

Egerton Rothesay School
Health and Safety Policy
October 2016

General Statement

The Health and Safety at Work etc Act, 1974 (HSWA) requires all organisations employing five or more people to have a written health and safety policy. This must contain a general policy statement and the arrangements and organisation for putting the policy into practice.

Policy Statement

Egerton Rothesay School will seek to:

1. identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with.
2. provide employees with information, instruction, supervision and training and ensure all employees are competent to carry out their tasks.
3. prevent accidents and ill health arising from work activities
4. investigate any incidents that might have resulted in harm to employees.
5. consult with employees on matters concerning their health and safety.
6. provide safe equipment and safe working practices
7. keep and maintain our equipment in good order.
8. provide clear instructions on actions to take in the event of emergencies.
9. provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities.
10. monitor and review this policy and the systems and arrangements for controlling health and safety and to revise them whenever considered necessary.

Responsibilities

The HSWA places responsibilities on both employers and employees, a summary of which is as follows:

Governors and Senior Management Team

It is the duty and responsibility of the Governors and the Senior Management Team to ensure that everything reasonably practicable should be done to prevent foreseeable personal harm or injury to any employees whilst carrying out work activities or to others who may be affected by such activities, such as our pupils and students, visitors and contractors etc.

The Governor with specific responsibility for Health and Safety is **David Vesey**.

The member of the Senior Management Team with specific responsibility for Health and Safety is the Bursar, **Cherry Martin**.

The school has appointed a Health and Safety Officer to assist the Governors and SMT in the discharge of their responsibilities. The Health and Safety Officer is **Susan Lucas**.

All Staff at ERS

The arrangements detailed in this and other policy documents are for the health, safety and welfare of all our staff and students and depend upon the responsible attitude of all concerned in ensuring their effectiveness.

It is the duty of every staff member to act responsibly and to do everything they can to prevent harm or injury to themselves and their fellow workers. Any deficiencies noticed by employees regarding health and safety practices and controls must be reported straight away, either to the Bursar or the school's Health and Safety Officer.

Senior Management and Directors will have additional duties to ensure the staff and the areas they are responsible for meet the health and safety requirements that the organisation lay down in this and any other policy.

Co-operation

Co-operation at all levels is not only a legal requirement, but also is an essential ingredient to the health, safety and welfare of all those who are part of this organisation. Co-operation is therefore actively and openly encouraged through consultation and communication. In particular, co-operation in following the health and safety systems and procedures that exist is both required and expected. Good communication between all staff at all levels is a vital contribution to the health and safety of all.

A poster summarising the Health & Safety Law applicable to all is displayed and should be read and understood by all.

Arrangements

The following general arrangements are in place in order to meet the above policy requirements.

1. A Health and Safety Law Poster is clearly displayed (as required by law) that summarises the responsibilities of employers and employees and gives specific contact details for key organisations and personnel.
2. A set of other relevant health and safety policies that provide specific detail regarding other responsibilities and arrangements, including
 - Fire Safety
 - First Aid
 - Manual Handling
 - the management of asbestos
 - bus drivers safety
 - electrical systems
3. Regular health and safety meetings, chaired by the Bursar and attended by senior staff, teachers and non educational staff,.
4. Health and Safety Manuals containing all the necessary information and documents applicable to ERS. These are available from the Bursar or the Health and Safety Officer.
5. The appointment, and where necessary, the appropriate training of various persons to assist in carrying out the requirements of health and safety policies.
6. A system of inspections, servicing and checks to ensure that our health and safety arrangements are maintained by the Health and Safety Officer to assist in identifying any problems that may occur. A summary of inspections, servicing and checks is in Appendix1.

In Case of Accidents

For first aid and emergency procedures, see the school's First Aid Policy.

An accident book is kept in the first aid room. The First Aid Officer ensures that appropriate details of any accident or incident which has been brought to their attention are entered into the book.

A copy of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is kept with the accident book to enable the First Aid Officer to determine whether an incident or accident is reportable as required by the current regulations. If an incident is reportable, the First Aid Officer will inform the Bursar, who will be responsible for ensuring that a report is made.

Following an accident and if appropriate, the Bursar will ensure that a risk assessment is undertaken in order to determine whether current controls and precautions are adequate and appropriate

Review

This policy will be reviewed at least every three years.

Policy approved by: John Bowcock
(on behalf of Governing Body)
Date: 14.10.16

Next Review (latest): September 2019

**Egerton Rothesay School
Health and Safety Policy: Appendix 1
Health and Safety Inspections, Servicing and Checks**

Aspect	Type	Frequency	Who	Last Known Date
Air Conditioning	Service	Annual	Contractor	17.02.15
Asbestos	Inspection	Annual	Bursar/ HSO	26.44.16
CLEAPPS	Subscription	Annual		01.10.16
Cookers- HEc	Service	Annual	Contractor	18.02.16
D&T Equipment and Machinery	Inspection	Annual	Contractor	11.07.16
Kiln	Inspection	Annual	Contractor	11.07.16
PE Equipment	Inspection	Annual	Contractor	11.07.16
Fixed Wiring Main Building	Inspection	Every 5 years	Contractor	24.10.16
Fixed Wiring Woods Building	Inspection	Every 5 years	Contractor	13.07.15
Fixed Wiring Cedars Building	Inspection	Every 5 years	Contractor	21.02.13
Fire Alarm/ Intruder Alarm	Inspection	Every 6 months	Contractor	31.10.16
Fire Extinguishers and Equipment	Inspection	Annual	Contractor	15.07.16
Fire Risk Assessment	Inspection	Annual	Contractor	11.04.16
Fire Log: Push Points	Inspection	Weekly	Premises Manager	See Fire Log
Fire Log: Carbon Monoxide	Inspection	Weekly	Premises Manager	See Fire Log
Fire Log: Fire Bell and emergency lighting	Inspection	Monthly	Premises Manager	See Fire Log
Fire Log: Fire Exit Doors	Inspection	Half termly	Premises Manager	See Fire Log

Fire Log: Smoke Alarms	Inspection	Half termly	Premises Manager	See Fire Log
Fume Cupboard	Inspection	Every 14 Months	Contractor	01.06.16
Gas Boilers	Service	Annual	Contractor	13.07.16
Kitchen- Food Safety Inspection	Inspection	Unannounced	Local Authority	15.09.15
Kitchen- Equipment	Service	Annual	Contractor	24.10.16
Legionella	Inspection	Annual	Contractor	13.07.16
Legionella	Risk Assessment	Every 2 years	Contractor	03.11.16
Portable Appliance Testing	Inspection	Annual	Contractor	July 16
Pest Control	Inspection	8 visits per year	Contractor	16.08.16
Trees	Survey	Annual	Contractor	25.10.16
Defibrillator	Inspection	5 year	Contractor	April 16