



Stanbridge Earls School

Health, Safety & Welfare Policy

HEALTH, SAFETY AND WELFARE POLICY

Contents

Part 1 GENERAL STATEMENT OF POLICY

Part 2 ORGANISATION, DUTIES AND RESPONSIBILITIES

Part 3 ARRANGEMENTS FOR IMPLEMENTATION

Part 4 HEALTH & SAFETY VISITORS BRIEFING

Part 5 HEALTH, SAFETY & WELFARE INSTRUCTION MANUAL

Health, Safety and Welfare Statement

The Governors of Stanbridge Earls School Trust, the Directors of Stanbridge School Trading Ltd and the Directors of Stanbridge Construction Ltd. (the school), accept their collective responsibilities for Health, Safety and Welfare as stated in this Policy. As Chairman of Stanbridge Earls School Trust, I sign below on their behalf. The school is committed to protecting and promoting the health, safety and welfare for all its employees, of its students and their families, of its service providers, their employees the public and others who may be affected by activities at the school.

The school recognises the importance of the management of health, safety and welfare at work and this policy ensures we comply with our statutory obligations as stated within section 2(2) of the Health & Safety at Work etc. Act 1974 to;

- provide and maintain all premises in a safe condition, including the provision and maintenance of safe access and egress;
- provide and maintain safe plant, safe equipment and safe systems of work for employees;
- ensure that all employees are provided with suitable training, supervision, information and instruction to enable them to work safely;
- ensure that all substances and articles are, as appropriate, handled, stored, transported and disposed of safely;
- provide and maintain suitable working environments, facilities and welfare arrangements for employees;

Employees at all levels of management are responsible for maintaining safety standards. This will be achieved by assessing risks, removing hazards wherever possible and implementing safe systems of work. To improve health and safety, management, employees, students, their families and

service providers are required to display total commitment to implement and monitor this policy.

All are expected to cooperate with the school in the spirit and operation of this Policy and to:

- work safely, following the training and instructions given;
- comply with the safe systems of work and the procedures that implement them;
- report all accidents immediately, and assist with accident investigations;
- use personal protective equipment and clothing where it is identified and required;
- take care of themselves and others, with whom they may come into contact with and who may be affected by their activities.

This policy will be reviewed annually.

David Beeby
Chairman of Governors for Stanbridge Earls School Trust, Stanbridge School Trading Ltd and Stanbridge Construction Ltd.

Dated:

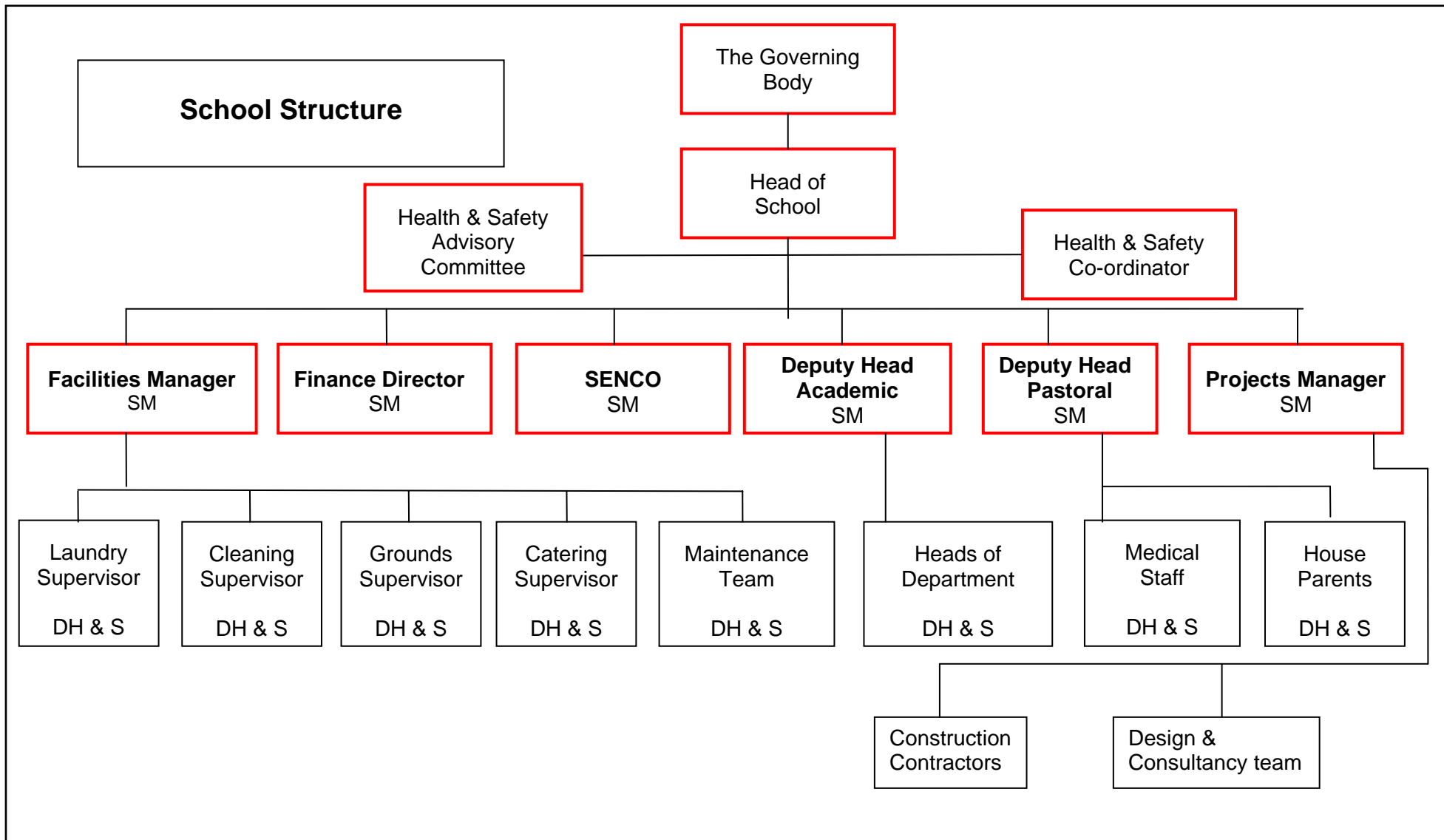
Organisation & Responsibilities

The School recognises and accepts responsibility as an employer for the provision and maintenance of safe and healthy working places for all employees, visitors, students and contractors. It considers the subject of adequate health and safety measures to be an essential and mutual objective for both management and employees.

Every effort will be made to ensure that the need for promoting health and safety throughout the school is fully appreciated and implemented, so far as is reasonably practicable, by all members of the organisation in order to minimise the risks to all.

Management Structure

The following management structure diagram outlines the chain of command in respect of health and safety management. It also shows those who are accountable for the implementation of the health and safety policy in particular areas of responsibility.



DUTIES AND RESPONSIBILITIES

Success in achieving the high standards set out in the school Health, Safety and Welfare Policy (HS&WP) requires the full support of all employees, service suppliers and their employees and of self employed persons while they are working for the school.

The **Governing Body**, and in particular any governor taking especial responsibility for health, safety and welfare, will;

- monitor the health and safety performance of the school and take such steps as may be necessary to continuously improve performance.
- ensure that the school has a HS&WP and, as far as possible, ensure that it is implemented;
- annually review the HS&WP and, wherever necessary, arrange for amendments to be issued;
- ensure that all the governors and heads of department are aware of their responsibilities as determined by the HS&WP, particularly those parts which affect them or the activities in which they are engaged;
- promote, as far as they can, interest in, and enthusiasm for, health, safety and welfare matters throughout the school;
- ensure that all staff receive adequate and appropriate safety training;
- set a high personal example in relation to health and safety.

The **Head of the School**, accountable to the Governors for health, safety and welfare, will;

- cause the HS&WP to be translated into effective action at all levels;
- make adequate financial provision for putting the HS&WP into effect;
- cause the health and safety performance of the school to be monitored & reviewed;
- promote an interest in, and enthusiasm for, health, safety and welfare matters throughout the school;
- ensure that department heads and managers are given sufficient training in health and safety matters to competently discharge their health, safety and welfare responsibilities;
- set a high personal example in relation to health and safety:

All **Senior Managers (SM)** are responsible for:

- taking all reasonably practicable steps to ensure the health, safety and welfare at work of all persons likely to be affected by school's actions or inaction's. These persons include employees, students, service suppliers, self employed persons working for the school, clients and as appropriate, members of the public;
- enforcing compliance with the school HS&WP and health, safety and welfare Instructions;
- organising, planning, controlling and monitoring each area under their control to ensure work and activities are carried out to a high standard of safety, with the minimum risk to employees, students other persons and to the environment;
- ensuring any contract responsibilities carried out by planning supervisors or principal contractors are met;
- issue, as required a Site Safety Plan, including a Safety Method Statement, written Risk Assessments and COSHH (*Control of Substances Hazardous to Health*) Data Sheets prior to commencement of work or high risk activities and any Asbestos identification survey results;
- informing all managers and supervisors of their responsibilities;
- releasing employees as required for appropriate safety and skill training;

- ensuring that all operatives appointed to operate and maintain plant and machinery have had sufficient instruction and/or training to operate the plant and machinery safely;
- ensuring that plant and equipment is obtained only from the school's list of acceptable suppliers, along with any operating or maintenance documentation made available by the supplier;
- ensuring completion of the 'safety check list' within the Plant Hire Request document when hiring plant;
- ensuring that protective clothing and safety equipment is supplied and available where appropriate, and that it is worn as required at all times on site;
- implementing Building Unit and Site Safety and Welfare Inspections with a frequency as is appropriate for the level of building unit or site risk;
- attending school health, safety and welfare audits as required;
- co-operating with the school Health and Safety Co-ordinator and external advisors on safety matters, to ensure effective flow of information regarding health, safety and welfare and acting on their advice;
- enforcing compliance with the school Instructions for investigating, recording and monitoring of accidents, near misses, dangerous occurrences and reportable diseases that may occur at work;
- ensuring any arrangements required for first aid are available and all staff and students know their location;
- set a high personal example in relation to health and safety.

The **Finance Director** is responsible for:

- ensuring that all school employees are aware of, and have access to, the current school HS&WP;
- ensuring that accident investigation reports/recommendations/documentation are retained in employee and student personnel files;
- maintaining copies of employee safety training documents in personnel files;
- maintaining records of any occupational health reports and communicating to department heads and managers any special requirements or health imposed limitations.

The **Health & Safety Co-ordinator** is responsible for:

- advising on all aspects of health, safety and welfare within the school;
- maintaining current reference documentation for associated health, safety and welfare legislation, approved codes of practice, guidance notes etc. and distributing that information as required;
- ensuring that health, safety and welfare advice given is current, independent and effective and that all reasonably practicable action is taken to rectify any safety concerns or difficulties in school work and activity instructions;
- identifying and implementing any amendment required to the Company HS&WP and health, safety and welfare instructions;
- providing a direct link between management, employees of the school, service suppliers and client requirements on issues of health, safety and welfare;
- informing the school Health and Safety Advisory Committee, as well as any Sub-Committees, of any amendment required to the health, safety and welfare instructions;
- enforcing compliance with the schools instruction for investigating, recording and monitoring all accidents and near misses; in addition, immediately reporting to the local Controlling Authority any requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Act 1995 (RIDDOR);

- Implementing department safety inspections, site safety and welfare inspections and school health, safety and welfare Audits to monitor performance;
- communicating current and new health, safety and welfare information via senior management and attending Health, Safety and Welfare Advisory meetings;
- promoting a pro-active approach to school health, safety and welfare;
- setting a high personal example in relation to health and safety;.

The **Health & Safety Committee** is responsible for:

- assisting on implementing all aspects of health, safety and welfare within the school;
- reviewing current reference documentation for associated health, safety and welfare legislation, approved codes of practice, guidance notes etc. and distributing that information as required;
- ensuring that health, safety and welfare advice given is current, independent and effective and that all reasonably practicable action is taken to rectify any safety concerns or difficulties in school work and activity instructions;
- help identify and implement any amendment required to the Company HS&WP and health, safety and welfare instructions;
- providing a direct link between management, employees of the school, service suppliers and client requirements on issues of health, safety and welfare;
- informing the school of any amendment required to the health, safety and welfare instructions;
- assisting in compliance with the schools instruction for investigating, recording and monitoring all accidents and near misses;
- reviewing department safety inspections, site safety and welfare inspections and school health, safety and welfare Audits to monitor performance;
- communicating current and new health, safety and welfare information via senior management and attending Health, Safety and Welfare Advisory meetings;
- promoting a pro-active approach to school health, safety and welfare;
- setting a high personal example in relation to health and safety;.

All **Department Heads and Supervisors (DH&M)** are responsible for:

- taking all reasonably practicable steps to ensure the health, safety and welfare at work of themselves and all persons likely to be affected by their actions;
- co-operating with the Safety Advisors on safety matters to ensure effective flow of information regarding health, safety and welfare and acting on their advice;
- promoting a pro-active approach to school health, safety and welfare:
 - The health, safety and welfare of staff, service suppliers, self-employed persons, students, visitors to site and client employees within their control;
 - acting in accordance with the school HS&WP and Health, Safety and Welfare Instructions Manual, which is available, following request, for inspection in all departments;
 - acquiring a thorough understanding of safety documentation produced prior to the commencement of activities, eg Safety Method Statements, written Risk Assessments, COSHH (*Control of Substances Hazardous to Health*) Data Sheets, as required and as supplied by the school or service supplier;
 - ensuring adherence to school site safety instructions;
 - ensuring that all employees, students, service suppliers, self employed, trainees and young persons receive the School Site Safety Induction on health, safety and welfare issues before commencing work or activities on site;
 - completing and monitoring entries in any site safety registers, records and reports, as required;

- up-dating site safety notice boards as required and assisting with the display of any Statutory Safety Regulations on site as required;
- ensuring that all plant and equipment is maintained in good condition, reporting and isolating from service any defective items;
- maintaining a clean and tidy site, organising collection of waste materials, and observing fire precautions;
- arranging delivery/off-loading/stacking of materials, plant and equipment safely and without danger to others;
- ensuring that all hazardous materials or substances are properly marked and stored to enable adequate precautions to be taken;
- ensuring that protective clothing and safety equipment is used as required at all times on site;
- enforcing compliance of the school Instruction for investigating and recording accidents, near misses, dangerous occurrences and reportable diseases that may occur at work;
- establishing where to obtain medical help/ambulance service in the event of serious injury or emergency etc;
- enforcing Site Safety Rules and reminding those who fail to consider their own well being, and/or that of others, of their personal accountability;
- carrying out Toolbox Talks as a means of safety communication on site;
- avoiding the taking of unnecessary risks;
- setting a high personal example in relation to health and safety..

All **Project Managers** are responsible for:

- taking all reasonably practicable steps to ensure the health, safety and welfare at work of themselves and all persons likely to be affected by their actions;
- ensuring any school-controlled design element complies with the requirements of the Health and Safety at Work Act 1974 and all associated legislation including the Construction (Design and Management) Regulations (CDM) 1994, thus taking all reasonably practicable steps within any produced design to avoid unnecessary risk to employees, students and other persons;
- ensuring inclusion of suitable specialist plant and equipment (eg access towers for working at height);
- making allowance for welfare accommodation and material storage facilities;
- promoting to engineering staff compiling the Construction Health and Safety Plan an awareness of any potential hazard observed to employees from tender documentation/site surveys etc.

All **Office & Administration Staff** are responsible for:

- making all reasonably practicable steps to ensure the health, safety and welfare at work of themselves and all persons likely to be affected by their actions or inactions;
- complying with all health, safety and welfare instructions and training given at the school following the school safety induction for office employees;
- not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare;
- ensuring the health, safety and welfare of visitors and trainees under their control;
- reporting any defective or unsafe electrical equipment, office furniture, security issue etc to their line manager;
- maintaining a clean and tidy working area, refraining from stacking documentation etc. at high levels;

- keeping walkways and corridors free from any tripping hazards such as material deliveries or equipment underfoot etc;
- observing fire precautions and carrying out the regular disposal of waste paper and redundant packaging;
- following training given for fire evacuation procedure and fire drill exercises;
- observe all warning and restrictive notices;
- reporting all accidents and dangerous occurrences immediately to their line manager;
- displaying a personal concern for safety.

All **Employees** are required to:

- take all reasonably practicable steps to ensure the health, safety and welfare at work of themselves and all persons likely to be affected by their actions or inactions;
- recognise and accept the general duties that are imposed on them under the Health and Safety at Work Act 1974. (See health and safety law poster in all departments and on all site safety notice boards);
- co-operate with the school or with any other person so far as is necessary to comply with any requirement that is imposed upon them under any of the relevant Health, Safety and Welfare Regulations;
- not intentionally or recklessly interfere with or misuse any plant or equipment provided in the interests of health, safety and welfare;
- work in a safe and proper manner at all times, which includes using the correct tools and equipment for the work and using all safety equipment and protective clothing supplied;
- refrain from using defective plant or equipment;
- report all accidents, near misses and dangerous occurrences immediately to their line manager or site representative;
- observe all warning and restrictive notices at the workplace;
- keep the workplace tidy and free from tripping hazards, liquid spillages etc.
- observe fire precautions, removing paper and waste packaging immediately to a suitable disposal point;
- identify and keep clear all fire and emergency exit routes on site;
- bring to the attention of their line manager or supervisor any problems linked to health and safety arrangements;
- attend school Toolbox Talks, as a means of safety communication on site;
- refrain from 'horseplay' on site;
- be pro-active in hazard identification and the control of risk;
- drive vehicles in a safe manner and be diligent in ensuring correct maintenance and reporting of defects on company vehicles;
- avoid the abuse of drugs or alcohol and co-operate with company or client initiatives to control their adverse effect on the health, safety and welfare of the workplace;
- co-operate with company initiatives in occupational health provision;
- develop a personal concern for safety.

All **Service Suppliers & Self-Employed Persons** under contract with the school are required to:

- take all reasonably practicable steps to ensure the health, safety and welfare at work of themselves and all persons likely to be affected by their actions or inactions;
- recognise and accept the general duties that are imposed on them under the Health and Safety at Work Act 1974. (See health and safety law poster on all department and on all site notice boards);

- co-operate with the school or with any person as far as is necessary to comply with any requirement that is imposed upon them under any of the relevant health and safety regulations;
- not intentionally or recklessly interfere with, or misuse, any plant or equipment provided by the school in the interests of health, safety and welfare;
- work in a safe and proper manner at all times, with the correct tools and equipment for the work, whether or not supplied by the school, and use correctly all safety equipment/protective clothing required;
- report all accidents, near misses and dangerous occurrences immediately to the site supervisor;
- observe all warning and restrictive notices;
- keep their work area tidy and free from tripping hazards, liquid spillages etc;
- observe fire precautions on site, removing paper and waste packaging immediately to a suitable disposal point;
- identify and keep clear all fire and emergency exit routes on site;
- be pro-active in hazard identification and the control of risk;
- attend Toolbox Talks as required, as a means of safety communication on site;
- drive vehicles on site in a safe manner.
- avoid abuse of drugs or alcohol and co-operate with school or client initiatives to control their adverse effect on the health, safety and welfare of the workplace;
- refrain from 'horseplay' on site;
- at all times display a personal concern for safety.

Arrangements

ARRANGEMENTS FOR IMPLEMENTATION

Managing Health, Safety and Welfare at all levels within the school requires a written framework of Instructions with appropriate documentation, information and guidance. This is provided in the School Health, Safety and Welfare Instructions Manual. Compliance with the instructions will ensure observance of Statutory Laws, Regulations and Codes of Practice etc.

The Health, Safety and Welfare Instructions Manual identifies in detail how the Safety Policy is to be carried out, and is available for reference to all staff in all departments via the Company Intranet or Compact Disk.

The Manual sets out mandatory Instructions addressing: -

- Accident & Incident reporting
- Accident Investigation
- Consultation
- Electrical safety
- Equipment Use
- Fire
- Emergencies
- First Aid
- Hazards
- Risk Assessment
- Training
- Welfare
- Working Environments
- Cleaning
- Control of Contractors
- Display Screen Equipment
- Office Equipment
- Food Safety
- Hazardous Substances
- Use of Chemicals
- Lone Working
- Manual Handling
- New & Expectant Mothers
- Substance Abuse
- Alcohol Abuse
- Personal Protective Equipment
- Smoking
- Transport
- Violence
- Slips, Trips & Falls
- Controlling Waste
- Young Persons
- Working at Heights
- Isolation/Lockout Procedures
- Permits to Work
- Gymnasium Equipment
- Swimming Pools
- Play areas
- Legionella
- Control of Flammable Liquids
- Pesticides
- Horticultural Chemicals & Substances
- Machinery
- Hand Tools
- Access Equipment
- Asbestos
- Playgrounds
- Schools & Nurseries
- Pest Control
- Visitors
- Stress in the Workplace
- Work with Children
- CDM

HEALTH & SAFETY ADVISORY COMMITTEE

The School main advisory committee have been established as the primary means of communication and consultation with employees. They are forums, which monitor Health and Safety performance and review welfare arrangements. The committee contribute to fulfilling the statutory requirements for consultation with employees and monitoring the implementation of the Health, Safety and Welfare Policy. They provide a conduit for dialogue to reduce health and safety risks and promote a pro-active safety culture.

The School Health and Safety Advisory Committee

Terms of Reference

The Health and Safety Advisory Committee will meet at three-monthly intervals to monitor performance of the School's Health, Safety and Welfare Management System and to action development and improvement of all aspects of safety management and consider matters arising from staff department meetings.

A Senior Manager will chair the Committee. One of the Safety Advisors will undertake the role of the Committee Secretary to record the minutes and deal with associated matters at the request of the Health and Safety Advisory Committee.

Members of the Committee shall comprise of the Head of School responsible for operational issues, Safety Advisor, members of the pastoral care and welfare departments, teaching departments, site facilities and other representatives that may be elected by the site staff.

The Committee will second other persons as may be necessary to assist in performing its duty.

At the discretion of the chairman, invitations may be extended to external individuals e.g. Trade Union Officials, Health and Safety experts, Client representative to attend meetings.

Terms of Reference

The Health and Safety Advisory Committee will meet at three-monthly intervals, with additional special meetings if and when the Committee considers them justified.

The Managers and Supervisors shall be entitled to make safety recommendations directly to the Health and Safety Advisory Committee. Any member of staff may refer to their Supervisors, or Heads of Departments any Health, Safety and Welfare matters which cannot reasonably await the next Committee meeting.

The Heads of Departments or their appointed deputy shall ensure Health Safety & Welfare issues is included on the agenda of all department meetings. The chairman will invite attendees, arrange a minutes secretary and publish the minutes of the meetings within seven days and in a form where all staff allocated to the departmental unit have access to them.

The constitution and roles of the Advisory Committees are set out in the Health, Safety and Welfare Instructions Manual.

SAFETY REPRESENTATIVES

Employees interests may be represented by Trade Union appointed or employee elected Safety Representatives. The school recognises the importance of the role of the Safety Representatives and undertakes to provide every assistance and facility necessary for them to carry out their duties.

They will be kept informed of all accidents, dangerous occurrences and notifiable diseases affecting staff and students in their units and invited to participate in joint investigation where appropriate. They will be encouraged to monitor the workplaces for hazards, promote good practice and work with supervisors to reduce risk.

OCCUPATIONAL HEALTH

The school has access to Occupational Health facilities and may use these to report on and monitor an individual's occupational health condition both for pre-employment and during employment. Also available are post injury rehabilitation programmes designed to promote a speedy return to work.

GRIEVANCE PROCEDURE for Health, Safety and Welfare matters is as follows,

- Stage 1. Report the problem to the Department Manager or direct Supervisor. If no mutually satisfactory outcome then:
- Stage 2. Joint approach to the Department Manager or Site Supervisor with Safety Representative. If no mutually satisfactory outcome then:
- Stage 3. Joint approach to Head of School or Department Manager, with the Safety Representative and the Safety Advisor. If no mutually satisfactory outcome then:
- Stage 4. The matter will become an Agenda item and discussed at the local Health and Safety Advisory Committee Meeting. If no mutually satisfactory outcome then:
- Stage 5. The matter will become an Agenda item and discussed at the School SMT Committee Meeting. If no mutually satisfactory outcome then:
- Stage 6. Where no mutually acceptable solution can be found, an approach is to be made to the regional Health and Safety Executive through the Safety Advisor.

The school Health, Safety and Welfare Policy is issued in accordance with Section 2(3) of the Health and Safety at Work Act 1974, and The Management of Health and Safety at Work Regulations 1999, Reg. 5.

HEALTH & SAFETY VISITORS BRIEFING

In order to ensure your own and others health and safety whilst on site, all visitors must comply with the following procedures during their visit.

Visitors Records

On arrival, visitors are to sign in. Please ensure that whenever you leave the site you sign out, even if it is only temporarily.

Accidents / First Aid

Please report any accidents, no matter how trivial they may seem, to your host. First Aid assistance is available from reception.

Action in the Event of an Emergency

In the event of a fire or other emergency the following actions should be taken:

- Any person discovering a fire should immediately sound the alarm by activating the nearest break glass call point
- Attack the fire if it is safe to do so using the appliances provided
- On hearing the alarm leave the building by the safest route
- Close all doors behind you
- Report to the assembly point in the front car park
- Do not return to the building until authorised to do so

Smoking

Please observe the No Smoking policy at all times. Smoking is not allowed on these premises.

Contractors

All contractors must conduct their work in a safe manner and inform a member of staff if they intend to undertake work with any significant risk. Under these circumstances they must conduct and document a risk assessment and safe system of work and obtain approval before commencing work.

The documents must be sent to the Schools' Health and Safety Co-ordinator for approval.

**Stanbridge Earls School
Trust
Stanbridge School
Trading Ltd
&
Stanbridge Construction
Ltd
(the school)**

