

WATFORD GRAMMAR SCHOOL FOR BOYS



HEALTH AND SAFETY POLICY

1. POLICY STATEMENT

The aim of the governors of Watford Grammar School for Boys is to provide a safe and healthy working and learning environment for all staff, students, contractors and visitors. The governors believe that the prevention of accidents, injuries and loss is essential to the effective operation of the school and is part of the education of its students.

The Governing Body acknowledges its responsibility under the *Health and Safety at Work etc. Act 1974* to ensure, so far as is reasonably practicable, that its employees, and also persons who are not in its employment but who may be affected by it, are not exposed to unacceptable risks to their health and safety. Details of how this will be achieved are laid down in this Health and Safety Policy, and in the separate Health and Safety Arrangements document.

The Governing Body requires the support and participation of every employee to help it to maintain high standards of health and safety in the school at all times. The Organisation section of this policy explains the health and safety duties of each employee.

The Governing Body will ensure that effective consultation takes place with employees on health and safety matters, and that individual employees are consulted before assigning particular health and safety roles to them.

The Governing Body will provide all employees with appropriate training and information to enable them to carry out their work in a safe and healthy manner.

The Governing Body will establish reporting structures and procedures to ensure that the management of health and safety in the school is effective.

The Governing Body will, whenever necessary, seek specialist advice to evaluate specific risks to health and safety in the school and the precautions required to mitigate those risks.

Signed on behalf of the Governing Body:

.....
Paul Shearring, Chair of Governors

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Mark Allchorn, Headmaster

Date:

Date:

2. ORGANISATION

2.1 Governing Body

The Governing Body, as the employer, has ultimate responsibility for health and safety in the school.

The Governing Body will:

- a) Establish and ratify the school's Health and Safety Policy.
- b) Review the school's Health and Safety Policy and Arrangements annually or as may be necessary.
- c) Set overall health and safety standards on the advice of the Health and Safety Executive (HSE) and the Department for Education (DfE).
- d) Ensure that employees are given sufficient time, resources, information and support to enable them to carry out their health and safety duties effectively.
- e) Ensure that adequate funding for health and safety is available in the school's budget.
- f) Monitor the management of health and safety within the school and ensure that corrective action is taken, if needed.
- g) Set up investigations, whenever necessary, to deal with particular problems.
- h) Promote and support high standards of health and safety throughout the school.

The Governing Body will delegate its reviewing and monitoring functions to a committee (the governors' Health & Safety Committee) which will report to the Governing Body regularly.

2.2 School Safety Committee

In addition to and separate from the governors' Health & Safety Committee, there will be a School Safety Committee to co-ordinate the management of health and safety within the school. It will meet at least once in each school term.

The School Safety Committee will have the following members:

- The Headmaster, or a member of the school's Leadership Group nominated by the Headmaster
- The Finance Director – *ex officio*
- The Site Manager – *ex officio*
- The School Safety Officer – *ex officio*
- The School Fire Officer – *ex officio*
- The Educational Visits Officer – *ex officio*
- Area Safety Representatives for each of the main buildings/locations in the school
- Union Safety Representative(s) nominated by the staff unions or members

A member may not serve on the School Safety Committee in more than two capacities at the same time.

The School Safety Committee will keep minutes of its meetings and will report to governors at regular meetings of the governors' Health & Safety Committee. The terms of reference of the School Safety Committee must be approved by the Governing Body.

2.3 Employees

The general duties of all employees while at work, as stated in Section 7 of the *Health and Safety at Work Act etc. 1974*, are:

- a) To take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work; and
- b) To co-operate, as far as is necessary, with regard to any duty or requirements imposed on his employer or other person by or under any of the relevant statutory provisions, to enable that duty or requirement to be performed or complied with; and
- c) To report incidents through the agreed procedures.

These general duties are clarified and supplemented by this policy as follows:

- d) To check that classrooms or work areas are safe.
- e) To follow safe working procedures.
- f) To check that equipment is safe before it is used.
- g) To use the correct equipment and protective clothing, when appropriate.
- h) Not to use any equipment or machinery that he/she is not competent to use or has not been trained to use.
- i) Not to misuse or to interfere intentionally or recklessly with any equipment or fittings.
- j) To ensure the health and safety of other persons in his/her care (e.g. students).
- k) To report or to challenge (without taking undue risks) any unidentified persons on the school's premises or any unusual or unsafe behaviour.
- l) To be aware of and, when appropriate, to follow the procedures defined in the school's current Health and Safety Arrangements.
- m) To identify potential hazards and to report these to the Site Manager or to his/her Line Manager.
- n) To report immediately to the School Safety Officer or to his/her Line Manager any serious or immediate risk.
- o) To report to any member of the School Safety Committee or to his/her Line Manager any perceived shortcomings in the arrangements for health and safety.
- p) To co-operate with health and safety inspections and investigations.

Certain employees have additional, specific health and safety duties. These specific roles and duties are described in the following subsections.

2.4 Headmaster

The Headmaster has primary responsibility for implementing the school's Health and Safety Policy and for managing health and safety throughout the school.

The Headmaster's specific health and safety duties are:

- a) To appoint a School Safety Officer.
- b) To appoint a School Fire Officer.
- c) To appoint an Educational Visits Officer from the teaching staff.

- d) To appoint a Chair of the School Safety Committee, or to act in this capacity himself/herself.
- e) To appoint appropriate employees to any other specific health and safety roles as required by relevant legislation, as advised by the DFe, or as requested by the Governing Body.
- f) To ensure that reference to this policy and to any specific health and safety duties is made in employees' contracts of employment.
- g) To ensure that this policy and the health and safety arrangements are working effectively throughout the school.
- h) To oversee the management of health and safety within the school.
- i) To monitor and to assess the performance of those employees and bodies with specific health and safety roles.
- j) To report annually to the Governing Body on the school's health and safety management performance and, if considered appropriate, to recommend improvements to this policy.
- k) To report urgently to governors any matters for serious concern or any serious incidents regarding health and safety within the school.

In the absence of the Headmaster these duties shall fall upon the Deputy Headmaster

2.5 Chair of the School Safety Committee

The Chair of the School Safety Committee is responsible to the Headmaster for co-ordinating the management of health and safety within the school.

The Chair of the School Safety Committee's specific health and safety duties are:

- a) To organise and to chair meetings of the School Safety Committee.
- b) Together with other health and safety office holders, to check regularly whether the school's Health and Safety Arrangements are working effectively in practice.
- c) To draft amendments to the school's Health and Safety Arrangements as and when required, and to put these before the School Safety Committee for its consideration and adoption.
- d) To respond to any requests for health and safety information made by governors.

2.6 Heads of Department and Managers

Heads of Department and other employees who manage school staff or facilities (collectively, 'Managers') are responsible to the Headmaster for implementing and managing the school's Health and Safety Policy within their respective departments.

Each Manager's specific health and safety duties are:

- a) Together with other Managers whose departments operate in the same building or location, to appoint an Area Safety Representative to the School Safety Committee.
- b) To liaise with the School Safety Officer to keep up to date the school's Health and Safety Statement that indicates which of the school's arrangements apply and lays down any supplementary policies or arrangements for the department, and to put this before the School Safety Committee for comment and approval.

- c) To seek and to act on the advice of the School Safety Officer, the School Fire Officer and the School Safety Committee.
- d) Together with the School Safety Officer, to identify health and safety training needs for the department's staff.
- e) To ensure that specific risks within the department are assessed according to the school's health and safety arrangements, and to update risk assessments regularly.
- f) To inform all persons using the department of practical steps needed to mitigate risks and to ensure that the precautions identified in risk assessments are maintained.
- g) To ensure that the health and safety policies and arrangements for both the school and the department are working effectively in the department.
- h) To report immediately to the Site Manager, the School Safety Officer or the School Fire Officer (as appropriate) or to the Headmaster any serious or immediate risk.

2.7 Site Manager

The Site Manager is the person responsible to the Headmaster for maintaining the school's buildings, grounds, vehicles and other equipment.

The Site Manager's specific health and safety duties (in addition those as a Manager) are:

- a) To manage health and safety in relation to the common areas of the school, the grounds, the buildings, vehicles and other equipment – i.e. everywhere and everything that is not covered by other departments in the school.
- b) To inspect all parts of the school regularly to identify and, if reasonably practical, to fix problems that could adversely affect the health and safety of anyone using the site.
- c) To ensure that specific risks within his/her department and common areas of the school are assessed according to the school's health and safety arrangements, and to update risk assessments regularly.
- d) To attend meetings of and to report to the School Safety Committee.
- e) To ensure that all statutory inspections are completed and that records of these are kept.

2.8 Finance Director

The Finance Director is the person responsible to the Headmaster for appointing and managing contractors and their staff.

The Finance Director's specific health and safety duties are:

- a) To ensure that only competent contractors are engaged to work on the school site.
- b) To obtain and to keep on file each contractor's own health and safety policy, if they are required to have one.
- c) To inform each contractor of the school's health and safety policy and arrangements, generally as they apply to them.
- d) To monitor main contractors' observance of the relevant health and safety policies while working on the school's premises.
- e) To inspect contractors' working areas and facilities within the school to identify potential risks, and to check that risk assessments have been made and are up to date.
- f) To attend meetings of and to report to the School Safety Committee.

2.9 School Safety Officer

The School Safety Officer is responsible to the Headmaster for co-ordinating and monitoring the school's health and safety policy and arrangements.

The School Safety Officer's specific health and safety duties are:

- a) To identify and, if approved by the Headmaster, to arrange appropriate health and safety training for employees, including himself/herself, to enable them to perform their health and safety duties effectively.
- b) To check irregularly that all appropriate health and safety procedures are being followed and that all related documentation is being correctly completed.
- c) To ensure, where appropriate, that reported accidents are properly investigated.
- d) To keep abreast of current health and safety advice and regulations, and to inform all affected persons and Managers of any important changes or expected changes.
- e) To ensure that the Health and Safety Notice Board is kept up to date.
- f) To arrange, through the School Safety Committee, regular health and safety inspections of all school premises and to ensure that follow up actions are completed.
- g) To ensure that health and safety induction training is given to new employees.
- h) To keep staff health and safety training records up to date.
- i) To keep copies of all current health and safety policies and arrangements.
- j) To keep and to make available as required current health and safety documentation, guidance and training materials.
- k) To maintain and to publish a list of current health and safety office holders, including alternates, deputies, fire wardens, first aiders, designated persons, competent persons, responsible persons and anyone else with a specific health and safety role.
- l) To maintain and to publish a list of the locations of all health and safety records and forms.
- m) To attend meetings of and to report to the School Safety Committee.

2.10 School Fire Officer

The School Fire Officer is responsible to the Headmaster for managing fire safety and emergency procedures within the school. The School Fire Officer shall act as the responsible person for fire safety in the school, as required by current legislation.

Fire officers' general duties are laid down in the *Fire Precautions (Workplace) Regulations 1997*. The School Fire Officer's specific health and safety duties are as follows:

- a) Together with Area Safety Representatives or Managers, to assess the risks of fire in each building or location in the school, according to the school's health and safety arrangements, and to update fire risk assessments regularly.
- b) To ensure that the precautions identified in fire risk assessments are maintained.
- c) To identify and to report to the Site Manager or to the Headmaster potential fire hazards so that remedial action can be taken.
- d) To ensure that emergency drills and procedures are carried out regularly and that they are monitored for effectiveness.

- e) To take the appropriate actions in the event of fire or other emergencies, as defined by the school's emergency procedures.
- f) To attend meetings of and to report to the School Safety Committee.

2.11 Educational Visits Officer

The Educational Visits Officer is responsible to the Headmaster for overseeing off-site school trips and visits by students and accompanying staff.

The Educational Visits Officer's specific health and safety duties are:

- a) To produce and to publish the procedures and forms required by staff who arrange off-site trips and visits.
- b) To assist staff, if required, with the completion of risk assessments and approval forms and to monitor that the appropriate procedures are followed.
- c) To ensure that risk assessments are reviewed and that any recommendations are considered when planning subsequent off-site trips and visits.
- d) To check that everyone who may drive students in a vehicle (such as the school's minibus) is qualified to do so, and to recommend appropriate training.
- e) To attend meetings of and to report to the School Safety Committee.
- f) To submit to governors for their approval a list of all forthcoming Level 3 visits (i.e. adventurous activities not run by licensed/accredited centres, and overseas trips) and to provide details of these visits and related risk assessments for governors to inspect.

2.12 Area Safety Representatives

Area Safety Representatives are responsible to their respective Managers for assisting them with operating the health and safety policies and arrangements for their department. Each main building or location in the school will have its own representative, or more than one, appointed by the Managers whose departments operate in that area.

The School Safety Committee shall determine the areas of the school. The initial areas are:

- Sports Hall & games fields (including the New Field)
- Science block
- Art & CDT and Sixth Form Centre block
- Clarendon Muse
- Main block
- English & Theatre block

It is expected that there shall be more than one Area Safety Representative for Sports and the main block due to their size.

The Area Safety Representatives' specific health and safety duties are:

- a) To assist Managers with the operation and monitoring of both the school's and the department's health and safety policies and arrangements.
- b) To assist the Site Manager and the School Safety Officer with inspections.
- c) To attend meetings of and to report to the School Safety Committee.

- d) To report back to Managers all relevant recommendations of the School Safety Committee and to assist Managers with the implementation of the recommendations.

2.13 Union Safety Representatives

Union Safety Representatives are responsible for representing the views of staff with respect to health and safety policies and arrangements. They are appointed or elected by staff unions or members according to the procedures established by them. Each union may appoint or elect its own representative, or unions may appoint or elect a representative jointly.

Union Safety Representatives have no additional, specific health and safety duties within this policy. Their duties shall be defined by staff unions or members that they represent. However, for the sake of clarity, their suggested health and safety duties are:

- a) To consult with the staff that they represent about all health and safety matters.
- b) To attend and to represent the views of staff on the School Safety Committee.
- c) To represent the views of staff to governors regarding their Health and Safety Policy and any proposed amendments that that policy.

Related Documents

The following documents are relevant to, but are not part of, this policy:

- (i) Health and Safety Arrangements 2008-09
- (ii) Health & Safety Committee Terms of Reference
- (iii) School Safety Committee Terms of Reference
- (iv) Health and Safety Statements (for each department)
- (v) List of current health and safety office holders
- (vi) List of the current locations of health and safety records and forms
- (vii) Child Protection Policy
- (viii) ICT Safety Policy

Signed on behalf of the Governing Body:

Name: Signature:

Title: Date :

Name: Signature:

Title: Date :

Name: Signature:

Title: Date :

Name:

Signature:

Title:

Date :