

POLAM HALL SCHOOL

HEALTH & SAFETY POLICY

Introduction

The School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The School Governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Bursar.

The school uses the services of a Health & Safety Consultant who sits on the Health & Safety Committee. He regularly services the School's health and safety requirements and provides advice on all aspects of health and safety.

The Senior Management Team in conjunction with the Health & Safety Consultant will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The Senior Management Team in conjunction with the Health & Safety Consultant, will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

There is a formal Health & Safety Committee, Chaired by a Governor, whose membership includes the Bursar, the Head or Deputy, staff representatives and an outside Health & Safety Consultant. The Committee meets termly to consider, implement and monitor Health & Safety issues throughout the school.

Focus

The School's work programmes will, so far as is reasonably practicable, adopt a good safety practice. These will include:

- The safe use, storage, handling and transport of articles and substances
- The provision of adequate information, instruction, training and supervision of employees including temporary employees and contractors
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work
- The provision of 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
- Consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities

Co-operation

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who come into contact with their work; pupils, parents, visitors etc. To achieve this employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments
- Exercise their awareness, alertness, self-control and common sense at work
- Report promptly to a member of the Senior Management Team all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee 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 may become involved in them.

Policy Review

This policy will be regularly revised by the Health & Safety Committee as necessary (but at a maximum of one year intervals). In conducting the policy reviews, due regard will be given to the following.

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

- Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material
- Contractors in schools
- Vehicle movements within the school grounds
- Workplace arrangements, including housekeeping
- School trips
- Centres licensed by Adventure Activity Licensing Authority;
- Work experience arrangements
- Violence to staff
- School security;
- Stress management
- Letting of school premises to outside bodies

- Pupils with special needs, i.e. manual handling
- Any other site specific issue, e.g. swimming pools

Organisation - A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Health & Safety Management

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support of the policy.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the school's Senior Management Team and Health and Safety Committee, during Management and Health and Safety Committee Meetings.

A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the school's noticeboards.

Health & Safety Arrangements

Accidents - All accidents that result in injury, are to be reported on an Accident Report Form. This form should be returned to the Bursar (if the accident involves a member of staff) or to Matron (if it involves a pupil). The Bursar will take responsibility for any further reporting and investigation.

First Aid - Polam is fortunate in having a resident Matron on duty at all times that the school is in session. Usually, any incident requiring first aid is to be referred immediately to Matron. However, first aid boxes for use in emergency are kept in the Boarding Houses, Theatre, Kitchen, Workshop, Laboratories, Main Office, Junior School, New Gym and Old Gym. The contents of the first aid boxes are reviewed and renewed as necessary by Matron. Any person who has cause to use a first aid box is to inform Matron after the event so those items can be replenished.

Fire Precautions - In the event of a fire at Polam Hall, the only objective for staff, pupils and visitors is for personal safety. The fire evacuation procedures (Appendix A) will be practised at least once per term. It is the school's policy that all staff will be trained in the use of fire extinguishers. All escape routes will be clearly signed and

kept free from obstruction at all times. All fire related equipment, alarm systems, and emergency lighting will be regularly services and maintained.

Hazards - It is the duty of all staff to identify potential hazards and to report them to the Bursar, who is responsible for taking any necessary remedial action. Any defects in lighting, ventilation etc., are to be reported using the repair book located in the School office.

Inspections - Inspection of boilers and electrical installations are carried out under contract arrangements made by the Bursar. Inspection of other areas are made on a frequent and less formal basis by the maintenance staff and the Bursar. This does not reduce the responsibility of staff to identify and report hazards as described in the paragraph above.

Information - Detailed information on health and safety aspects in specialist areas is available from a variety of different sources, and any member of staff desirous of obtaining further information should contact the Bursar.

Substances - The rules regarding hazardous substances are contained in the Control of Substances Hazardous to Health (COSHH) Regulations. The school's rules in this respect are shown in Appendix B to this statement.

New Staff - During their first few days, new staff must contact the Bursar to arrange a briefing on the health and safety policy at Polam Hall school as soon as possible upon taking up their appointment.

Electrical Safety - The Electricity at Work Regulations 1989 apply to the school premises. Fixed electrical installations are inspection periodically under contract arrangements made by the Bursar. The maintenance staff tests portable electrical appliances at prescribed intervals.

Infectious Diseases - Any member of staff becoming aware of any infectious illness or disease affecting either a pupil or a member of staff is to notify Matron forthwith. Matron will then take action to report onwards, if necessary.

Signed

Chair

Head

Last reviewed: July 2009
Next review: July 2010

Health & Safety Policy Appendix A

FIRE EVACUATION PLAN

A. IF YOU DISCOVER A FIRE

1. Raise the alarm immediately by operating the nearest fire alarm call point.
2. If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided.
3. If this fails, evacuate the building immediately. Ensure that no one is left in the room and close the door behind you.
4. Proceed **quickly and quietly** to the designated assembly point for a roll call.
5. Ensure that a member of the Office Staff has called the fire brigade.
6. Await further instructions and do not re-enter the building until the 'All Clear' signal has been given.

B. IF YOU HEAR THE FIRE ALARM (A CONTINUOUS BELL)

1. Immediately leave the building using the nearest available fire exit
2. Proceed **quickly and quietly** to the designated assembly point for a roll call.
3. If you are with a visitor, ensure they accompany you.
4. Pupils and Form Tutors line up in form order.
5. Await further instructions and do not re-enter the building until the 'All Clear' signal has been given.

Health & Safety Policy Appendix B

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The rules on this topic are contained in the Control of Substances Hazardous to Health Regulations 1994 (known as COSHH).

COSHH applies to all substances that are capable of causing adverse health effects and includes chemicals, biological agents, carcinogens, dusts, allergens, etc. More specifically these include:

- a) substances labelled as harmful, irritant, toxic, very toxic or corrosive
- b) substances assigned maximum exposure limits (MELs) or occupational exposure standards (OESs)
- c) biological agents capable of causing any ill-health effect, i.e. that may cause infection, allergy, toxicity or any other human health hazard
- d) substantial quantities of dust

In relation to this School, COSHH applies to substances used or produced in some practical lessons, particularly in science and technology classes, to paints and other chemicals used both in art and craft lessons as well as in maintenance work in the school, to pesticides and fertilisers used in grounds maintenance, to cleaning agents used by cleaners and to any other substance that requires care in handling. Any persons using such substances are to comply with any guidance given on the packaging and are to use caution and common-sense in handling any such substance. Extra care is to be taken when pupils are exposed to these substances and in case of any doubt about any substance, queries are to be referred to the Head of Science where teaching is concerned or to the Bursar where teaching is not involved.

The School has engaged the services of a Radiation Protection Officer to underline our commitment to safety in the laboratories.