

## **Egerton Rothesay School Health and Safety Policy**

### **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.

### **Risk Assessment**

ERS will undertake an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conducting of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

Specific risk assessments will also be undertaken to deal with matters including personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, asbestos at work, ionising radiation and fire safety.

Specific risk assessments will also be conducted for use of high-risk areas, such as machinery, laboratories and workshops.

Risk assessments are the overall responsibility of Heads of Department and Base Leaders. When carrying out risk assessments, particular consideration will be given to welfare and safety of pupils, as well as that of staff and others that might be affected by the School's activities.

The findings of the risk assessments will be reported to the Health and Safety Officer

Action required to remove/control risks should be identified within the risk assessment and an action plan drawn up.

The Health and Safety Officer will be responsible for monitoring and ensuring the required action is implemented.

Risk assessments will be reviewed annually or when the activity changes, whichever is

soonest.

## **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 Governing Body 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 **Cherry Martin**.

The member of the Senior Management Team with specific responsibility for Health and Safety is the Business Manager, **Stephen Potts**.

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 **Natalie Heald**.

### **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 Business Manager 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.

## **Staff Welfare**

School work can be demanding and staff will be made aware of who to contact if their own well-being is compromised in school. Senior Management will inform staff at meetings that everyone's health is important and who they should see if they feel unwell, are suffering from stress, or need to talk about any concerns they may have. Staff will always be supported with personal issues both inside and outside school to ensure a balance between school work and personal life.

## **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
  - Management of asbestos
  - Bus driver's safety
  - Electrical systems
  - Occupational health services and managing work-related stress (Staff hand book section 6)
  - School Security (Accessibility policy)
  - Slips and trips (Accessibility policy)
  - On-Site vehicle movement (Staff hand book section 6)
  - Control of hazardous substances (referred to in the First Aid policy and supporting pupils with medical needs and relevant department hand books)
3. Regular health and safety meetings held by the Business Manager with the H&S Officer and Premises Manager.
4. Health and Safety Manuals containing all the necessary information and documents applicable to ERS which are available from the Business Manager 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 record of inspections, servicing and checks can be obtained from the Health and Safety Officer.

### **Physical Violence**

ERS will do everything possible to ensure staff are safe from physical violence from any pupil or other person within the school.

The School will not tolerate any harassment or violence towards a member of staff, pupil or any visitor to the school, and whose safety is threatened. The school will take steps to protect the individual, advise the Head Teacher, and the relevant authorities will be contacted if deemed necessary.

If a staff member is found to have used violent conduct towards any other individual this will be classed as gross misconduct and the staff-member will be subject to the school disciplinary procedure.

Violent behaviour by a pupil will be dealt with using the school's discipline policy.

ERS will make staff aware of the correct use of physical intervention as referenced to in the staff code of conduct.

## **Safe Handling and Use of Substances**

ERS will ensure that procedures are in place to minimise the risk of exposure to hazardous substances. It will ensure that procedures are put in place, protective clothing worn and protective equipment used to control and reduce exposure in line with the Control of Substances Hazardous to Health regulations 2002 (SI 2002/2677) COSHH.

This statement pertains not only to educational chemicals used in the curriculum but also to cleaning products and chemicals used in the daily cleaning of the school premises.

## **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 2013) 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 Business Manager, who will be responsible for ensuring that a report is made.

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

## **Vehicle Safety**

Regular bus arrival and departure for pupils commuting by bus to and from school is now in the car park adjacent to the school. A member of staff will be on duty in the morning and in the evening to ensure the safety of all pupils. This member of staff also ensures pupils are on the correct bus for departure, and with the driver, supervises safety within the bus including ensuring seatbelts are correctly fastened.

When school buses enter the main school site during the day to transport pupils to sporting and other events, the member of staff with the group will ensure the safety of all pupils and supervise safety checks before departure.

The Health and Safety officer will ensure all school transport is regularly serviced, maintained, taxed and insured.

The school will ensure adequate segregation of school transport and pedestrians and will supervise movements around transport.

## **Review**

This policy will be reviewed annually.

Policy approved by: Cherry Martin (on behalf of Governing Body) Date: September 2023
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Next Review (latest): September 2024
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