

HEALTH AND SAFETY POLICY

I. HEALTH AND SAFETY AT WORK POLICY STATEMENT

The John Lyon School places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

This policy has been compiled with regard to:

- the Health & Safety at Work (H&SAW) Act 1974;
- Management of H&SAW Regulations 1999;
- HSE guidance; <http://www.hse.gov.uk/services/education/school-trips.pdf>
- DfE's advice on health and safety for schools, including the non-statutory advice contained in H&S Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing bodies 2014.
- National Minimum Standards for Boarding Schools 2015.
- Advice provided by HSE: <http://www.hse.gov.uk/guidance/index.htm>

To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

A comprehensive manual covering the organisation and arrangements for meeting the specific needs of the School, both generally and for individual departments, is available from the School's Health and Safety Manager.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

INTRODUCTION

The John Lyon School attaches the utmost importance to the safety, health and welfare of its employees, pupils and visitors. The School will comply with the provisions of the Health & Safety at Work Act, 1974 and all subsequent regulations, including those implementing EU Directives. The School Governors bear ultimate responsibility to provide leadership on all matters of health and safety. Day to day responsibilities are delegated to the Health and Safety Manager.

The School 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 school operations can work.

The School 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.

FOCUS

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

- the safe use, storage, handling and transport of articles and substances;
- the provision of adequate information, instruction, training and supervision for 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 the premises 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 to 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 may 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's risk assessments;
- exercise their awareness, alertness, self-control and common sense at work;
- report promptly to their Department Head, 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 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 (at a minimum 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.

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;
- work experience arrangements;
- school security;

- letting of school premises to outside bodies;
- any other site specific issue, e.g. swimming pool, archery range.

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 relevant job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each term. 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 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 management team during management and Governors' 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 R: Drive, and updates will be made to the Staff Handbook.

2. RESPONSIBILITY FOR HEALTH AND SAFETY

THE HEALTH AND SAFETY MANAGER

The individual responsible for health and safety at work is the Health and Safety Manager. He will ensure so far as is reasonably practicable, that the School's policy on health and safety at work is effectively implemented.

The Health and Safety Manager's responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. He will familiarise himself with all relevant health and safety legislation and take expert advice if required.

In the absence of The Health and Safety Manager, the responsibilities for health and safety at work will be assumed by the Bursar.

THE GOVERNING BODY

The responsibility of the Governing Body is dealt with in section 37 of the Health & Safety at Work Act 1974.

- The Governing Body of The John Lyon School has the responsibility for actively monitoring and controlling health and safety management within the School by:
- Requiring such information including this policy, to be presented to them as may be necessary for the efficient discharge of their responsibility;

- Approving the allocation of sufficient resources both personnel and financial to meet the demands of Health and Safety legislation;
- Ensuring that delegated functions are carried out in such a manner as to meet the legal and ethical requirements of Health and Safety legislation that could be expected of an employer;
- There are two Governors responsible for Health and Safety matters;
- Ensuring there are procedures in place for establishing and maintaining a safe environment, so far as is reasonably practicable, throughout all areas used by the School to comply fully with the Health and Safety at Work Act 1974 and all other statutory provisions and codes of practice.

The Head has delegated authority from the Governing Body of The John Lyon School to ensure that the School meets the requirements of legislation and guidance relating to Health and Safety.

The Bursar has oversight of the School's Health and Safety provision, and via the Health and Safety Manager ensures that the following measures are in place:

- The School has an approved Health & Safety Policy and practices, which are implemented;
 - There are adequate personnel and financial resources allocated to health and safety;
 - Health and safety is accorded such status as to encourage the commitment, co-operation and involvement of all staff;
 - The School actively promotes an awareness and acceptance of good practice in health and safety;
 - Disciplining of any member of staff found guilty of ignoring or failing to implement approved procedures and practices;
 - Appropriate inspection, monitoring and auditing procedures are agreed and implemented;
 - There are adequate arrangements for staff training in order to provide the expertise in health and safety required;
 - There are regular performance reviews of health and safety and an agreed plan for future development;
 - Development of an awareness of Health and Safety and an acceptance of individual responsibility among employees, pupils, visitors and contractors.

EMPLOYEE RESPONSIBILITIES

Employees have legal duties under the Health & Safety at Work Act 1974 (and subsequent related legislation). Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the School on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the Health and Safety at Work Policy, School procedures and rules.

Every member of staff is required to:

- Make themselves familiar with the School's Health & Safety Policy and any other safety legislation and codes of practice that are relevant to the work of the department in which they work. The Health & Safety Manager will advise on what is required;
- Take reasonable care for the health and safety of colleagues, pupils, visitors and any other persons who may be affected by their acts or omissions at work;
- Co-operate with the School Health & Safety Manager in complying with Health & Safety legislation;
- Ensure that both staff and pupils are applying Health & Safety regulations, rules, routines and procedures effectively;
- Be familiar with the school fire precautions and evacuation procedures from the [Fire Safety Policy](#) for the areas in which they work;
- Report any defects they observe in the premises, plant, equipment and facilities;

- Ensure that all plant, machinery and equipment are in good and safe working order and adequately guarded where appropriate;
- Not make unauthorised or improper use of plant, machinery or equipment;
- Use the correct equipment for the job and wear any protective equipment or safety devices that may be supplied;
- Report all accidents that cause injury to any person, to the School Health & Safety Manager;
- Take an active interest in promoting Health & Safety and suggest ways of reducing risks.

MANAGEMENT AND SUPERVISION

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 subordinates 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 joining the School all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes;
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils;
- ensure that all staff are familiar with the School's Health and Safety at Work Policy;
- co-operate with and participate in the investigation of all accidents and conduct of 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 and 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.

4. HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee comprises the Bursar, the Health and Safety Manager and the Deputy Head. It invites key staff with health and safety responsibilities to its meetings on at least a termly basis. The Health and Safety Manager meets fortnightly with the Deputy Head to give the opportunity to discuss incidents and accidents which may have occurred on the premises and to ensure that there is sufficient monitoring of the School's policy and practice. The minutes of the Committee meetings are stored on the School network.

5. FIRST AID AND ACCIDENT REPORTING

Each Head of Department will ensure that there are an adequate number of current qualified First Aid personnel within their area of responsibility and notify the School Health & Safety Manager of any shortfall and recommend candidates for training where this is appropriate.

The Health & Safety Manager will be responsible for arranging the necessary training and ensuring that a list of qualified First Aid personnel and their locations, is displayed in each building and department. Assistance may be sought from the School Nurse who is responsible for First Aid training within The John Lyon School.

School policy is that a qualified First Aid person should be within easy reach of any person on the premises in the event of an accident. To this end the Health & Safety Manager will liaise with the School Nurse and Senior Teacher (Staff) to arrange regular training for those who need to receive it.

An Accident Report form must be completed for all notifiable accidents, incidents, diseases and dangerous occurrences, involving any person, including pupils, visitors and contractors, in any part of the School or whilst being escorted by a member of staff on school business away from the School.

For Full and Further Guidance:

Reference should be made to the School's [First Aid Policy](#) which can be found in the Staff Handbook.

Staff Accident/Incident report forms can be found in the Health and Safety folder on the R: Drive or obtained from the Health and Safety Manager. Pupil Accident Report Forms are completed by the School Nurse and signed off by the Health and Safety Manager before being checked by the Deputy Head.

6. FIRE AND EMERGENCIES

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exit and Assembly Point in case of fire.
- Familiarise yourself with the position of fire fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to fire fighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc.
- Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- There is to be NO SMOKING on the premises.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

DISCOVERING A FIRE OR OTHER EMERGENCY

- THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF.
- If you see signs of a fire or other emergency which could place employees or pupils in danger, SOUND THE ALARM.
- IF SAFE TO DO SO, attempt to control the fire or other emergency, with assistance if available. Never put yourself at risk even with the smallest fire (or other emergency). Never attempt to move burning objects.

EVACUATION PROCEDURES

- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working.
- IF SAFE TO DO SO, close windows and doors, but not lock them, and secure cash and confidential documents. If closed doors feel warm, DO NOT OPEN THEM.

- Leave the building by the nearest available exit. Do not use lifts. Ensure that any visitors you have also leave the building. **DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.**
- Follow the published [evacuation route](#) to the relevant Assembly Point in silence, ensuring that pupils follow your example, and assist with the speedy and efficient registration of persons present.

IF YOU ARE CUT OFF BY A FIRE

- Close the door, using clothing etc. to block any gaps.
- Go to the window and attract attention.
- If the room becomes smoky, stay low - it is easier to breathe.
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to your evacuation Assembly Point and report to the Fire Safety Manager.
- **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.
- **DO NOT RETURN TO THE BUILDING** until the all clear has been given and until instructed by Fire Safety Manager.
- Never assume the evacuation is a drill.

For Full and Further Guidance:

Reference should be made to the School's [Fire Safety Policy](#), [Fire Evacuation Plan](#) and Fire Action Notices which can be found in the Health and Safety Folder in the R: Drive and posted around the School site.

7. CODE OF SAFE CONDUCT

- Conform to the Health and Safety at Work Policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- 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; do not play practical jokes.
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.
- In the event of being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight - take the stress in your legs, not your back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is in good condition.
- 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 could be walked over etc.
 - always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise

- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the School's Health and Safety Manager. Training in dealing with hazards will be conducted as appropriate for those who have responsibilities in such areas.

8. DISPLAY SCREEN EQUIPMENT

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically - at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

9. INFORMATION AND TRAINING

NEW EMPLOYEES

On joining the School, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them by the Health and Safety Manager as part of their induction process. Such an induction will also involve the Senior Teacher (Staff) and the NQT Induction Mentor.

ALL EMPLOYEES

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during the working day, or at twilight sessions, as suits the needs of the School.

10. RISK ASSESSMENT

A risk assessment should usually involve identifying the hazards present in any undertaking (whether arising from work activities or from other factors, e.g. the layout of premises) and then evaluating the extent of the risks involved, taking in to account whatever precautions are already being taken.

Regular and systematic inspections and risk assessments of all potentially hazardous substances and school activities will be made by, or under the authority of, the Health and Safety Manager and will take into account all the relevant regulations and codes of practice. Specialist advice will be obtained if necessary and the Risk Assessments will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

Guidance:

The Health and Safety Manager should be sought in the first instance for Risk Assessment guidance.

11. TEMPORARY STAFF, CONTRACTORS AND VISITORS

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the School's premises. They will EITHER be accompanied by a responsible permanent employee at all times OR will be issued with the relevant rules, procedures and specific hazard information when signing in at Main Reception on arrival at the School.

VISITORS

Employers have a duty to protect visitors (as non-employees) under section 3 of the Health & Safety at Work Act. Under the Occupiers' Liability Act 1957, the employer may be liable to pay compensation to visitors injured on their premises.

- Upon arrival all visitors must sign in at Reception; they must tell the receptionist which member of staff they are visiting and this will be recorded on the visitor's pass they will be issued with, and which must be displayed by the visitor at all times. All visitors must sign out on departure for registration purposes.
- It is the responsibility of the named member of staff to brief the visitor on fire procedures.
- Visitors should not be left unaccompanied and should, if possible, not be taken into any part of the School where there is a known hazard. If this is unavoidable the appropriate protective equipment must be supplied.
- All visitors should be issued with an identity pass; these are available from Reception.
- All visitors are to be given basic instructions, by their host, on what action to take in the event of an emergency.
- A plan or map of the premises together with details of any specific high-risk areas where high voltage or dangerous chemicals may be present should be available for issue to any emergency service and can be found in the Major Incident Management folders held by the Head, Bursar, Deputy Heads and sealed behind Reception.

For Full and Further Guidance:

Reference should be made to the following school documents:

- [Fire Safety Policy](#)
- [Fire Evacuation Plan](#)
- Fire Action Notices
- Selecting and Controlling Contractors
- [Safeguarding and Child Protection Policy](#)

These can be found in the Health and Safety Folder in the R: Drive or obtained from The Health and Safety Manager.

12. SMOKING

The John Lyon School is a non-smoking site.

Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues.

Smoking on the premises is against the [Code of Conduct](#) and therefore an offender will be subject to disciplinary procedures.

Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

