



# BIRKENHEAD SCHOOL

## Health and Safety Policy

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## Preface

This is the Health and Safety Policy for Birkenhead School. It seeks to outline the policies, procedures and general approach to ensuring those working or studying at School, together with visitors, can be on site engaged in the many and varied activities while remaining healthy and safe.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of the School's staff, children, contractors and visitors whilst continuing to comply with the relevant legislation.

This policy is followed by appendices outlining document revisions and specific responsibilities within the organisation's approach to health, safety and welfare.

A separate document outlines further management arrangements and other policies ensure a comprehensive approach to maintaining and promoting a healthy and safe School community.

While the appendices outline responsibilities in more detail, an overview can be provided here:

<b>Responsibility</b>	<b>On whom</b>
Governance of policy and practice	Board of Governors
Overall implementation of policy	Headmaster
Health and Safety Officer	Bursar
Review of policies and practice, consultation	Health and Safety Committee
Co-operation and active involvement in promotion of health and safety in accordance with policies & procedures	All staff and visiting contractors

## Policy Statement

It is our aim to achieve a School environment that is free of avoidable accidents and does not contribute to ill health. To this end we will pursue continuing improvements from year to year.

The School recognises its duties to provide, as far as is reasonably practicable, a safe environment for its staff and visitors, and its particular responsibility (requiring all staff's contributions) to provide this environment for the children entrusted to the School for care and education.

We are committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the School or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

This will involve the:

- Assessment and control of risks
- Provision and maintenance of safe equipment and activities (including systems of work).
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training and supervision.

We undertake to discharge our duties by:

- Identifying hazards at School (and where School activities take place), assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe activities and methods of work.
- Recruiting and appointing staff who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to staff are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of the provision of health and safety at School and of good practice through the effective communication of relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful approach to health and safety is dependent on the participation and co-operation of all staff. All staff are aware that they have a legal duty to:

- Exercise reasonable care for their own health and safety and others who may be affected by their acts or omissions at work, especially the pupils/students.
- Co-operate with and assist their colleagues (including managers) in meeting their duties and obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually (as a minimum) to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review where required to reflect changes to legislative requirements, changes to key staff in the School, and advancement in technologies which affect the School's activities.

All policies relating to health and safety will be available for staff to read within the Staff Handbook. All staff, and contractors employed by the School will be expected to comply with this Policy and other School policies.

**Signed:** *Andrew J. Cross*  
Chairman of Governors

**Date:** 7<sup>th</sup> December, 2020

## List of School Policies and other documents relating to “Health and Safety”

### Relating to Staff / Contractors / Visitors

- Fire Safety
- Electrical Safety
- Road Safety
- Stress Management
- Smoking
- Emergency Management
  
- First Aid Policy and First Aider List
- Staff with First Aid Qualifications
  
- Five Steps to Risk Assessment
- Template for the Recording of Risk Assessments
  
- Health and Safety – Management Arrangements
- Health and Safety Committee - Agenda and Minutes
  
- Information for Contractors

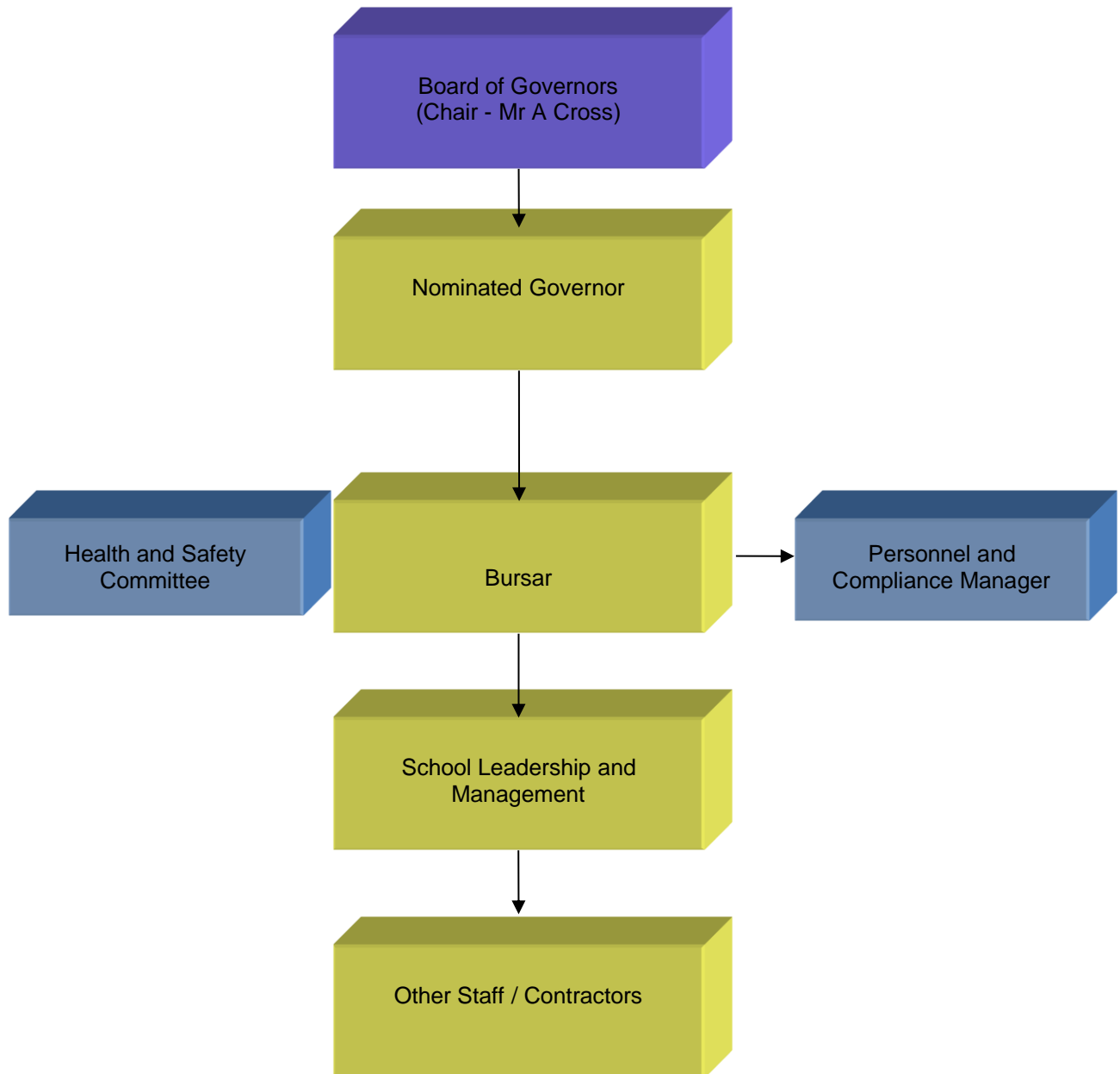
### Relating to Pupils / Students

- Child Protection and Safeguarding Policy
- EYFS Risk Assessment Procedure
- EYFS Child Arrival and Collection Policy
- Lost Child Policy

## Organisation – Duties, Roles and Responsibilities

### Organisation Chart

The School have identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



### Responsibilities – Board of Governors / Managers (Health and Safety)

#### Board of Governors

The Board of Governors have ultimate responsibility for ensuring that the School fulfils its legal responsibilities, that policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety and welfare. The Bursar, acting for the Headmaster and Board of Governors, will also ensure that School policies are reviewed as appropriate, in order to secure best practice and continuing compliance with existing policies,

current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements. They will, from time to time, be assisted by an audit by external health and safety advisors who will also be used to provide independent investigatory capability as required.

### **School's Managers**

The staff appointed to managerial roles (e.g. Estates / Finance / Nursery Manager, Heads of Department, Heads of Year, Senior Leadership Team) are responsible for implementing this policy on a day-to-day basis. This includes encouraging and assisting the School in reviewing and developing safety procedures and ensuring that established rules and safe working practices are followed. They must also ensure that staff are properly trained and receive the support they need to perform their duties.

A summary of managers' duties within their areas of responsibility follows:

- Ensure that necessary consideration is given at all times to the requirements of this policy and, in particular, to the following:
  - Safe activities and methods of working.
  - Induction training.
  - Welfare facilities.
  - Fire precautions.
  - Hazards arising from activities.
  - Carrying out checks/inspections and advising, as and where necessary, on how to improve methods of working (or seeking advice).
  - Investigating accidents and dangerous occurrences (within their remit) and recommending means of preventing recurrence.
  - Advising and assisting with safety training of staff.
- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the staff they are responsible for.
- All accidents, incidents, near misses and dangerous occurrences are investigated and preventative actions are recommended (seeking advice where necessary). Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plans and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by School staff will not create a risk or hazard to anyone (either staff or non-staff).
- Ensuring that no operation carried out by contractors will place staff, or members of the public, at undue risk.
- Ensuring that all staff are adequately trained and competent to carry out the work allotted to them without undue risk.
- Ensuring that, where training needs are identified to enhance health and safety, arrangements for training are made.
- Ensuring that all School policies and procedures are followed.

**Responsibilities – Staff / Educational Contractors (Health and Safety)**

All staff of the School will ensure that:

- They are fully aware of, and understand, this policy and risk assessments relating to areas of work and specific equipment / activities.
- They co-operate with colleagues (including managers) in meeting its statutory duties.
- They take reasonable care of themselves, children at the School, and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of better health and safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately resolved and/or reported verbally to their direct supervisor or manager.
- They are fully aware of emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct supervisor or manager.
- Where a member of staff identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Manager verbally, by telephone or e-mail.

During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe and correct manner.

## **Personnel and Compliance Manager**

The School has appointed a Personnel and Compliance Manager with appropriate training as a source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

This Manager can advise the School's managers on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing staff with information about precautions in general.

The Personnel and Compliance Manager will have the responsibility for the following:

- Ensuring the School is aware of statutory obligations and recommended Codes of Practice.
- Advising the School's managers of their responsibilities for accident prevention and avoidance of hazards to health and safety.
- Interpreting new and developing legislation / standards and keeping the School's managers and Staff informed of such.
- Advising where improvements in standards or practices are necessary / advisable to enhance health and safety.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes/activities, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of health and safety, accidents and "near misses".
- Assisting in identifying training needs and advising on suitable training programmes to improve health and safety.
- The provision of guidance regarding first aid, fire safety, and emergency procedures.



## Responsibilities - Contractors (Health and Safety)

The School from time-to-time welcomes the services of contractors at the School and aims to work with them to ensure the efficient and safe pursuit of their work.

A summary of contractors' duties follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a contractor is bringing 5 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the School's managers and/or their advisors to ensure that all arrangements for safety, health and welfare are dealt with properly. The appointed 'Safety Supervisor' for the contractor will also be required to carefully monitor and supervise the staff for whom they are responsible, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy.
- Contractors are reminded of their responsibilities, not only to their own staff, but also to all other contractors' staff and others who may be affected by their works, including members of the public.
- They must ensure that the School is provided with any information available that may affect the health and safety of those on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide records of risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.
- All plant and equipment provided by the contractor for use by their own staff, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- Contractors who will use any material or substances likely to jeopardise the health and safety of others must provide the School with specific recorded risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor should inform the School in order to ensure that adequate steps are taken to reduce exposure to School members.
- Contractors are requested to ensure that their staff make proper use of any welfare facilities provided by the School and that they co-operate fully with the School's managers.
- Contractors are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the School Fire Plan.
- Contractors must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their staff on all safety issues on site and providing documentary evidence to the School that this has taken place.

## Designated Responsibility Summary

Topic	Responsible Department
Policy Review / Governance	Board of Governors
Policy Implementation	Headmaster
Health and Safety oversight	Bursar / Health and Safety Committee members
Health and Safety training	Personnel and Compliance Manager / School's managers
Premises risk assessments	Estates Manager
Work activity risk assessments	Staff (supported by starting templates)
Display Screen Equipment assessments	School's managers and Staff
Manual handling assessments	School's managers and Staff
COSHH assessments	School's managers and Staff
Fire Risk assessments	Estates Manager
Expectant/New mother risk assessments	School's managers
Employment of Young People	School's managers and Staff
First Aid	School Nurse and Designated First Aiders
Emergency Planning	Leadership Team
Vetting Contractors	Leadership Team
Monitoring of Health and Safety in the workplace	School's managers / Health and Safety Committee
Site inspections	Personnel and Compliance Manager, Estates Managers and other managers where appropriate
Audits	School's managers
Accident, Incident and Near Miss investigations	School's managers (under Bursar / Personnel and Compliance Manager's supervision)

Some of the above activities will be supported by external advisors where appointed.

## Revision Control

School Approval			
Version Number	Date	Summary Details	By Whom
1	May 2015	Initial submission by Compliance Education	Paul Spencer
2	July 2016	Edited version for stakeholder circulation	Mark Turner (Bursar)
3	Sept 2016	Approved by Board of Governors (12/09/16)	Mark Turner (Clerk)
4	Sept 2017	Heads of Year also identified as having managerial responsibility	Mark Turner (Bursar)
5	Sept 2018	Reviewed – no changes necessary, approved Board	Mark Turner (Bursar)
6	Sept. 2019	Reviewed – minor changes to contractors' responsibilities and addition of HR / Compliance Officer	Mark Turner (Bursar) / Board of Governors
7	Dec. 2020	Reviewed alongside new post of Personnel and Compliance Manager	Mark Turner (Bursar) / Board of Governors
8	Sept 2021	Reviewed – approach still remains appropriate and applicable.	Mark Turner (Bursar)

MJT 9<sup>th</sup> September, 2021. To be reviewed September 2022