HEALTH AND SAFETY POLICY

THE GRANGE SCHOOL

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POLICY STATEMENT

The Grange School attaches utmost importance to the safety, health and welfare of its staff, pupils and visitors. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations.

This policy, which covers both the Junior and Senior Schools, including EYFS, is intended to act as a statutory document requiring all employees and pupils to act in a reasonable and responsible manner. It sets out the duties and responsibilities of all employees and pupils and requires the implementation of appropriate controls to methods of work so that they are as safe as is reasonably practicable.

The School's employees and pupils can be involved in a wide variety of activities. Whilst everyone must observe the contents and requirements of this policy, a Health & Safety policy alone will not in itself ensure the environment we work in will be safe. There can be no substitute for common sense. There must be a constant awareness of the things we do and the ways in which they could affect the Health & Safety of employees and others involved in, and affected by, the business. Appropriate training and information will be provided so that all staff and pupils will perform their activities in a safe manner.

All employees shall be given a copy of their responsibilities under the Health and Safety Policy (see pages 4-7 below) at induction, and any updates will be circulated to all members of the School community.

AIMS OF THE POLICY

The aims of this policy are:

- To provide and maintain a safe, secure and healthy working environment for all employees, pupils and visitors.
- To ensure that all staff exhibit visible leadership that promotes safety and occupational health as equal to other business imperatives.
- To outline the roles and responsibilities for Health & Safety of the different people throughout The School and for any other persons with authorised access to the School's premises.
- To ensure that training is provided to employees to give them the skills, knowledge and resources required to maintain a healthy and safe working environment
- To ensure, as far as possible, that every pupil in the School is able to benefit from- and make his/her full contribution to the life of the School, consistent always with the needs of the School Community.

OTHER RELEVANT POLICIES & DOCUMENTATION

In reading this policy you should also consider and consult the following documents:

- Fire Safety Policy
- Staff Handbook
- Employee Handbook
- First Aid and Medicines Policy
- Educational Visits Policy
- Risk Assessment Policy

REVIEW DATES AND APPROVAL

To ensure the effectiveness of the policy, it will be closely monitored and will be formally reviewed and revised in light of any legislative or organisational changes.

This policy is reviewed by the Compliance Committee and then approved by the Full Board of Governors (including the Chair of Governors and the Head(s)).

Last reviewed: February 2024

Next review: February 2025

Person responsible for review: Chief Operating Officer

1 ORGANISATION AND RESPONSIBILITIES

The Governing Body has the ultimate responsibility for health and safety in the School. The Governing Body acts through the Compliance Sub-Committee to review this policy and to monitor the effective working procedures of the School including reviewing - through a nominated governor with a particular responsibility of health and safety- the reports of incidents, accidents, near misses and any concerns material raised by any member of the School.

The Head of The Grange is responsible to the Governing Body for the safe functioning of all school activities although they have delegated the immediate operational role to the Head of Estates. The Chief Operating Officer has Senior Line Management responsibility for the Head of Estates and further professional support is provide by Education Compliance ltd.

The Head of Estates will be assisted in the carrying out of his responsibilities by the Estates Compliance Officer and other members of staff. The Head of Estates also consults with the Health and Safety Committee which take place at least once per term. The Educational Visits Co-ordinator (EVC) is responsible for health and safety aspects of school trips and visits.

1.1 ROLES AND RESPONSIBILITIES

The following outlines the health and safety responsibilities of all Staff. Further details will be included in job-specific role descriptions.

1.1.1 Head The Grange School

The Head of the Grange School delegates much of the following operational responsibility to the Chief operating Officer, whilst maintaining accountability:

- To create a culture where Health & Safety is embedded across all school activities
- To ensure that staff, pupils and contractors comply with the school's policies and procedures
- To ensure that an effective Health & Safety Management system has been implemented to adequately control the school's risks and to ensure legal compliance
- To ensure that the necessary arrangements are made for the effective investigation of accidents, incidents and near misses and for the communication of any lessons that are learnt throughout the school
- To ensure that adequate organisation and arrangements exist for the implementation of the school's Health & Safety policy and for compliance with legislation which applies to their activities
- To ensure the provision of resources as necessary to enable health and safety policy to be implemented effectively and performance to be measured and reviewed
- To ensure that all staff are competent by providing relevant training and ensuring that records of training are maintained

- To attend at least one Health and Safety Committee each academic year
- To ensure the provision of adequate information, instruction, training and supervision for all staff, contractors, visitors and pupils
- To ensure provision of safe (and regularly maintained) machinery and equipment and safe systems of work
- To provide a safe and healthy place of work, including access and egress to and from the premises and adequate facilities and arrangements for the welfare of employees at work
- To consider at all times the safety of pupils, parents, contractors, staff and any other visitors accessing the premises including those who hire or undertake leisure activities

1.1.2 Heads of School

- Ensure that all pupils and members of staff are aware of and comply with this policy
- Bring to the attention of the Head of Estates all health and safety issues of immediate importance and report on any other concerns to the Head of Estates and/or the relevant Health and Safety Committee.
- Ensure all procedures and policies are in place for educational visits and activities
- The Head of each school site with responsibility for Safeguarding has responsibility for the registration and control of visitors to the site.

1.1.3 Head of Estates

- Consult with employees at all levels and pupils on health and safety issues including facilitating the Health and Safety Committee
- Ensure that safe systems of work are in place for all activities being undertaken
- Ensure that there is safe storage, handling, usage and transportation of chemicals or any other hazardous materials within the School premises
- Ensure that appropriate training has been undertaken by relevant employees to allow them to undertake their duties safely, for example employees working at height or carrying out hot works. Ensure relevant PPE is worn as identified in risk assessments
- Co-ordinate the risk management process within the School
- Collate accident and incident investigation and where necessary ensure that appropriate investigations have been undertaken and given to those who require such information and assist in any accident or incident investigation where appropriate: reporting notifiable accidents to the Health & Safety Executive
- To measure performance to improve the Schools approach to Health & Safety Management
- Hold all appropriate records (statutory or otherwise)
- Keeping statistics and preparing summary reports as required by the Compliance Committee
- Undertake or delegate any vehicle inspections such as the fleet of minibuses

The Head of Estates has day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos Management
- Emergencies

He will also act as the School Safety Co-ordinator, whose duties will include

- advising the Head on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Head
- compliance with the Construction (Design and Management) Regulations
- chairing each of the Schools Health and Safety Committees

1.1.4 Estates Compliance Officer

The Estates Compliance Officer has responsibility for implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of contractors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

1.1.5 **Leisure Duty Manager**

The Leisure Duty Manager has responsibility during the evening and at weekends for the implementation of the following:

- Building security
- Prevention of unsupervised access by unauthorised members of the public to dangerous areas (in co-operation with others as appropriate)
- Registration and control of contractors (if applicable)
- Site traffic movements
- Good standards of housekeeping, cleanliness
- Control of hazardous substances

- Ensuring that user groups are aware of the key contacts within the building and how to raise an alarm and knowledge of the various evacuation points and where to congregate in the event of a fire.
- Users are aware of who to alert if there are any Health and Safety observations or feedback.

1.1.6 Heads of Department (Teaching)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.

- To oversee the control of hazards within their area, including the preparation of risk assessments where appropriate.
- To give special attention to the supervision of new or temporary staff to ensure they understand this policy and the requirements of the School in relation to all methods of working
- Bring to the attention of the Head of Estates all health and safety issues of immediate importance and report on any other concerns to the Head of Estates and/or the relevant Health and Safety Committee.

They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements:

- Sports activities — Director of Sport & Development
- Outdoor lessons — Deputy Head (Academic)
- Trips and visits — Educational Visits Co-ordinator

1.1.7 Heads of Sciences

- Be specifically responsible for safety within the laboratories, preparation rooms and store rooms.
- Ensure safe practice is conducted during all practical demonstrations and lessons using current guidance for best practice.
- Ensure all staff and pupils using the laboratories, preparation rooms and store rooms receive appropriate safety induction training.
- Ensure safe storage of all chemicals, radiological sources and biological samples
- Ensure that all Science rooms are locked and inaccessible to pupils between lessons

1.1.8 Educational Visits Co-ordinator

The Educational Visits Co-ordinator is appointed by the Head and is responsible for:

- liaising with staff who lead school trips
- ensuring the school's policy on Educational Visits is adhered to
- that trips are properly planned and risk assessed with due regard to the health and safety of pupils and staff.

1.1.9 The Registered Nurses

- Maintaining details of all accidents from either one of the hard copy accident books or electronic entry in ISAMS.
- Informing the relevant member of SLT about any serious accident (involving a pupil, member of staff or member of the public) particularly one requiring a visit to hospital.
- Determining, with the Head of Estates and Chief Operating Officer, whether further investigation of any accident is required.
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

1.1.10 All Members of Teaching and Support Staff (including those named separately elsewhere)

- To follow all safe working practices to enable them to undertake their responsibilities under this policy.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not wilfully misuse, neglect or interfere with, things provided for their safety and/or the safety of others.
- To cooperate with other employees in promoting improved safety measures in school.
- To attend necessary Health and Safety training, as required
- To bring to the attention of the Head of Estates or DFO any health and safety issues of immediate importance.
- To follow all school procedures on the reporting of safeguarding.

1.1.11Pupils

- To behave in such a manner that they create no unnecessary risk to themselves or others
- To refrain from violence towards all other members of the school community
- To follow this and other School policies and follow the instructions of the teaching staff or other responsible adults.
- To use and not wilfully misuse, neglect or interfere with, things provided for their safety and/or the safety of others.

1.1.12 Link Governor

- This is a strategic responsibility, as operational responsibility rests with the Chief Operating Officer and requires the Link Governor to:

- Support the Chief Operating Officer in the implementation of effective Health & Safety

- Ensure that an appropriate Health and Safety policy exists, is fit for purpose, and is reviewed and updated regularly and in context of changes at the School.

- Ensure that the Health and Safety policy is implemented appropriately.
- Ensure that the Health and Safety policy is effective. Termly reporting to Compliance Committee (written report) and the Board on the Link Governor's responsibilities.

1.2 Contractors

The following arrangements shall be employed when all external contractors are engaged on site.

All contractors shall:

- Adopt, safe systems of work that meet the requirements of the Health & Safety at Work Act 1974 and all legislation enacted under that Act and conform to any local Health & Safety rules, procedures and policies for the areas in which they are engaged to work
- Ensure that any hazardous substance brought onto a School site is done so only with the prior agreement of the School. It is the responsibility of the contractor to ensure that the requirements of the Control of Substances Hazardous to Health Regulations 2002 (as amended) have been met in relation to these substances
- Provide and use any personal protective equipment as is necessary to safeguard the Health & Safety of their operatives
- Report all accidents and near miss incidents which occur on the School premises to the appropriate personnel in accordance with the accident reporting policy
- Be responsible for ensuring the adequacy of the First Aid arrangements for their staff as required by the Health & Safety (First Aid) Regulations 1981
- Under no circumstances use the tools and equipment of the School unless expressly authorised to do so and to ensure that all equipment used or introduced to a School site or premise is maintained so that it is safe to use and without risks to health
- Co-operate with the School in exercising its right to monitor or inspect any activities taking place on the School premises and act on the instructions of the Head of Estates and/or Estates Compliance Officer.
- Ensure that a permit to work system is in place where the activity is of a particularly high-risk nature or where the School require it.

The School shall:

- Ensure, prior to engagement, that the contractors have been assessed as being competent to carry out work for the School and to ensure that the contractors have suitable and sufficient public/employer/product liability insurance cover in place
- Ensure all contractors are fully aware of all relevant Health & Safety issues which are relevant to the task in hand before commencement of any work.

- Ensure that there is adequate control over any risk to personnel and property arising from the activities of contractors, their vehicles, plant or equipment.

1.3 Visitors

The School accepts its responsibility to ensure the Health & Safety of all persons who come onto the school premises or the consequences of its activities. The following arrangements are to enable this responsibility to be effectively discharged:

- All Visitors to the school must report to the main reception on arrival
- All visitors must sign in at reception and must wear appropriate badges at all times when on the premises and hand in their badges on leaving the premises and complete the sign out procedures
- Accidents and near miss incidents which involve visitors / public must be reported and followed up in accordance with the accident reporting procedure.
- Visitors to be advised of Fire Evacuation procedures and assembly point.

2. PRACTICE AND PROCEDURE

2.1 Health and Safety Committee

The School has one Health and Safety Committees which deals with both the Senior School and Junior School sites. They meet once a term to report on and discuss concerns. The minutes of the meetings along with any serious accidents/near misses are reviewed by the Compliance Committee

The forum is made up of the following people:

Chief Operating Officer (Chair)
Head of Estates
Head of Senior School
Head of Junior School
Director of Enrichment & Outreach
Director of Sports & Development
Head of Chemistry
Head of Graphics
Catering Manager
Head of Rowing
Estates Compliance Officer
Registered Nurse
Theatre Manager
Leisure Duty Manager
Staff: open invitation to all staff who wish to attend
Head: to receive minutes of all minutes and may attend as desired.
Link Governor

2.2 Reporting and Investigation of Accidents/Incidents

All accidents, dangerous occurrences or near misses must be reported to the Head of Estates or in his absence, the Chief Operating Officer and the details recorded.

The Head of Estates will investigate all accidents, dangerous occurrences or near misses from the details recorded. The Head of Estates as the authority to involve all those he considers necessary in the investigation of incidents.

The Head of Estates will deal with reporting any reportable incidents to the appropriate authority (e.g under RIDDOR regulations; to the Health and Safety Executive)

Serious accidents/near misses will be reported to the Compliance Committee on a termly basis.

3 RISK ASSESSMENT

This is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

The school's Risk Assessment Policy covers procedures in detail and includes provision for training relevant staff in assessing risk (including for school trips)

4 STAFF TRAINING

The school will provide sufficient information, supervision and training for all employees, including specialist training where necessary. The Head of Estates will co-ordinate the training and this will include annual Health and Safety training for all staff, minibus training as applicable, First Aid Training as applicable and Fire extinguisher training applicable as a minimum for staff with non specific Health and Safety duties. SLT to receive Leading Safely training every three years.

5 STAFF WELFARE

5.1 Disabled Persons

The School recognises its obligations towards its employees, pupils and the community at large to ensure that people with disabilities are afforded equal opportunities. The School will, therefore, ensure where possible that reasonable adjustments are recorded into risk assessments and are made in line with the provisions of the Equality Act 2010.

5.2 Occupational Health

The School tries to promote a healthy lifestyle for all pupils and staff. There is an on-site nurse, available to all members of the school community and the School adopts a healthy meals policy. The School also encourages employees to seek counselling or coaching regarding any problems, whether at home or at work, and will maintain a link with Occupational Health Services.

5.3 Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the School will take all reasonable precautions to ensure the Health and Safety of all "users" of display screen equipment (DSE).

5.4 First Aid

The school has a First Aid Policy that outlines the arrangements for the provision of First Aid and for training for staff in its use.

6 EDUCATIONAL TRIPS

The School has as separate, detailed Educational Visits Policy with allied procedures, which is overseen by the Head each school and the Educational Visits Co-ordinator. This includes procedures and control measures required to ensure that activities and trips are properly risk assessed, then managed safely and effectively. The School will follow all recognised publications from the DfES relating to trips and activities.

7 VEHICLES

7.1 Vehicle Movement on Site

All vehicle movement on either site and any restrictions to such movement are controlled by the Head of Estates, and/or the Estates Compliance Officer. Vehicles are not permitted on the main thoroughfares of the school during the school day. Senior School pupils should not walk on the road from the front of the site to the rear car park except during a fire drill.

7.2 Driving

All school vehicles are checked regularly to ensure that they are roadworthy have current tax and where applicable have a current and valid MOT certificate.

The School will ensure it keeps copies of current and valid driving licences of all employees who may have to drive as part of their job role. Employees must inform the Head of Estates of any accidents or driving incidents that they have been involved with whilst on School business.

8 HAZARDOUS SUBSTANCES

8.1 Ionising Radiation and Chemical Safety

The School stores and use chemicals and radioactive substances for educational purposes. The School will use the industry guidance for best practices in sourcing, storing, handling using and disposing of such substances.

All radioactive sources will be stored in labelled containers and the School will ensure that amounts will be kept to a minimum and not to build up large numbers of items. Detailed records relating to storage use and disposal will be held by the School and emergency plans drawn up for leakage etc. Appropriate PPE will be provided.

8.2 Cleaning Materials

The cleaning of the school premises is of paramount importance because it is the first line of defence against communicable diseases. Due to cleaning specifications certain permitted chemicals are used on school premises. These chemicals will always be locked in a secure area and will not be used in the vicinity of pupils. All staff will be appropriately trained in the use of cleaning equipment and chemicals and will be expected to wear the appropriate PPE at all times.

8.3 Asbestos

The School understands its duty to manage asbestos under the Control of Asbestos Regulations 2012. The Estates Compliance Officer is the nominated duty holder who will take reasonable steps to make, and keep up-to-date, a record of the location and condition of the asbestos containing materials or materials which are presumed to contain asbestos; to prepare a plan that sets out in detail how the risks from these materials will be managed; to periodically review and monitor the asbestos management plan and to provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

9 MISCELLANAEOUS

9.1 Drugs & Alcohol

It is the strict policy of the School that the working environment shall be free from the influence of drugs or alcohol. Contravention of these rules is a very serious matter and the School will take disciplinary action. In addition, possession of or dealing in illegal drugs on School premises will, without exception, be reported to the Police.

The school has a licence to sell alcohol at functions in certain circumstances. The Licence Holder is the Theatre Manager. Any queries or concerns relating to serving alcohol on school premises should be reported to him.

9.2 Smoking

The School promotes a no smoking policy. Smoking is not permitted anywhere at either the Senior or Junior School.

9.3 Work Equipment

The School will ensure that work equipment (of any kind) is maintained in a safe condition and periodic maintenance is carried out in accordance with industry best practice.

9.4 Manual Handling

Where reasonably practicable, all staff should avoid hazardous manual handling operations. If necessary, the task must be made manageable in accordance with the Manual Handling Regulations. Training will be offered on the employment of safe practices.

9.5 Working at Height

Working at height should only be undertaken if necessary and appropriate. Maintenance staff must comply with statutory requirements. Training will be offered on the employment of safe practices. The erection of portable scaffolding towers or the use of the Genie lift must only be undertaken by appropriately trained staff.

9.6 Pupil Work Experience

Some pupils will undergo a period of work experience with local employers as part of their education and development programmes. The School will use the self-placement form which will be completed by the pupil and the employer and returned to the School. The School will review all details of the placement including the existence of adequate employers' liability insurance and where appropriate a visit will be undertaken on behalf of the school.

9.7 Out of Hours Use

The Leisure Duty Manager and the Artistic Director, in conjunction with the Chief Operating Officer s monitors and organises use of all School premises by community organisations both out of hours in term time and during the school holidays.

9.8 Severe Weather

In circumstances where the safety of pupils is compromised, then the School may close. The parents and pupils will be notified in accordance with the snow procedures.