

Health and Safety Policy

This is the Polwhele House Policy for Health and Safety which includes Early Years Foundation Stage, Boarding and After School Clubs. It has been written with regard to the DfE Guidance 'Health and Safety: Advice on Legal Duties and Powers (2014). It is published on our website for parents of current and prospective pupils, as per ISI guidelines.

Declaration of intent

Polwhele House School has a statutory duty to provide a safe place of work and healthy working environment for all its employees. The school's responsibility is to ensure as far as is reasonably possible the health and safety of all who enter the premises. This policy makes an unequivocal commitment to high standards of health and safety. The Senior Management Team (SMT) accepts the responsibility to set a safety policy which is in accordance with the policies of the school. The SMT seeks to maintain, and improve progressively, the environment of the school and other work places in order to ensure the health, safety and welfare of all its users; to comply with all relevant legislation; and, to ensure that everyone has sufficient information and appropriate training to fulfill their responsibilities.

The school seeks to create an environment within the school where everyone:

- is aware of their responsibilities to each other;
- acts in responsible ways, consistent with others' health and safety;
- safeguards and promotes the health and safety of others.

This policy relates specifically to health and safety on the school site and its environs. Employees are, however, expected to take similar precautions and adopt similar practices and procedures whilst engaged in activities away from the school and may need to address Health and Safety policies of other centres or organisations. All employees organising educational visits must comply with the **Polwhele House Policy on Educational Visits** as well as procedures identified in various documents such as the staff handbook.

The SMT undertakes to make arrangements for consultation and participation in decision-making in matters relating to health and safety between principals, teaching and non-teaching staff, representatives of trade unions and professional associations and pupils. Failure on the part of employees to discharge the obligations placed upon them by this policy may render them liable to:

- prosecution under health and safety legislation;
- disciplinary action, under the school's disciplinary procedures and rules.

Objectives

The SMT seeks to promote health and safety by providing, in so far as is reasonably practical:

- healthy and safe working practices and conditions;
- information, instruction and training in safe working methods and practices;
- first aid facilities; and employees trained in first aid;
- safe premises, plant and equipment;
- safe arrangements for the handling, storage and use of materials and substances
- systems for the establishment and maintenance of codes of practice and risk assessments;
- safe access and egress, including evacuation procedures;
- appropriate security arrangements;
- effective communication systems for issues of health and safety;
- periodic checks on the safe operation of tools and equipment.

Responsibilities

The Principals expect the Headmaster and **all employees** to be responsible for ensuring the effective implementation of this policy. All employees have a responsibility to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety;
- support measures implemented to meet statutory requirements;
- be aware of, support, implement and comply with this policy;
- set a good personal example through safe behaviour;
- make use of protective equipment available and follow procedures established for safe working and to ensure that all others do the same;
- familiarise themselves with emergency evacuation procedures;
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences;
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations;
- teach safety as an integral part of courses, both by formal teaching and example; and stop any pupil who refuses to adopt safe working practices from taking part in the lesson or activity. The Health and Safety Committee will carry out co-ordination of the policy and its implementation on a day-to-day basis;
- make sure all equipment brought into school is safety checked by the Headmaster of Maintenance prior to use.

The Health and Safety Committee will:

- ensure that there is an effective and enforceable policy for the provision of health and safety;
- undertake to provide a safe place for everyone to work;
- enable staff to perform their school-related activities in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.

- consult with employees on health and safety issues;
- identify training needs of employees and pupils and ensure, within the resources available, that these needs are met;
- collate accident and incident information and, when necessary, carry out investigations;
- monitor the standard of health and safety throughout the school;
- monitor first aid and welfare provision;
- arrange systems of risk assessment;
- ensure compliance with and monitoring of this policy;
- ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- ensure safe methods of working exist and members of Polwhele House are instructed in safe working practices;
- ensure that any defects in the premises, plant, equipment or facilities are made safe;
- ensure that toxic, hazardous and highly flammable substances are correctly stored;
- investigate complaints by any employee relating to health, safety or welfare at work and to make representations to the Headmaster regarding such matters;
- organise regular inspections of the school site.

All employees – both teaching and non-teaching - should:

- take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
- co-operate with the SMT to enable the school's duties to be performed or complied with. All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all employees will:

- be familiar with this health and safety policy and all other safety regulations as laid down by the SMT and/or the Headmaster;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by all pupils and staff;
- see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe;
- take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the senior management team.

Arrangements and Procedures

i) Accident Reports

All accidents and injuries to any person on the school premises are to be reported. If necessary, these will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

ii) First Aid

All staff must follow the **First Aid Policy**

iii) Fire Safety and Evacuation Procedures

All staff must follow the **Fire Risk Policy**. We have an agreed emergency procedure in place to cover all foreseeable major incidents which could put at risk the occupants or users of the premises. This procedure indicates the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan. Staff, students and users of the school site and other locations will regularly rehearse this plan.

iv) Risk assessments/COSHH

Each person in charge of an area will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied. Copies must be supplied to the Bursar to be held centrally. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

v) Visitors to the school site

All visitors/contractors must report to Reception and sign in the visitors' book. All visitors/contractors must carry the identification provided which is currently a school visitors' badge. It is important that unauthorised callers are challenged as to the nature of their visit. Where possible, all outside contractors should carry out their work during the school holidays when pupils are not present. When this is not possible, they must be accompanied at all times by a member of the maintenance staff.

vi) School Security

It is recommended in the Cornwall County Council advice and guidelines that employees should assess the risk of challenging unauthorised callers and where appropriate two members of staff should be involved. There is a CCT camera system covering the outside of the Main House, Prep and Pre-Prep Schools and the main car park.

vii) Safety training

All staff new to the school will be appraised of our Health and Safety Policy and Health and Safety will be included in our Induction Programme. Other training will be given when and where necessary, as appropriate to the nature of the task.

vii) Off-Site Visits

All staff must follow the **Educational Visits Policy**.

ix) Smoking

There is no smoking anywhere on the Polwhele House School site.

x) Inspection of electrical and plant equipment

Inspection of portable electrical equipment and fixed installations will be carried out. All plant equipment such as boilers will be serviced annually.

xi) Water

Drinking water is readily available for pupils from the three water fountains in Pre-Prep and the Prep School.

xii) Illness and injuries to staff

All staff are encouraged to seek medical attention if they are suffering from work related stress and help will be offered by the SMT. Any staff injured by a pupil must report this immediately to the Headmaster. All slips and trips that result in an injury must be reported to the Health and Safety Committee and an Accident Report must be completed.

xiii) Manual handling

All staff must take care not to lift awkward or heavy weights without consultation with the maintenance department.

xiv) On site vehicle movements

All movement of vehicles on site during school hours is strictly monitored. There are ample warning signs on the approach roads. Deliveries to the kitchen must be before 8.30 a.m. if at all possible. Children are warned of the dangers of vehicles

xv) Asbestos

There is no asbestos on site.

xvi) Disaster Recovery Plan

Refer to this in conjunction with the Health and Safety Policy.

xvii) Working at Height

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders
<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.

Monitoring

Responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with the Health and Safety Committee. This committee comprises: Headmaster, Bursar, Head of Maintenance, Pre-Prep Representative, Prep Representative and any other members the committee chooses to co-opt.

This committee meets twice a year. Its terms of reference involve monitoring the health, safety and welfare of all employees, pupils and visitors; and to monitor and take appropriate action in response to any change in circumstance. The committee will take responsibility for monitoring:

- deficiencies and potential hazards in premises, equipment and site;
- accident reports;
- risk assessments;
- training and provision of information;
- emergency evacuation procedures;
- first aid procedures;
- legislation, regulations and advice received.

The committee should, as far as is reasonably practical, take prompt action in response to hazards and risks known to it.

Each member of school staff is responsible for monitoring their area of work and reporting all incidents, deficiencies and potential hazards by:

- using the 'Site Book' to alert the premises team;
- reporting the matter to the Bursar or Headmaster
- reporting the matter to a senior member of staff, completing and forwarding accident report forms;
- completing all necessary risk assessments.

Any employee, when faced with a potential hazard, is expected to take appropriate precautions, including removing pupils from the immediate area if necessary, whilst not placing themselves in danger.

Created: May 2009

Reviewed: May 2010, July 2011 (DM), May 2012 (SMT), June 2013 (SMT), May 2015, March 2017, January 2018

Review date: According to the school's policy review cycle. The health and safety committee will not only monitor but also review measures on a regular basis to meet satisfactory health and safety standards.

Signed:
R.I. White and R.A. White

Date:



Health and Safety Policy Summary

Polwhele House:

- is committed to ensuring the safety of our employees, pupils and anyone else affected by the school;
- has a Health and Safety Committee – Chris Curl (Headmaster), Charlotte Wheele (Bursar), Russell Main (Prep School), Lynne Topsey-Eaton (Pre-Prep School), John Truen (Head of Maintenance) – which meets on a termly basis and invites responses from employees;
- reacts promptly to any issue raised by a member of staff or parent and endeavours to ensure a safe resolution to any problems or issues raised;
- believes all employees are responsible for taking care of their own health and safety and that of the people and children they work with;
- recognises the legal duties the school is bound by and ensure we provide a safe working environment, safe work equipment and safe methods of work;
- undertakes regular risk assessments for the various departments and sections of the school on a regular basis;
- undertakes individual risk assessments for trips out of school;
- has a whole school fire policy;
- undertakes fire drills for the whole school and for the boarding section termly during the day and during boarding hours, and ensures the alarm system is tested on a regular basis.