

# Health and Safety Policy

Reviewer: JC/CM May 2018  
Approved by Governors: June 2018

Next review date May 2019



## **1 Health and Safety Statement**

- 1.1 The Godolphin and Latymer School places the greatest importance on health and safety matters and will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety. All members of the school community are encouraged 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 Board of Governors' commitment to ensuring, so far as is reasonably practicable, the health and safety of girls, staff and visitors to the School and, in doing so, has regard to DfE non-statutory advice *Health and Safety advice on Legal Duties and Powers for local authorities, school leaders, school staff and governing bodies* (2014).
- 1.2 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, girls and visitors to the School understand one another's duties, functions and responsibilities.
- 1.3 The Premises Manager is designated as the member of staff responsible for advising on compliance with the statutory Health and Safety Regulations.
- 1.4 The School Governors bear ultimate responsibility to provide leadership in Health and Safety and delegate operational responsibility to the Head Mistress. The Head Mistress further delegates responsibility and authority for safety matters in accordance with the arrangements detailed in this Health and Safety Policy.
- 1.5 The Governors, Head Mistress and Staff of the School accept and will meet their obligations under the Health and Safety at Work Act 1974 (the "Act"), regulations made under the Act and related approved codes of practice. They will make every effort, insofar as it is reasonably practicable, to provide a safe and healthy environment for all the staff, girls and visitors, as follows:
- ensure that the School is a safe place to work, study and relax, including safe access to and from the premises;
  - ensure there is adequate information, instruction, training and supervision to enable all staff, girls, 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 girls, 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.
- 1.6 The School has set up a Health and Safety Committee to enable staff to contribute to the development of measures aimed at promoting health and safety at work. Girls may contribute via the School Council.
- 1.7 The School expects staff to contribute to safe behaviour, and to maintain a constant and continuing interest in the Health and Safety of girls, other staff and visitors to the School, in particular by:

- acting responsibly 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.

1.8 Employees should be aware that the School will apply disciplinary procedures to any member of staff who is in breach of the School's 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.

1.9 The Health and Safety Committee will review this policy annually or in the light of further regulations and other guidance received from the Health and Safety Executive. The policy will be reviewed and ratified by Governors on an annual basis.

## **2 Management and Supervision**

2.1 All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their department are performed with the utmost regard for the health and safety of all involved. Those with a management or supervisory role will:

- ensure that on commencement of employment, all new staff are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, risk assessment, fire precautions, the Code of Safe Conduct included in this Policy and the location of the Medical Centre and first aid kits;
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and girls;
- ensure that all staff are familiar with the School's Health and Safety Policy and Security Policy;
- co-operate with and participate in the investigation of all accidents and conduct assessments and inspections;
- ensure the maintenance of good housekeeping standards;
- review the safe operation of all work equipment;
- within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees;
- check work methods, practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances;
- carry out Risk Assessments within their departments and maintain a record of their findings in accordance with the Risk Assessment Policy (see also section 12 below).

2.2 It is the responsibility of the Bursar to organise regular Health and Safety inspections.

## **3 All Staff**

3.1 All staff have individual obligations as employees of the School. These obligations which

came into effect under the terms of the Act are detailed in this policy. Staff will:

- make representations to the School on general matters affecting health, safety and welfare;
- follow up notifiable accidents, occurrences and diseases;
- be vigilant on all issues relating to health, safety, welfare and security of all occupants of the site;
- through supervision of girls, ensure their safety and welfare in accordance with the School's Safeguarding (Child Protection) Policy, Behaviour Policy and Anti-Bullying Policy.

3.2 The Act emphasises the view that to achieve the successful implementation of an adequate health and safety policy the staff's co-operation is essential. It is therefore important that all staff have a clear point of reference to follow on health and safety matters. Any member of staff who would like further guidance on the contents of this Policy, who wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting either of the Chairs of the Health and Safety Committee (see section 22 of this Policy).

3.3 All School policies and procedures referred to in this document are available to staff in Staff Resources/Policies.

#### **4 Health and Safety Committee**

4.1 The Head Mistress liaises with the Bursar to appoint the Health and Safety Committee, which will generally include the Heads of the higher risk departments within the School. The Head Mistress has delegated responsibility for the chairmanship of the Health and Safety Committee to the Compliance Officer and Senior Teacher.

4.2 Members of the Health and Safety Committee have no executive authority beyond that attached to their normal duties. However, the Committee will make recommendations as appropriate to the Head Mistress.

4.3 The members of the Health and Safety Committee will:

- consider legislation, reports and information in order to determine necessary action
- monitor the effectiveness of procedures, systems of work, training and communication
- consider aspects of the School's operations which could have health and safety implications for the staff, the girls and/or visitors
- review health and safety audits, inspections and assessments

4.4 Members of the committee are listed at the end of this policy (see section 22). The committee will meet at least once every term. The meetings are minuted and available to all staff (in Staff Resources/Health and Safety) and also to the Governors' Health, Safety and Risk Management Committee.

#### **5 The Premises Manager**

5.1 The Premises Manager is responsible for the maintenance of safety records, accident investigations, assessments and inspections. In the absence of the Premises Manager, the responsibilities for health and safety at work will be assumed by the Assistant Premises Manager.

- 5.2 The Premises Manager manages the Premises Team and on site contractors.
- 5.3 The Premises Manager is responsible for all boiler houses, plant rooms, mechanical, electrical, water and other piped services up to and including room outlets, including any tunnels or ducts through which services travel. He is responsible for any area of the School in which an outside contractor engaged on building or related work is working and for the regulations of such contractors, ensuring that any contractor is aware of their responsibilities to the School and its staff, under the Health and Safety at Work Act 1974, and the School's Health and Safety Policy. The Premises Manager is responsible for informing the appropriate member of School staff when work is to be carried out in an area under their control or in an adjacent area. Additionally, he is responsible for the safe maintenance and repair of defects upon electronic, written or telephone communication.
- 5.4 The Premises Manager will ensure that the Health and Safety Law poster is displayed in the following areas: the Staff Room, the Brooke Building, the Peripatetic Music Staff Room, the Reprographics department, the Design Technology department, the Schoolkeepers' Office, Security, the Catering Manager's Office, the Sports Hall and the kitchen.

## **6 Security**

- 6.1 The School's Security Policy sets out the measures that will be adopted to ensure, so far as is reasonably practicable, that staff, girls, visitors and contractors are protected from security risks.
- 6.2 Procedures and arrangements for the security of the premises and occupants are also detailed in the School's Safeguarding (Child Protection) and Recruitment policies, Safeguarding Risk Assessment, Anti-Bullying Policy, Emergency Evacuation Procedure, Visitor Procedures, Arson Prevention Policy and Staff Handbook.

## **7 Maintenance of Buildings**

- 7.1 All staff must be made aware of procedures for ensuring the provision of adequate maintenance of their places of work and arrangements for urgent maintenance when it becomes necessary. Members of staff should use the [schoolkeepers@godolphinandlatymer.com](mailto:schoolkeepers@godolphinandlatymer.com) email facility to report matters requiring attention.
- 7.2 The Premises Manager has a responsibility in an emergency to temporarily take out of use any area in which, in his judgement, it would be hazardous for staff or girls to work. Such action should be notified immediately to the Compliance Officer and the Senior Teacher and a notice for Staff put up on the board in the Staff Room.
- 7.3 The Premises Manager must institute adequate procedures for the checking and maintenance of plant and equipment under his control.
- 7.4 The Premises Manager will ensure that any electrical equipment that has the potential to cause injury is maintained in a safe condition. The School's Portable Appliance and Electrical Safety Policy contains further details of how safety checks on electrical equipment are carried out.
- 7.5 The School acknowledges the health hazards arising from exposure to asbestos and will ensure that as far as reasonably practicable staff, girls, visitors and contractors are protected from risk to their health due to exposure to any asbestos containing materials. Further advice and instruction for those involved in work with asbestos-containing materials is set out in the School's Asbestos Management Policy.

## 8 First Aid

- 8.1 This section should be read in conjunction with the School's First Aid Policy.
- 8.2 First Aid kits are located in appropriate areas of the School and are clearly labelled with a white cross on a green background. The School Nurse is responsible for checking and replenishing kits at the beginning of each term. It is the responsibility of all staff to acquaint themselves with their location. Appendix 1 lists the location of all First Aid Kits.
- 8.3 The School has two qualified School Nurses who each work part-time, to provide full time cover, based in the Medical Centre. The School Nurses will provide on the spot treatment for minor injuries and advise on the immediate supervision of serious accidents. The School Doctor is in school one morning each week.
- 8.4 Members of staff are encouraged to qualify as First Aiders and from time to time training courses will be provided. A list of staff qualified in First Aid is held at Reception and published in the Staff Handbook and is updated every term or following a training session. Any member of staff wishing to become qualified in First Aid should notify the Senior Teacher responsible for Staff Development. First Aiders will need to revalidate their certificate of competence as required.

## 9 Reporting of Accidents

- 9.1 A member of staff who suffers an accident, or is the first on the scene of an accident involving a pupil, must complete an accident report using the Accident Report Book. Copies of the Accident Report Book can be found in several locations:
- School Office
  - PE Office
  - Technology Room
  - Biology Prep Room
  - Chemistry Prep Room
  - Physics Prep Room
  - Art Office
  - Bishop Centre
  - Medical Centre
- 9.2 Every accident which occurs in School **must** be reported using this book and the report passed to the Bursar. The Bursar may require a supplementary accident report to be completed so that the accident can be investigated further. This will always be required if a member of staff is taken to hospital or is likely to need time off work as a result of the injury or, in the case of a pupil, if the pupil has been taken to hospital from school. In this case, the Head Mistress, Senior Deputy Head (Pastoral), Deputy Head (Academic) or Bursar should be informed immediately.
- 9.3 Some accidents and incidents will need to be reported under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR). The Bursar, or in her absence, the Premises Manager or Compliance Officer is responsible for reporting accidents under these regulations (see the First Aid Policy for more details).

- 9.4 A record of all accidents reported via the Accident Report Book is maintained by the Bursar and is reviewed by the Governors' Health, Safety and Risk Management Committee on an annual basis.

## **10 Visitors to the School/Hire of the Premises**

- 10.1 Members of the general public, girls and staff should be made aware that if they have permission from the Bursar to bring visitors including children onto the School premises, that they are responsible for their supervision and safety whilst on site and that they themselves must act in a safe and responsible manner. Staff must adhere to the School's Visitor Procedures and Security Policy (see separate documents).
- 10.2 The Bursar makes hirers or lenders of School facilities aware of key health and safety and security procedures relating to the area being hired.

## **11 Contractors**

- 11.1 The Premises Manager is responsible for the appointment and management of contractors carrying out construction or maintenance work on the school site. The School will follow the procedures set out in the Contractor Rules and Permit to Work Policy to ensure, so far as is reasonably practicable, that contractors are competent.
- 11.2 Contractors are required to provide the School with a copy of their own Health and Safety Policy and a valid certificate of public liability insurance. These will be requested on an annual basis for regular contractors.
- 11.3 Contractors who may be working unsupervised during term time, or when girls could be on site, may be required to undergo checks with the Disclosure and Barring Service as appropriate. Visitor badges must be worn at all times in accordance with the School's Security Policy and Visitor Procedures.
- 11.4 The School will issue all contractors with a copy of its Instructions for Contractors Working on Site. Contractors are required to sign to confirm their agreement to follow these instructions while working at the School.

## **12 Risk Assessments**

- 12.1 Those with a management or supervisory role, including Group Leaders on School visits, must ensure that risk assessments are carried out as required in accordance with the School's Risk Assessment Policy.
- 12.2 Risk Assessments should include, where appropriate and with reference to the relevant School policies, the risks associated with: slips, trips and falls; fire; electrical appliances; control of hazardous substances (COSHH) (see also below), working at height and manual handling. When carrying out Risk Assessments, special attention should be given to women of child-bearing age and the risks that they may be exposed to if they are either unaware that they are pregnant, or in the early stages of pregnancy and have not officially notified the School.

## **13 Control of Substances Hazardous to Health**

- 13.1 Hazardous substances include: those classified as very toxic, toxic, harmful, irritant and corrosive; biological agents; substantial quantities of any dust; substances for which the Health and Safety Executive has approved a Workplace Exposure Limit; radioactive substances; and any other comparable substance which because of its chemical or toxicological properties and the way it is used or is present creates a risk to health.
- 13.2 Heads of Department (including support departments) are responsible for the management

of hazardous substances within their areas of responsibility. They should ensure that a register of hazardous substances is maintained and filed in the COSHH folder in Google Drive and that foreseeable work activities using or generating hazardous substances are identified. They should ensure that suitable and sufficient risk assessments are in place where significant risks have been identified and that suitable control measures are put in place. The School's COSHH Policy contains more information.

## **14 Visits and Activities out of School**

- 14.1 Members of staff may be expected, as part of their normal duties, to accompany girls on visits out of School, and to take responsibility for their supervision on such visits. Risk Assessments must be completed for every visit and passed to the Educational Visits Co-ordinator who consults with the Senior Teacher to sign off the trip in advance. The procedures set out in the Educational Visits Policy must be adhered to.
- 14.2 If a visit involves caving, climbing, trekking, skiing or watersports, the member of staff responsible for organising the visit must ensure that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004.
- 14.3 If a visit involves an accident or hospitalisation this should be reported to the Head Mistress, Senior Deputy Head (Pastoral), the Bursar and School Nurse on return to School.

## **15 Emergency Procedures**

- 15.1 The School has an Emergency Evacuation Procedure which contains details of responsibilities and procedures for all staff, girls, visitors and contractors in the event of activation of the fire alarm.
- 15.2 The School has a Stay Put Procedure to be used in the event of an uncontained threat within or close to the school. It involves the clearing of all public areas of pupils, staff and visitors and securing as many people as possible behind locked doors.
- 15.3 The School has a First Aid Policy which contains details of emergency first aid procedures including when to call an ambulance.
- 15.4 The School has a Bomb and Suspect Package Policy which contains details of the procedures staff members should follow if they receive a threat that a bomb has been placed on the premises or if they discover a suspect package. If it is necessary to evacuate a building, or the entire school site, then staff, girls, visitors and contractors should follow the School's Emergency Evacuation Procedure unless directed otherwise.
- 15.5 The School has a Critical Incident Management Policy and a plan, held by the Senior Leadership Team, for dealing with any unforeseen event that disrupts or threatens the School's strategic objectives, reputation, viability and/or safety of its staff and pupils and which cannot be resolved through local incident management procedures.

## **16 Fire Precautions**

- 16.1 The School's Fire Safety Policy should be read in conjunction with this section.
- 16.2 Arrangements for fire drills, fire tests and, fire evacuation procedures are posted throughout the site. All site users must comply with the arrangements to minimise the risk of danger and injury to individuals. They should:
  - memorise the evacuation procedure, the emergency exit and assembly point in case of fire;
  - make themselves familiar with the position in the work area of the fire alarms and

exits;

- be aware of the different types of fire extinguishers, their location, purpose and usage (using the wrong type can be hazardous and endanger the operator);
- notify the Premises Manager immediately if any of the fire extinguishers are used or discharged accidentally. Fire equipment is checked weekly;
- keep all gangways, corridors and exits clear;
- keep work areas free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters. If a fire hazard is identified it should be reported immediately to the Premises Manager.
- there is to be no smoking anywhere on the School site, including the grounds; there is to be no smoking in the School mini-bus.
- note that emergency exit doors are clearly marked and should be kept UNLOCKED while the building is in use;
- not remove fire appliances or reposition them without the authority of the Premises Manager;
- not re-enter the building in the event of evacuation without the permission of the Head Mistress, Senior Deputy Head (Pastoral) or the Bursar. When there is a member of the Police or Fire Brigade present, NO-ONE should re-enter the School without seeking permission from the Police or Fire Officer in charge.

## **17 Fire Alarms and Drills**

- 17.1 It is the duty of all staff, girls and visitors to raise the alarm immediately they notice a fire or smoke.
- 17.2 The alarm is operated by breaking the protective glass and the person activating the alarm should make themselves known to the Premises Manager or the Bursar immediately.
- 17.3 Reception staff will take registers to the designated assembly point. Security will bring the visitors book, music staff and staff signing out books to the designated assembly point.
- 17.4 All staff will comply with the Emergency Evacuation Procedure that has been issued detailing individual responsibilities and all staff and pupils must participate fully in practice evacuation drills that will be held at least three times per year (one of these may take place during school holidays).

## **18 Code of Safe Conduct**

- 18.1 The following applies to all users of the site:
- conform to this health and safety policy, all health and safety procedures and signs, safeguarding, anti-bullying, security, fire precautions and emergency procedures.
  - ensure that they understand and follow the safe operation of duties.
  - report all accidents, near misses, potential hazards and damage immediately.
  - in the event that personal protective equipment or clothing is provided, it must be used and properly looked after.

- do not interfere with or misuse anything provided for the health and safety of employees.
- do not act in a way that could endanger yourself or others.
- clean up any liquid spills or report them immediately.

18.2 Electrical equipment is regularly checked and is normally safe when properly used, but:

- never touch electrical equipment with wet hands
- always disconnect electrical equipment before moving it
- never attempt electrical repairs unless authorised
- always keep electrical supply cables and wires away from wet areas or from where they can be walked over
- always switch off equipment if not in use

## **19 Occupational Health**

19.1 It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Providing pre-employment screening and a School Doctor who is available to all staff.
- Providing two School Counsellors who are available to all staff.
- Providing two School Nurses who are available to all staff.
- Establishing and maintaining appropriate standards for health and hygiene.
- Identifying possible health hazards within the working environment.
- Providing an efficient first aid service.

19.2 This paragraph should be read in conjunction with the School's Occupational Stress Policy. The School recognises that workplace stress is an issue that can have an adverse impact on those affected and acknowledges the importance of identifying and reducing workplace stress factors. The School will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be taken to keep work related stress to a minimum. All staff should be alert to possible symptoms of stress either in themselves or in colleagues and should take appropriate action to address the issue as set out in the Occupational Stress Policy. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress.

## **20 Disabled Staff, Girls and Visitors**

20.1 The needs of disabled staff, girls and visitors require special attention, particularly in ensuring that they are able to leave the School buildings easily and quickly during an emergency. Members of staff returning to school after an accident should discuss with the Senior Teacher responsible for staff welfare (teaching staff) or the Bursar (non-teaching staff) whether any adjustments are required.

20.2 Members of staff must also take care to ensure the health and safety of disabled persons, including those who are temporarily disabled, for whom they are responsible. There is a 'Procedure for Pupils who require the use of Crutches or Wheelchairs in School' contained in

the Staff Handbook and this must be followed for all pupils who present at school on crutches or unable to walk unaided. There is also a specific procedure for evacuation from the Bishop Centre by visitors who may be unable to leave the building unaided (see the Emergency Evacuation Procedure for more details).

- 20.3 If necessary, members of staff may need to make additional local or specialised arrangements for a pupil in their form or visitor for whom they are responsible. A copy of any such arrangement should be made available to the Senior Deputy Head (Pastoral) if a pupil is involved, Bursar and Premises Manager for agreement as soon as any local arrangements have been put in place.

## **21 Information and Training**

- 21.1 On joining the School, all staff will be provided with a copy of this policy and informed of any specific health and safety information relevant to their role.
- 21.2 Training will be provided to existing staff on specific health and safety issues, such as COSHH or risk assessment procedures, as required. Staff are requested to contact the Chairs of the Health and Safety Committee if they would like to receive specific additional training.

## **22 Members of the Health and Safety Committee**

Mr John Carroll	Senior Teacher (Co-Chair)
Mrs Clare Moore	Compliance Officer (Co-Chair)
Ms Sarah Adams	Head of Drama
Mr Jeremy Angus	Catering Manager
Miss Genevieve Andrade	Head of Science
Miss Lucy Cooper	Head of Art
Miss Ellen Elfick	Head of Physical Education
Mr Simon Eustice	Network Manager
Mr Gary Martin	Premises Manager
Mrs Victoria Dickins/Mrs Tessa Vardigans	School Nurse
Mrs Monica Martins	Head of Technology

## Appendix 1

### Location of First Aid Kits

Art Room (A2)	Art Room (A3)
Astroturf and Netball Courts (Grey bin bottom of netball court and middle shed beyond dug out)	Biology (Biology Prep Room, Ground Floor)
Bishop Centre (Front of Hall by Door)	Chemistry (Chemistry Corridor, 2 <sup>nd</sup> Floor)
Design Technology (DT Room)	Finance Office (cupboard)
Groundsman's Shed	Kitchen ( box provided by Chartwells)
Lobby (near security)	Margaret Gray Building (Opposite MG7, ground floor)
Medical Centre (1x Emergency Grab Bag by entry door)	Mini Bus
PE (5x Backpacks for off-site in PE Office)	Physics (Physics Corridor, 1 <sup>st</sup> Floor)
Pottery (A5)	Reception (behind desk)
Rudland Music School (By MR1)	Rudland Music School (End of Corridor)
School Office (box on sideboard)	School Keeper's Shed
Sports Hall (main corridor)	Staff Dining Room (box on wall)
Staff Room (box on wall)	VI Form Common Room (near kitchenette)
Washing up area of Dining Room (box on wall)	

### Location of Eye Wash Stations

Biology (B3)	Chemistry (C1, C2, C3)
Physics (P3)	Biology - Sealed Eye wash containers (E1)
Security – Sealed Eye Wash Containers	

**Location of Emergency Adrenaline Auto-Injectors:** Medical Centre, Girls' Servery, Reception

**Location of Emergency Asthma Kits:** Medical Centre. School Office, Sports Hall Corridor

**Location of Automatic Defibrillator (AED):** Reception (by entry door) and Sports Hall Corridor

**Location of Evacuation Chairs:** Brooke Building (First Floor, South Staircase) and a wheelchair is kept in the Medical Centre