



JAMES ALLEN'S GIRLS' SCHOOL

HEALTH & SAFETY POLICY

The following documents comprise the overall policy: full copies are held centrally by the Bursar.

1. **The Governors' Health & Safety Policy Statement**

2. **Departmental Policies for:**

JAGS:

- Art
- Physical education
- Science
- Technology
- Theatre
- IT
- General Policy for other Teaching Departments
- General Classroom Policy

JAPS:

- Pre-Preparatory Department
- Middle School

Non-Teaching Departments:

- Catering
- Housekeeping
- Grounds
- School Offices (including Bursary)
- Schoolkeeping
- School Nurse (including medicines)

I. GENERAL

1.1 The Board of Governors notes the provisions of the Health and Safety at Work, etc Act 1974 (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the School's premises or participating in School sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

1.2 The aim of the Governors is 'To provide a safe and healthy working and learning environment for pupils, staff and visitors.' A member of the Board is appointed annually to take a special interest in health & safety matters. The current Board member so appointed is Professor John Moxham.

1.3 The arrangements outlined in this statement and the various other safety provisions made by the Governors cannot prevent accidents or ensure safe and healthy working conditions. The Governors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the School's premises or while taking part in School-sponsored activities.

2. DUTIES OF THE BOARD OF GOVERNORS

2.1 In the discharge of their duty the Governors, in consultation with the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate), will:

- a) make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the management of Health and Safety at Work Regulations 1992 (SI 1992 No. 2051)
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- d) identify and evaluate all risks relating to:
 - i) accidents
 - ii) health
 - iii) School-sponsored activities (including work experience)
- e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to pupils, staff and others
- f) create and monitor the management structure.

2.2 In particular the Governors undertake to provide:

- a) a safe place for pupils and staff to work including safe means of entry and exit

- b) plant, equipment and systems of work which are safe
- c) safe arrangements for the handling, storage and transport of articles and substances
- d) safe and healthy working conditions which take account of all appropriate
 - i) statutory requirements
 - ii) codes of practice whether statutory or advisory
 - iii) guidance whether statutory or advisory
- e) supervision, training and instruction so that all pupils and staff can perform their School-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of pupils, staff and others then the Governors will ensure that such training is provided. Pupils will receive such training as is considered appropriate to the School-related activities which they are carrying out. All training will be regularly updated.
- f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- g) adequate welfare facilities.

2.3 So far as is reasonably practicable the Governors, through the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate), will provide adequate resources to implement this policy, making arrangements for all categories of staff, including temporary and voluntary staff and helpers, to receive comprehensive information on:

- a) this policy
- b) all other relevant health and safety matters
- c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3. DUTIES OF THE HEADMISTRESS, HEADTEACHER OF JAPS &/OR BURSAR

3.1 As well as the general duties which all members of staff have (see 5 below), the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School (other than independent contractors and those under their control) and will take all reasonably practicable steps to achieve this end through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

3.2 The Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3. In particular, the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) will, as far as is reasonably practicable

- a) be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the School
- b) ensure, at all times, the health, safety and welfare of pupils, staff and others using the School's premises or facilities or services or attending or taking part in School-sponsored activities
- c) ensure safe working conditions for the health, safety and welfare of pupils, staff and others using the School's premises and facilities
- d) ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus and any hazardous substances, so that each task is carried out to the required standards and so that risks are properly controlled
- e) consult with members of staff, including safety representatives, on health and safety issues
- f) arrange systems of risk assessment to allow the prompt identification of all hazards
- g) carry out periodic reviews and safety audits on the findings of the risk assessment
- h) identify the training needs of pupils and staff and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- i) encourage pupils, staff and others to promote health and safety
- j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of pupils, staff and others are made safe without delay
- k) encourage all employees to suggest ways and means of reducing risks
- l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- m) monitor the standard of health and safety throughout the School, including all School-based activities, encourage pupils, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- n) monitor first aid and welfare provision
- o) with the Governors, monitor the management structure.

4. DUTIES OF HEADS OF DEPARTMENT AND THOSE WITH SUPERVISORY RESPONSIBILITIES

4.1 All Heads of Department and those with responsibility for supervising others will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

4.2 In addition to the general duties which all members of staff have (see 5 below), they will be directly responsible to the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) or the member of staff nominated by the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) to have overall day-to-day responsibility for the implementation and operation of the School's health and safety policy within their relevant departments and areas of responsibility.

4.3 They will take a direct interest in the School's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

4.4 As part of their day-to-day responsibilities they will, so far as is reasonably practicable, ensure

- a) risk assessments have been carried out & safe methods of working exist and are implemented throughout their department
- b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
- c) staff, pupils and others under their jurisdiction are instructed in safe working practices
- d) new employees working within their department are given instruction in safe working practices
- e) regular safety inspections are made of their area of responsibility as required by the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) or as necessary
- f) positive, corrective action is taken where necessary to ensure the health and safety of all pupils, staff and others
- g) all plant, machinery and equipment in the department in which they work is adequately guarded and is in good and safe working order
- h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- j) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- k) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- l) all the signs used meet the statutory requirements
- m) all health and safety information is communicated to the relevant persons
- n) they report, as appropriate, any health and safety concerns to the appropriate individual.

5. DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should

- a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff 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.

5.3 In particular all members of staff will

- a) be familiar with the safety policy and any and all safety regulations as laid down by the Governors
- b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- c) see that all plant, machinery and equipment is adequately guarded and is in good and safe working order
- d) not make unauthorised or improper use of plant, machinery and equipment
- e) use the correct tools and equipment for the job and any protective equipment or safety devices which may be supplied
- f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- g) report any defects in the premises, plant, equipment and facilities which they observe
- h) take an active interest in promoting health and safety and suggest ways of reducing risks.

6. HIRERS, CONTRACTORS AND OTHERS

6.1 When the premises are used for purposes not under the direction of the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3 of this document.

6.2 The Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) will seek to ensure that, so far as is reasonably practicable, hirers, contractors and others who use the School's premises

conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.3 When the School's premises or facilities are being used out of normal School hours for a School-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the following requirements of this section.

6.4 When the premises are hired to persons outside the employ of the Governors, it will be a condition for all hirers, contractors and others using the School's premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governors and that they will not without the prior consent of the Governors

- a) introduce equipment for use on the School premises
- b) alter fixed installations
- c) remove fire and safety notices or equipment
- d) take any action that may create hazards for persons using the premises or the staff or pupils of the School.

6.5 All contractors who work on the School premises are required to be competent in their work and to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc Act 1974.

6.6. In instances where the contractor creates hazardous conditions and these are known to the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) and refuses to eliminate them or to take action to make them safe the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) will take such actions as are necessary to prevent persons in his or her care from risk of injury.

6.7 The Governors draw the attention of all users of the School premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

6.8 For the avoidance of doubt, a copy of this School policy is made available to each contractor who, in turn, will furnish the School with a copy of their own Health & Safety Policy.

7. HEALTH & SAFETY COMMITTEE AND STAFF CONSULTATIVE ARRANGEMENTS

The Governors, through the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate), will make arrangements for the establishment of a health & safety committee. Representation on this committee will cover all appropriate areas of work or special hazards.

7.1 The Health & Safety Committees

7.1.1 Terms of Reference

- o to advise the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) on questions of safety policy and to draw attention to the School's legal obligations relating to safety;
- o to recommend the appropriate action necessary to implement and monitor the requirements of the safety policy;
- o to provide an annual report to the Board of Governors.

7.1.2 Membership:

JAGS - Deputy Head, Bursar, Estates Bursar, Head of Art, Physical Education, Science and Technology & Drama Departments, Schoolkeeper, Maintenance Manager, School Nurse, and a representative of the Technician Staff.

JAPS - Headteacher of JAPS, Deputy Head (Middle School), Head of the Pre-Preparatory Department, Estates Bursar, Schoolkeeper, School Nurse & the JAPS Health & Safety Co-ordinator.

8. CODES OF PRACTICE AND SAFETY RULES

8.1 In consultation with the Governors (where appropriate) and taking into account the requirements of this statement the health & safety committee will approve (where necessary) codes of practice for the observation of safety requirements in School.

8.2 From time to time the Department for Children, Schools & Families, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of the Headmistress, Headteacher of JAPS &/or Bursar and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) considers the inclusion of all or any such documents into this policy to be inappropriate, she or he will be required to demonstrate to the satisfaction of the Governors that she or he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

9. RISK ASSESSMENT

9.1 The Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) will ensure that reviews of risk assessments of the premises, methods of work and all School-sponsored activities are conducted annually (or more frequently, if necessary). These reviews will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.

9.2 Heads of Departments will carry out the reviews of their departments in the Spring Term and produce written reports to be submitted to the Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) by the end of that term.

9.4 Oxford Safety & Risk Management have been appointed competent advisers and Radiation Protection Adviser.

10. EMERGENCY PLANS

10.1 The Headmistress, Headteacher of JAPS &/or Bursar will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to

- a) save life
- b) prevent injury
- c) minimise loss.

This sequence will determine the priorities of the emergency plan.

10.2 The plan will address such foreseeable incidents as fire, explosion, suspicious package, telephone warning and unauthorised intrusion, be agreed by the Governors and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governors.

11. FIRST AID/ACCIDENT RECORDING

11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

11.2 The number of certified first aiders will not, at any time, be less than the number required by law.

11.3 At the discretion of the Governors other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Governors after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Governors as that being sufficient to meet the needs of all foreseeable circumstances.

11.4 Supplies of first aid material will be held at various locations throughout the School. These locations will be determined by the Headmistress, Headteacher of JAPS &/or Bursar. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-School activities.

11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School's premises or as part of a School-related activity.

11.7 The School Nurses' facilities are located centrally in JAGS on the ground floor at the bottom of the main staircase.

The 3 School Nurses are also Qualified First Aiders having completed the appropriate four-day qualifying course. They are supported by a further 7 Qualified First Aiders in JAGS (Senior School), 4 Qualified First Aiders in JAPS Pre-Prep and 8 Qualified First Aiders in JAPS (Middle School). Additionally, a further six staff have completed the 'Appointed Person' one-day course. After-school-hours arrangements for first aid are in place via JAGS Sports Club.

First Aid boxes are located at:

JAGS: School Nurse's Room, Green Room, all thirteen Science Laboratories (also eye wash stations), Art Department (studios A2, 3, 4 & 6 (including eye wash station in 6)), Music Department (Co-ordinator's Office), Design & Technology Department (W1, W2 & W3 including eye wash stations), Sixth Form Office, Schoolkeeper's Office, Office in the Sports Centre, P.E. Office, Reception, Swimming Pool, Library, Headmistress, Headteacher of JAPS &/or Bursar (as appropriate) Groundsman's Office and in each minibus and tractor.

JAPS (Pre-Preparatory Department): Staff Room (also an eye wash station)

JAPS (Middle School): Science Room, Art Room, Design & Technology Room, Music Practice Rooms & First Aid Room (also an eye wash station).

11.8 Staff meetings and individual briefings for appropriate Class Teachers/Tutors are the medium whereby staff are informed of significant illnesses/conditions of pupils for risk assessment purposes. Policies in respect of asthma, dealing with blood and body fluids, and the control of medicines are in force.

11.9 A report of all accidents will be made to the School Nurse (JAGS) or Headteacher of JAPS's PA as appropriate on the approved report form and copied to the Bursar. The School Nurses are responsible for reporting serious accidents to the HSE, and the Bursar is responsible for reporting serious incidents to insurers.

12. REVIEW

12.1 A review by management will be undertaken annually, with any recommendations for change brought forward at the same time as the Bursar's annual Health & Safety report to the Board.

Signed Mary Francis
Chair of Governors

Date: 3 December 2009

Review date: December 2011