



NORTHBOURNE PARK SCHOOL

Health and Safety at Work Policy

Author	Issue date	Review date	Purpose	Scope	Agreed by
KM	Jan 21	Jan 22	Health & Safety	All employed staff	F & GP

Policy Statement

Northbourne Park School places the greatest importance on health and safety matters with particular regard to fire safety 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.

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 *Health and Safety Manual* covering the organisation and arrangements for meeting the specific needs of the school, both generally and for individual departments, is available on the school intranet.

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.

Implementation of this Policy is detailed in the document *Health and Safety Organisation and Arrangements*.

Chairman of Governors

January 2021

Headmaster

January 2021



NORTHBOURNE PARK SCHOOL

Health and Safety at Work Policy

Organisation and arrangements

Responsibility for Health and Safety

The **Head** will ensure so far as is reasonably practicable, that the school's policy on health and safety at work is effectively implemented.

The **Bursar's** health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. He/she will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

In the absence of the Bursar, the responsibilities for health and safety at work will be assumed by the **Deputy Head**.

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

All Staff

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.

Safety Representatives

The function of Safety Representatives is to represent employees on health, safety and welfare matters. To this end, management will consult with representatives to enable them to be fully effective.

The safety representative will:

- investigate potential hazards and dangerous occurrences, examine the causes of accidents and investigate complaints from employees relating to health, safety and welfare and make representation to the School on these matters
- make representations to the School on general matters affecting health, safety and welfare
- carry out periodic inspections of the workplace, and follow up notifiable accidents, occurrences and diseases
- attend health and safety committee meetings

Health and Safety Committee

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The health and safety committee will:

- review statistics with a view to recommending corrective action
- examine safety audits, inspections and assessments
- consider legislation, reports and information in order to determine necessary action
- keep a watch on the effectiveness of rules, systems of work, training and communication

The membership of the committee will be:

- The Bursar - The Chairperson
- A member of the Governing Body

Representatives from:

Boarding	Pre Prep
Catering	Teaching staff
Housekeeping	Pastoral / discipline
Maintenance	Matron

Other specialists will be co-opted as necessary and the committee will meet Termly and the minutes will be displayed on school intranet.

First Aid and Accident reporting

First Aid

First Aid boxes are available and are looked after by the school Matron who is a qualified first aider and is also responsible for taking control in the event of an accident or injury.

Accident Reporting

- All accidents, however minor, must be reported to the School Matron (Prep School) / Administrator (Pre Prep) who will complete an *accident report* form (near misses, potential hazards and any damage must be reported immediately on a *Near Miss* form).
- A copy of the accident report / near miss form must be forwarded to the Bursar.
- All accidents (near misses, potential hazards and damage) will be investigated by the department head who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.
- The Bursar will notify the appropriate authorities when necessary.

Fire

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review these risk assessments every time they are amended and submit a report to the Finance and General Purposes Committee.

Fire Marshalls

The fire marshalls are

Prep School: Head, Deputy Head, Bursar, Maintenance Supervisor, Houseparents, Matron, Housekeeping Supervisor, IT Manager, Marketing and Letting Co-ordinator.

Pre-Prep: Head of Pre-Prep, Administrator and one Teaching Assistant.

The fire marshalls will ensure that the premises are evacuated and will check the roll call has taken place and everyone accounted for. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

Emergency procedures

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
- Ensure that the appropriate emergency services are summoned. **DIAL 999** and state clearly the address where the fire is. **DO NOT ASSUME SOMEONE ELSE HAS DONE THIS.**

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 and secure cash and confidential documents. If closed doors feel warm, **DO NOT OPEN THEM**.
- Leave the building by the nearest available exit. Ensure that any visitors you have also leave the building. **DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.**

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 warden.
- **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 your fire warden.
- Never assume the evacuation is a drill.

Fire Precautions

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 (it is a criminal offence to 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 a **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 to the Head or Bursar.
- If you are a Tutor or the Matron responsible for a child with a mobility issue, ensure a *Personal Evacuation Plan* (PEP) is put in place and distributed to all staff.

Smoking

Staff may only smoke in the one designated smoking area which is in the staff car park. Smoking in any other area of the premises or in the school minibuses is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.

Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

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 your 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 good condition.
- Electrical equipment is regularly checked and is normally safe when properly used, **BUT**: never attempt electrical repairs unless authorised, never touch electrical equipment with wet hands, always disconnect electrical equipment before moving it, 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 Bursar. Training in dealing with hazards will be conducted as appropriate

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)

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.

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 working hours.

Risk Assessments

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by Heads of Departments under the authority of the Head and Bursar who will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

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 on the back of the Visitors badge.

Occupational Health

It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the School's needs.
- Providing pre-employment screening and regular health supervision of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.