, equipment and substances;
- ensure there are adequate welfare and first aid facilities for pupils, staff, contractors and visitors including those who hire or undertake leisure activities on the school premises;
- ensure that emergency hazard and evacuation plans are in place and that the annual risk assessments including a fire assessment are prepared, circulated, actioned and reviewed to meet the changing needs of existing legislation and the school as a whole.

5. The School has a Health and Safety Committee to enable staff to contribute to the development of measures aimed at promoting health and safety at work. Committee members include staff members from the Senior School, Prep School and Nursery, and representatives from high risk activity departments and other subjects and support staff. The School expects staff to contribute to safe behaviour, and to maintain a constant and continuing interest in the Health and Safety of pupils, other staff and visitors to the School, in particular by:

- acting responsibly and doing everything possible in the course of their employment with due care for the health and safety of themselves, other staff, pupils and the general public, and observing health and safety rules wherever applicable to them or to matters within their control.
- adhering to procedures, agreed on their behalf, for securing safe working; in particular, by using protective clothing and equipment as provided.
- reporting as appropriate, accidents that have led or may lead to injury, and cooperating in the investigation of accidents with the object of introducing measures to prevent reoccurrence.

Employees should be aware that the School will apply disciplinary procedures to any member of staff who is in breach of this health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who become involved in them.

6. The Health and Safety Committee will review this policy annually or in the light of further regulations and other guidelines received from the Health and Safety Executive and to comply with relevant EC Directives. This policy will be reviewed and ratified by governors on an annual basis.

*This policy was reviewed by the Full Court of Governors on 28 Oct 11 in accordance with para 59 of the ISI Regulatory Requirements.*

A handwritten signature in black ink, appearing to read 'I S Mercer', with a long horizontal stroke extending to the right.

*I S Mercer*

*Chairman of Governors*

**HEALTH AND SAFETY STATEMENT BY THE CHAIRMAN OF GOVERNORS**

1. As Governors of Battle Abbey School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

2. We fulfil our responsibility as Governors of Battle Abbey School by appointing Mr C Sangster, a Governor, with responsibility for overseeing health and safety as part of his general responsibilities as a member of the Finance and General Purposes Committee (F&GPC). Day to day responsibility for the operation of health and safety at the School is vested with the Headmaster, but as Governors, we have specified that the School adopts the following framework for managing health and safety:

- a. Mr Sangster attends a termly meeting of the School's Health and Safety Committee and receives copies of all the paperwork.
- b. A health and safety report covering statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's F&GPC meeting.
- c. The minutes of the Committee's discussion on health and safety are tabled at each Full Court meeting, together with any other issues on health and safety that the F&GPC Chairman wishes to bring to the Court's attention.
- d. The external fabric of the School, its plant and equipment are surveyed and inspected regularly by qualified professionals.
- e. Their reports are considered by the F&GPC and its recommendations form the basis of the School's routine maintenance programme.
- f. The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas 3 times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the F&GPC.
- g. The School has a fire risk assessment carried out by a Competent Person which is updated every 3 years or more frequently if significant changes are made to building interiors. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the F&GPC.

h. An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the F&GPC.

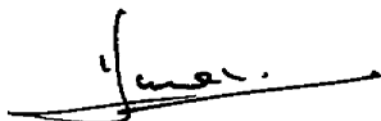
i. The School has a professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.

j. The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, including basic Manual Handling and Working at Height training. Health and safety training related to an individual member of staff's functions (eg Science Technician) is to be provided in addition to the 'standard' induction training.

k. First Aid training and minibus driver training are to be provided to any member of staff who is involved with trips and visits.

3. All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, volunteers and contractors. They are responsible for cooperating with the Headmaster, Bursar and other members of the Senior Management Team in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

4. All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in the Headmaster's statement attached to this document.



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Chairman of Governors

## **STATEMENT BY MR C SANGSTER – OVERSIGHT GOVERNOR WITH SPECIFIC RESPONSIBILITY FOR HEALTH AND SAFETY**

It is a basic precept of health and safety at work legislation, also known as occupational health and safety, that those who create risk must manage it. This not only applies to employers but also the employee, and in the case of Battle Abbey School casual workers and volunteer helpers and supervisors. Whatever the situation, each risk maker has a duty to identify that risk and either manage it or supply management information to prevent or control harms.

All workers and Pupils have a right to work in an environment where risks to health and safety are properly controlled. Every worker also has a duty of care for their own health and safety whilst at work and others who may be affected by their action or inaction. An essential element (and a requirement) of the control regime is that workers cooperate with the School Management on health and safety issues. The right not to be harmed is also extended to members of the public who may be affected by our work operations.

As well as being an absolute legal duty risk assessment is an important tool in helping us to prevent harm to our workers, pupils and the public. It focuses our control activities on the risks that are likely to cause real harm and when undertaken with the workers who may be affected often highlight simple solutions to reduce or manage the risk. Remember that whilst the law requires us to carry out risk assessment for all activities it does not expect us to eliminate all risk, we do not live in a risk free world, we are required to protect our workforce, pupils and others so far as is reasonably practicable.

This memo cannot cover all of the aspects of risk assessment. The final responsibility is yours to get it right. Advice is available from the Bursar and other members of the team we have set up to manage Health and Safety in the School. Risk assessment should not be a difficult process, but getting it right is essential.

### **What is a risk assessment?**

Put most simply, it is a careful examination of your work processes and environment to decide what could harm people. From this assessment, you can then decide what measures you need to take to prevent that harm and ensure your colleagues and pupils are protected through reasonable control measures. Control of risk is a legal requirement and therefore risk assessment is an essential tool.

### **How to undertake a risk assessment in your workplace?**

There are a number of ways to undertake a risk assessment, dependent upon the complexity of the risk, but here we are concentrating on the most straightforward method for our organisation. Some early advice is not to complicate the process. In many organisations the risks are well known and the control measures are either already in place or easy to instigate. If you are confident you understand the risks and are competent, you can do the assessment yourself, but carry it out fully and follow each step.

If you are not so confident or the risk is more complex then the assistance of a competent health and safety advisor/colleague will be helpful. Throughout each risk assessment, you should involve your immediate colleagues, who will often have invaluable input. Ultimately though, it is the School Management's responsibility to ensure the assessments are carried out properly and that our staff and pupils and others are protected from health and safety hazards.

### **5 Steps in Risk assessment**

*Step 1: Identify the hazards*

First you need to decide how people could be harmed. Walk around and look at what could reasonably cause harm. Talk to your colleagues, and where appropriate the pupils, look at your accident book, check all suppliers' instructions or datasheets. Think about any long-term exposures to harmful substances.

*Step 2: Decide who might be harmed and how*

Against each hazard you must be clear who may be harmed and how. This could include colleagues, pupils, visitors, cleaners, the public, in fact anyone who could come into contact with your work activities or environment. You do not need to name everyone as individuals, but you should outline how the hazard could cause harm and to which group of people.

*Step 3: Evaluate the risks and decide on precautions*

Ask some simple questions.

- Can I get rid of the risk altogether?
- If not, how can I control the risk so that harm is unlikely?
- To control the risk, use the steps below (in this order);
- Look for a less hazardous alternative (e.g. a change of process)
- Prevent access to the hazard (e.g. guarding)
- Reduce exposure to the hazard (e.g. ventilation)
- Issue personal protective equipment
- Provide welfare facilities (e.g. first aid, eye wash systems)

Often existing good practices used by other organisations will point you towards eliminating or controlling the risk. There are many sources of this detail and these frequently offer solutions that have proved successful for others.

*Step 4: Record your findings and implement them*

By keeping records you will be able to show that a proper check was made and sensible steps were taken to deal with significant hazards. The findings do not need to be lengthy, but confirm the hazards which have been highlighted, who was at risk and the preventative methods employed to control the hazard. It will also allow you to easily review the risk assessment at a later date and the effectiveness of the actions taken. Regular checks to ensure the preventative measures are being implemented are an essential part of the implementation process.

*Step 5: Review your risk assessments and update if necessary*

As things change within a workplace, including new pupils and needs of pupils (i.e. special needs) so it is necessary to review your risk assessments and of course check the effectiveness of existing risk control measures. Try to do this as a regular event and of course undertake a new assessment against any new process or equipment, or environment change.

Look at your accident and healthcare records, have they highlighted problems, talk to your colleagues, talk to colleagues in other School's. Once an initial assessment is complete, the circle should start again. How can you improve further, what steps will improve everyone's well being?

**Every accident and injury is one too many.**