



HEALTH AND SAFETY POLICY

The Mount School York

Whole School including EYFS and Boarding

Summary and Checklist for Health and Safety in School

Workplace safety is paramount for all pupils, staff and visitors. To this end all staff should:

1. Be familiar with the School's policy and responsibilities regarding Health and Safety and know where to find further information such as department and staff handbooks where relevant.
2. Be aware of safety responsibilities as an employee (see section 3).
3. Remember their role in ensuring the safety of others (see section 3).
4. Report all accidents, incidents and hazards (see section 8).
5. Report any matters of concern regarding physical aspects of the premises or its facilities to the Director of Business Operations (see sections 7, 15 and 21).
6. Be aware of First Aid and Fire Policy/Procedures (see sections 9 and 10).
7. Remember that accidents can happen with simple tasks, such as using ladders or lifting heavy items, or when using vehicles (see sections 12, 16 and 20).
8. Observe special safety procedures relating to specialised tasks (see section 17).
9. Where appropriate read and apply the COSHH Regulations (see section 11).
10. Wear Personal Protective Equipment (PPE) when required to do so (see section 19).
11. Take particular care when working alone or outside normal School hours (see section 13).
12. Be aware that the School buildings and grounds are 'no smoking' and 'no vaping' areas (see section 22).

and please always remember:

**If you feel that you may put yourself or anyone else at risk in carrying out a task,
always ask before undertaking it.**

Date of review Autumn 2020

Date of next review Autumn 2021

Reviewed by Director of Business Operations

I. Policy Statement

This policy has been produced, and will apply:

- o In accordance with the School's intention to comply with all requirements of the Health and Safety at Work etc. Act 1974 and other relevant statutory requirements.
- o Taking into consideration the non-statutory guidance from the DfE, Health and Safety Advice on Legal Duties and Powers (2014).
- o In line with the School's intention to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils and visitors, while in School or engaged on school activities.

Health and Safety requirements specific to individual academic subjects as detailed within Departmental documentation support and supplement this Policy.

In addition to this Health and Safety Policy, there may be more detailed guidance notes relating to specific rules and procedures relevant to certain roles such as maintenance, cleaning and educational visits.

2. Policy Objectives

- o To provide and maintain safe and healthy conditions in School and to encourage a Health and Safety culture for all our employees, pupils, volunteers and visitors.
- o To provide and maintain safe systems of work and a safe working environment.
- o To ensure that all employees, and contractors working in School, are properly informed of their responsibilities for health and safety matters, discharge them effectively, and are encouraged to participate in the prevention of accidents.
- o To ensure that appropriate management structures, information and training are provided to enable employees to discharge their duties safely and competently.
- o To educate pupils in good health and safety practices.
- o To monitor and, where necessary, improve the management of Health and Safety in School.
- o To ensure pupil safety by other policies relating to Safeguarding and Safer Recruitment.

3. Responsibilities

The responsibility for Health and Safety at The Mount School extends through the whole School, with specific responsibilities apportioned as below:

- o Governors ensure that an appropriate Health and Safety Policy is in place in the School, that arrangements are made for its effective implementation and they appoint one Committee member to have particular responsibility for Health and Safety.
- o The Principal has ultimate responsibility for the implementation and management of this Policy and will support the Director of Business Operations in this respect.
- o Day-to-day monitoring and evaluation of Health and Safety requirements is delegated to the Director of Business Operations working in conjunction with the Deputy Principal and the Head of Junior School.
- o The Head of Boarding is responsible for ensuring the day-to-day Health and Safety of the boarding premises and all boarding provision.
- o The Director of Business Operations is the 'Responsible Person' for Fire Safety and Water Regulations.
- o Heads of Teaching Departments/Key Stage Coordinators/Head of Junior School have direct responsibility for ensuring that this Policy is implemented within their Department/Key Stage.
- o Some teaching staff have additional responsibilities regarding Health and Safety aspects of particular activities (e.g. Sport, Art, Design and Technology, IT, Science and expedition and trips organisers).
- o Support staff have various designated responsibilities, including ensuring that:
 - All plant & equipment and vehicles under their control are properly maintained and safe to use and all safety devices are fitted properly, adjusted and maintained.
 - A high standard of housekeeping is maintained throughout the School.

- Any contractor working in the School observes good Health and Safety practice.
 - If a task has to be left incomplete, the location is left in a safe and tidy condition and does not create any hazard.
 - No employees, including themselves, carries out tasks for which they are not trained or competent.
 - Personal Protective Equipment is provided and used.
- o All teaching and support staff have a statutory duty as employees:
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.
 - To co-operate with the School as their employer, so far as necessary, to enable the School to meet statutory requirements.
 - To participate in training modules or courses appropriate to their role.
 - Not to interfere intentionally or recklessly with, or misuse, anything provided in the interest of health and safety or welfare.
 - To ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent any recurrence.

4. Health and Safety Committee

Staff are consulted on Health and Safety matters via members of the Health and Safety Committee.

The Health and Safety Committee consists of the Principal, Head of Junior School, Head of Boarding, Deputy Principal, Director of Business Operations, a designated Committee Member (governor) and other key staff particularly involved with Health and Safety. It meets each term to discuss and review Health and Safety matters. The governor representative reports after each meeting to the next governors' meeting.

5. Safe and Secure Working Environment

- o The Director of Business Operations working with the Facilities staff is responsible for ensuring that all the fabric of the School is constructed, inspected regularly and maintained so as to ensure that all facilities are in a safe, sound and weatherproof condition.
- o The School seeks to provide a secure working environment by means of a range of measures, including access-controlled doors and gates, electronic keypad locks on external doors and control of visitors to the site.

6. Early Years Foundation Stage (EYFS)

- o Play-areas will be sufficiently large for free movement and development of gross motor skills.
- o Adequate storage space will be provided and, where it is safe to do so, pupils will be encouraged to be independent and make their own choice of resources.
- o The outdoor play area of EYFS will be kept secure and well maintained.
- o Equipment will be regularly checked.
- o Fresh drinking water is available at all times.
- o Members of staff in EYFS receive training, on-line and through the Catering Manager, in preparing and handling food.

7. Safety Inspections

- o The School (through the Director of Business Operations and Facilities staff) arranges safety inspections of equipment, engineering plant and electrical installations to be carried out by qualified personnel. Recommendations are made to the Director of Business Operations regarding any action required.
- o All portable electrical appliances in the School are inspected on a regular basis by the Facilities and IT Teams who have been trained for this purpose; each Head of Department or Junior School member of staff must ensure that all such equipment is made available for inspection,

and that any equipment without a current test label is brought to the attention of the Network Manager.

- o The Director of Business Operations is responsible for ensuring the weekly, termly and annual testing of fire alarms and fire equipment.
- o The Director of Business Operations is responsible for ensuring regular inspection and maintenance of the air conditioning and water systems.
- o In addition to these periodic inspections, it is the duty of all staff at all times to watch out for any hazard or potential hazard and report it to the Facilities staff.

8. Reporting Accidents and Incidents

- o If an accident or incident happens in School, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receive(s) appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.
- o The School provides Accident Books for reporting purposes, which can be found in main Reception.
- o Some accidents are reportable to the Health and Safety Executive, under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); the School Nurse is responsible for checking if an accident is reportable and submitting reports.

9. First-Aid Policy/Procedures *(see separate First-Aid Policy)*

- o The School identifies the need for trained First-Aiders in sufficient numbers and at suitable locations to enable First-Aid to be administered without delay. These staff receive special instruction and are awarded certificates, which have to be renewed after refresher courses at regular intervals. A full list of First-Aiders is displayed in the School Office, Junior and Senior School staff rooms, in the Sports Hall Office, in Boarding and at various other key locations around School.
- o First-Aid boxes are provided at locations throughout the School and in School vehicles.
- o In the event of an accident involving injury, one of the First-Aiders should be called. If there is any doubt about the nature of the injuries, the person must not be moved until qualified help arrives. Remember to report any accident (see Section 8 above).
- o In the event of a serious accident/emergency staff should call 999 if emergency services are required.

10. Fire Policy/Procedures *(see separate Fire Policy)*

- o It is very important that all staff familiarise themselves with fire procedures, including:
 - escape routes and means of escape;
 - fire assembly point (grass tennis courts in main School grounds);
 - calling the emergency services;
 - the location of fire-fighting equipment;
 - any particular local special considerations (e.g. in laboratories and workshops).
- o As part of the fire procedures, all staff are required to sign in and out of work at all times.
- o Details of fire procedures and escape routes are printed on notices close to the door in each room.
- o Staff, pupils, volunteers and visitors must treat every sounding of the alarm as if it is a genuine alarm (unless otherwise advised in advance).
- o All staff are responsible for ensuring fire evacuation routes are kept clear, fire doors are kept closed and fire fighting equipment is not used for any inappropriate purpose.
- o The School identifies the need for trained Fire Marshals and key staff have received appropriate training.

11. COSHH

- o The Control of Substances Hazardous to Health Regulations 2002 (COSHH) sets down methods for safe use which must be observed with such materials.
- o COSHH regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents. Staff using such materials are aware of having to adhere to COSHH Regulations.
- o The Regulations require the clear labelling of containers for such substances, giving information about their safe use; users must read these and the assessment relating to each substance before using it.
- o All hazardous substances are kept locked away in laboratories or cleaning cupboards and safe stores.

Special Considerations in Science and Technology Areas:

- o Special regulations and requirements apply in laboratory areas: the appropriate Head of Department should be consulted about these.

12. Working at Height (Ladders and Steps)

- o Staff working at height (defined as any location where a fall from it may cause injury) must meet the requirements of the Working at Height Regulations 2005 (as amended).
- o The risk of accidents whilst using steps and ladders can be reduced by following some simple rules. So far as is practicable, steps and ladders should only be used as a means of access and not as a work platform.
- o Only trained designated staff are allowed to use specialist equipment, such as scaffold towers, for maintenance work.
- o See HSE leaflet on Working at Height on the HSE website.

13. Lone Working and Working Outside School

- o Staff working in School outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety.
- o It is also important to remember that this Health and Safety Policy applies to staff and pupils engaged on School activities away from School.

14. Hazardous Materials: Asbestos Containing Materials (ACMs)

- o The School will meet the requirements of the Control of Asbestos Regulations 2006.
- o The School has identified, assessed and recorded the details of any asbestos-containing materials (ACMs), or presumed ACMs, on the premises and a register recording the location and condition of the ACMs, or presumed ACMs, is maintained.
- o Any member of staff who believes they have identified any hazardous material should report it to the Director of Business Operations immediately.

15. Site Security

The School ensures that there are adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked each night; that each building has a secure entrance with security arrangements as appropriate and that the School's perimeters are secure. The Boarding Houses are alarmed each evening to further ensure safety from intruders. School staff make a perimeter security check every evening .

The School's security arrangements are based on a risk assessment for the School and are regularly reviewed by the Senior Leadership Team and the Facilities Team, explicitly taking into account:

- o location of the School;
- o the physical layout of the School (e.g. multiple buildings);
- o the movements needed around the site (e.g. car parks);

- o arrangements for receiving visitors;
- o the selecting and managing of contractors.

The School has arrangements in place for making the site safe in winter weather conditions.

16. Vehicle Safety

The School has a 'Minibus Procedures Policy'. Staff require prior approval from the Director of Business Operations to use School vehicles. Staff must ensure that they are aware of all the regulations and their own responsibilities regarding the safe use of vehicles, including use of seat belts, safe distribution and securing of loads, and the towing of trailers. Staff are given familiarisation training prior to driving the minibus for the first time.

On-site movement of vehicles is restricted to 5mph and vehicles are escorted by facilities staff during the school day when moving through areas in which there are pupils.

17. Use of Display Screen Equipment (DSE)

Most staff and pupils will use DSE and should be aware of the Display Screen Equipment Regulations 1993, as amended 2002: though these apply only to employees who work at DSE for extended periods, the Regulations should be regarded as good practice for all users of DSE. (See *HSE leaflet on Working with VDUs available on the HSE website.*)

18. Water Safety

The School ensures that the water supply meets the requirements of all relevant statutory requirements. This is done by performing necessary checks at appropriate intervals in order that:

- o the School has a wholesome supply of water for domestic purposes including a supply of drinking water;
- o WCs have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water;
- o the supply of water to the Boarding Houses is adequate and meets all requirements at all times;
- o the temperature of hot water supplies to showers shall not exceed 43°C.

The School has a duty to ensure water safety within the premises. The School's specific day-to-day responsibilities for water safety include identifying and assessing sources of risk and preparing a course of action for preventing or controlling the risk. This includes Legionnaires' disease, which is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria.

All drinking water taps are clearly labelled.

The School swimming pool is checked and monitored on a daily basis by the maintenance team and/or Sports Assistants All required water and chlorine testing is completed and recorded on a daily/weekly/monthly basis as required (see *separate Swimming Pool Safe Operating Procedures*)

19. Plant, Work Equipment and Personal Protective Equipment (PPE)

For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so as directed.

The School will ensure that Plant and Equipment provided for use at work is:

- suitable for the intended use
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case
- used only by people who have received adequate information, instruction and training

- accompanied by suitable safety measures, eg protective devices, markings, warnings
- subject to ongoing thorough examination and, where appropriate, inspection and calibration by competent people

20. Manual Handling

Most staff will at some time lift heavy or bulky items and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. (See HSE leaflet on Manual Handling Operations available on the HSE website.)

21. Lighting, Heating and Ventilation

The Director of Business Operations ensures that the lighting, heating and ventilation in classrooms and other parts of the School are kept in accordance with the DfE 'Standards for School Premises'.

All aspects of gas, electricity and ventilation are inspected, maintained and repaired by recognised contractors at the appropriate intervals.

No current member of the School staff is qualified to work on mains gas or electrical installations. The Director of Business Operations will arrange for any necessary work to be carried out by qualified contractors.

22. No Smoking/Vaping

In compliance with current legislation, all School buildings, grounds and vehicles are 'no smoking' areas. This applies to anyone entering School premises. Vaping is also not allowed anywhere on the School premises or in School vehicles. When on School trips and off-site, staff must not smoke or vape at any time when in charge of pupils.

23. Other Safety Issues Affecting Staff and Pupils

Brightly coloured notices will be displayed in strategic places around the School to alert staff to any Health and Safety issues (including infectious/contagious illnesses).

Staff with particular responsibilities need to be aware of additional regulations regarding:

- o sports safety;
- o pupils on Work Experience;
- o visits and expeditions (see separate *Educational Visits Policy*).

Violence towards staff and pupils will not be tolerated and the Principal should be informed of any such incidents (see separate *Behaviour Policy*).

24. Risk Assessments (see separate Risk Assessment Policy)

Under the Management of Health and Safety Regulations 1999 employers have a duty to ensure that the necessary arrangements are in place to monitor and review any preventative and protective measures that have been implemented.

For work and activities not covered by existing procedures or codes of practice, an assessment must be carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved. Risk Assessments are an essential part of all teaching and it is the responsibility of the Heads of Department to ensure that all staff are aware of any subject specific risk assessments and that they are used and reviewed at department meetings on a regular basis.

25. Stress Management

Stress is recognised as a Health and Safety issue. Any member of staff requiring advice in this respect should contact the School Nurse or a senior member of staff whom they feel most appropriate to talk to under the particular circumstances. Occupational Health Services are available for staff to access should they be required.

26. Dealing with Health & Safety Emergencies

In the event of an incident, staff should follow the appropriate policy and procedures, calling the emergency services without delay if required. A list of Out of Hours telephone numbers for key staff and external contractors is available on the staff intranet and in the main office.

27. Related policies and procedures

The Health & Safety Policy is supported by a number of other policies, procedures and codes of practice including

- First Aid policy
- Risk Assessment policy
- Fire policy
- Fire safety Emergency Evacuation procedures