



## Health and Safety Policy

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### Record of Alterations

Version 1.0	Original
Version 1.1	Alterations
Version 1.2	None
Version 1.3	Alterations
Version 1.4	None

**Approved by Chris Sellers**

**September 2023**





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## **Statement of intent**

At The Mount School we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our School community is of paramount importance to us and this policy reflects our dedication to creating a safe School.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives on health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our School.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

## **The Mount School Health and Safety Structure**

Director

Head teacher

Senior Leadership Team (SLT)

School Staff Members

Pupils

### **1. Organisation**

#### **1.2 Duties of the Directors**

1.3 The Director, in consultation with the Headteacher will:

1.4 Ensure familiarity with requirements of the appropriate legislation and codes of practice.

1.5 Create and monitor a management structure responsible for Health and Safety in the School.

1.6 Ensure there is a detailed and enforceable policy for Health and safety and that the policy is implemented by all.

1.7 Periodically assess the effectiveness of the policy and ensure any necessary changes are made.

1.8 Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

1.9 The Director will endeavour to provide the following:

1.9.1 A safe place for all users of the site including staff, pupils and visitors.

1.9.2 Safe means of entry and exit for all site users.

1.9.3 Equipment, grounds and systems of work which are safe.

1.9.4 Safe arrangements for the handling, storage and transportation of any articles and substances.



1.9.5 Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.

1.9.6 Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.

1.9.7 Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

## **2. Duties of the Headteacher**

2.2 The Headteacher has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

2.3 The Headteacher will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the heads of the appropriate departments and other members of staff.

2.4 The Headteacher will designate a Health and Safety Officer to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the HSE where necessary. Designated person – Chris Sellers

2.5 The Headteacher will ensure that suitable and sufficient risk assessments are carried out in their area of responsibility. These should be recorded, shared with the relevant staff, and reviewed at least annually (or sooner if there is any significant change) and modified if necessary.

2.6 The Headteacher will satisfy themselves that adequate safety standards are maintained and that any identified shortcomings in safety standards, inspections, training and instruction are rectified.

## **3. Duties of Senior Leadership Team (SLT)**

3.2 The SLT will be familiar with the requirements of health and safety legislation.

3.3 In addition to general duties, the SLT will be responsible for the implementation and operation of the School's Health and Safety Policy in their department and areas of responsibility as delegated by the Headteacher.

3.4 Responsibility for aspects of Health and Safety are written into the job descriptions for some of the SLT.

3.5 The SLT will take a keen interest in the School's Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

3.6 The SLT will ensure that occupational health and safety issues are taken into account at the design stage of new initiatives and projects.

3.7 The SLT will ensure that accidents and incidents within their area of responsibility are reported promptly to the Health and Safety Officer, as required by the

Accident Reporting Procedure, and ensure that incidents are investigated and reasonable action is taken to prevent a recurrence.

## **4. Duties of all members of staff**

4.2 All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.

4.3 Staff will avoid any conduct which puts themselves or others at risk.



- 4.4 They will be familiar with all requirements laid down by the Director.
- 4.5 Staff members have a duty to ensure all staff, pupils and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- 4.6 Staff will ensure all machinery and equipment is in good working order and safety to use, including adequate guards. They will also not allow improper use of such equipment.
- 4.7 Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 4.8 All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.
- 4.9 All staff will report any defects in equipment or facilities to the designated Health and Safety Officer.
- 4.10 All staff will also take an interest in health and safety matters and suggest any changes they feel are appropriate.
- 4.11 Staff will make suggestions as to how the School can reduce the risk of injuries, illness and accidents.
- 4.12 They will exercise good standards of housekeeping and cleanliness.

## **5. Obligations of Contractors / Contractor on site**

- 5.2 When the School is used for purposes not under the direction of the Headteacher, then, subject to the agreement of the School, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- 5.3 Contractors working on the School premises are required to identify and control risks arising from their activities.
- 5.4 Contractors will inform the Headteacher of all potential risks to staff, pupils and visitors.
- 5.5 On-site Communication  
Contract work involving occupied premises carries a dual responsibility. Officers organising such work should ensure there is effective liaison between the contractor and the custodians of any workplaces affected.  
All parties involved should understand their responsibilities in relation to health and safety.
- 5.6 Building Custodian Responsibilities  
Building custodians must inform contractors of any known health and safety risks that they might encounter during the course of the work, along with any arrangements in force to reduce the risks, e.g. fire procedures for the building.
- 5.7 All contractors employed must be competent to carry out the works safely and without risk.

## **6. Pupils**

- 6.2 Pupils will exercise personal responsibility for the health and safety of themselves and others.
- 6.3 Pupils will dress consistent with safety and hygiene standards.
- 6.4 Pupils will respond to the instruction of staff given in an emergency.
- 6.5 Pupils will observe the health and safety rules of the School.
- 6.6 Pupils will not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.



## **7. First Aid**

7.2 The School will ensure ample provision is made for both trained personnel and first aid equipment on-site.

7.3 Staff members are given First Aid at Work training. There are currently 13 employees with a Paediatric First Aid Qualification.

## **8. Contacting the Emergency Services**

8.2 Following an accident/injury the first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.

8.3 If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

## **9. Fire Safety**

9.2 Procedures for ensuring safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

9.3 The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.

9.4 The School will test evacuation procedures each term.

9.5 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

9.6 Fire fighting equipment will be checked on an annual basis by an approved contractor.

9.7 Fire alarms will be tested weekly from different 'break glass' fire points around the School and records will be maintained and held in the School office.

9.8 The fire doors are to be kept closed and free from any obstruction.

9.9 Emergency lighting will be tested annually and records will be maintained and held in the School office.

## **10. Accident recording and reporting**

10.2 All accidents to employees, agency staff, trainees, member of the public, clients or contractors working on our site, are to be recorded on an Accident Book Form.

## **11. Notification to the Health & Safety Executive**

11.2 The SLT is responsible for the reporting of accidents to the Health and Safety Executive and/or Ofsted/ ISI as required.

## **12. Reporting hazards**

12.2 Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

12.3 In the main, reporting should be to the Health and Safety Officer as soon as possible who will inform the Headteacher as appropriate.

## **13. Accident investigation**

13.2 All accidents, however small, will be investigated by an appointed party and the outcomes recorded.

13.3 The length of time dedicated to each investigation will vary on the seriousness of the accident.

13.4 After an investigation takes place, a risk assessment will be carried out, or the



existing assessment amended, to avoid reoccurrence of the accident.

13.5 A designated person will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.

#### **14. Our active monitoring system**

14.2 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:

14.3 Regularly examining documents to ensure compliance to standards.

14.4 Regularly inspecting premises, plants and equipment.

14.5 Annual audits including Fire Risk Assessments and Health and Safety audits.

14.6 Regular reports and updates to the Headteacher.

14.7 External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

#### **15. Evacuation**

15.2 Please refer to the school's In Case of Fire Procedure.

#### **16. Visitors to the School**

16.2 All visitors must sign in in the Main Hall.

16.3 Once signed in, visitors will be collected by the member of staff they are visiting or escorted to the area of the School concerned.

16.4 No contractor will execute work on the School site without the express permission of the Headteacher other than in an emergency or to make safe following theft or vandalism.

16.5 Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the School.

16.6 Anyone hiring the School premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.

16.7 Visitors and contractors will wear a visitor's badge at all times while on School grounds.

16.8 Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.

16.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

16.10 For uncooperative visitors threatening violence, refusing to leave the site or carrying

out physical or verbal abuse, immediate help will be sought via a 9-999 phone call.

#### **17. Maintaining equipment**

17.2 Protective clothing and equipment must be supplied and used when required. All staff and pupils must be provided with protective eyewear in all workshops and laboratories. Visitors must also be supplied with protective equipment when appropriate.

17.3 Inspectors or a trained Health and Safety Technician will inspect the



following equipment for health and safety issues annually:

17.3.1 All electrical appliances.

17.3.2 All fixed gymnasium equipment.

17.4 It is the responsibility of the SLT to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements.

## **18. Hazardous materials**

18.2 All equipment, materials and chemicals must be held in appropriate containers and areas conforming to Health and Safety Regulations.

18.3 Hazardous substances must be labelled with the correct hazard sign and contents label.

18.4 Storage life must be considered by staff. All COSHH and Ionising Radiations Regulations must be adhered to.

18.5 The Health and Safety Officer is responsible for ensuring all products that may be hazardous.

to health are risk assessed before being used.

18.6 No hazardous substances will be used without the permission of the Headteacher.

18.7 Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.

18.8 Dust and fumes must be safely controlled by LEV Regulations.

18.9 No staff member or pupils should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

## **19. Medicines and drugs**

19.2 Please refer to the School's Administration of Medicine's Policy

19.3 The School Alcohol Policy will be understood by all staff.

## **20. Smoking**

20.2 The School is a non-smoking premises and no smoking will be permitted on the grounds when children are present.

## **21 Housekeeping and cleanliness**

21.2 Level of cleaning will be monitored by the school manager.

21.3 Special consideration will be given to hygiene areas.

21.4 Waste collection services will be monitored by Chris Sellers.

21.5 Special consideration will be given to the disposal of laboratory materials and clinical waste.

## **22. Risk assessment**

22.2 The Headteacher has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the School.

22.3 Annual risk assessments will be conducted for all areas of the School.

22.4 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

22.5 The Directors will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.

22.6 The Head Teacher will ensure risk assessments are completed by staff leading day trips or residential stays.





### **23. Security and theft**

23.2 Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.

23.3 Money should be counted in an appropriate location and staff should not be placed at risk of robbery.

23.4 Staff and pupils are responsible for their personal belongings and the School accepts no responsibility for loss or damage.

23.5 Thefts may be reported to the Police and staff members are expected to assist police with their investigation.

23.6 All members of staff are expected to take reasonable measures to ensure the security of School equipment being used.

23.7 Missing or believed stolen equipment must be reported immediately to a Senior Staff Member.

### **24. Severe weather**

24.2 The Headteacher, in liaison with the Director, makes a decision on School closure on the grounds of Health and Safety.

24.3 Please refer to the School's Adverse Weather document.