

Old Vicarage School

HEALTH AND SAFETY POLICY:

RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

Issue Status, Distribution and Authorisation

Any changes to these documents shall be made by re-issuing the whole of the document.

The Bursar is responsible for issuing these documents on behalf of the Proprietor/ Employer.

Distribution

Copy No. Controlled Copy Holder

- 1 The Proprietor/Employer
- 2 The Headmaster
- 3 The Bursar who is The Health and Safety Manager (HSM)
- 4 The Educational Visits Co-ordinator (EVC)

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Issue Authorisation

These documents are issued on behalf of the Proprietor/Employer.

THE HEALTH AND SAFETY POLICY

The overall and final responsibility for Health and Safety is that of the Proprietor/ Employer. The day to day responsibility for ensuring this and other health and safety policies are put into practice is designated to the Bursar who is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises.

Further details can be found elsewhere in other relevant Health and Safety Policies. The Health and Safety Policy will be reviewed on at least an annual basis and whenever significant changes to the systems and arrangements take place. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number. The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

GENERAL STATEMENT

The Health and Safety at Work Act etc, 1974 (HASWA) requires all organisations employing five or more people to have a written health and safety policy.

This must contain a general policy statement and the arrangements and organisation for putting the policy into practice. It is the Proprietor's policy to encourage employees, children, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Because the Employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Employer. However, in some circumstances, for example where an

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employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Management for Monitoring Health and Safety

The Headmaster retains overall responsibility for Health and Safety; however, the Bursar, who is also the Health and Safety Manager (HSM) is designated to carry out the management of Health and Safety on a daily basis. Matters arising regarding Health and Safety should be reported, in writing, to the Bursar who is the Health and Safety Manager.

OUR POLICY

In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Proprietor/Employer to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any school activity whether it be on the school site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Proprietor, who visit or work at sites in the control of the Proprietor. The Employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. The Bursar manages the implementation and monitoring of the policy for the Proprietor

It is our policy:

1. to identify, assess and control the risks to health and safety of all children whilst in our care and to provide a safe and healthy environment for them to enjoy learning;
2. to identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage;
3. to ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
4. to provide a safe and healthy environment for the children to enjoy learning;
5. to provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
6. to minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
7. to seek support from and consult with employees on matters concerning their health and safety;
8. to provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
9. to have a clear understanding on actions to take in the event of any emergencies;
10. to ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care including compliance with the DCSF safeguarding procedures;
11. to train all our staff in the particular health and safety issues that affect children;
12. to provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities;
13. to ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
14. to monitor and review this Policy and the various systems, procedures; and
15. to make arrangements for controlling health and safety whenever considered necessary.

This Policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

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The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties.

This statement was prepared with reference to:

- DCSF Guidance and best practice including *'Health and Safety: Responsibilities and Powers'* (DCSF 0803/2001);
- Health and Safety responsibilities derived from the *'Health and Safety at Work Act 1974'* and associated amendments and regulations;
- Health and Safety Legislation as enforced by the Health and Safety Executive ((HSE);
- Statutory Health and Safety arrangements and responsibilities; and
- any relevant supporting documents.

The Proprietor has in place, with updates as required:

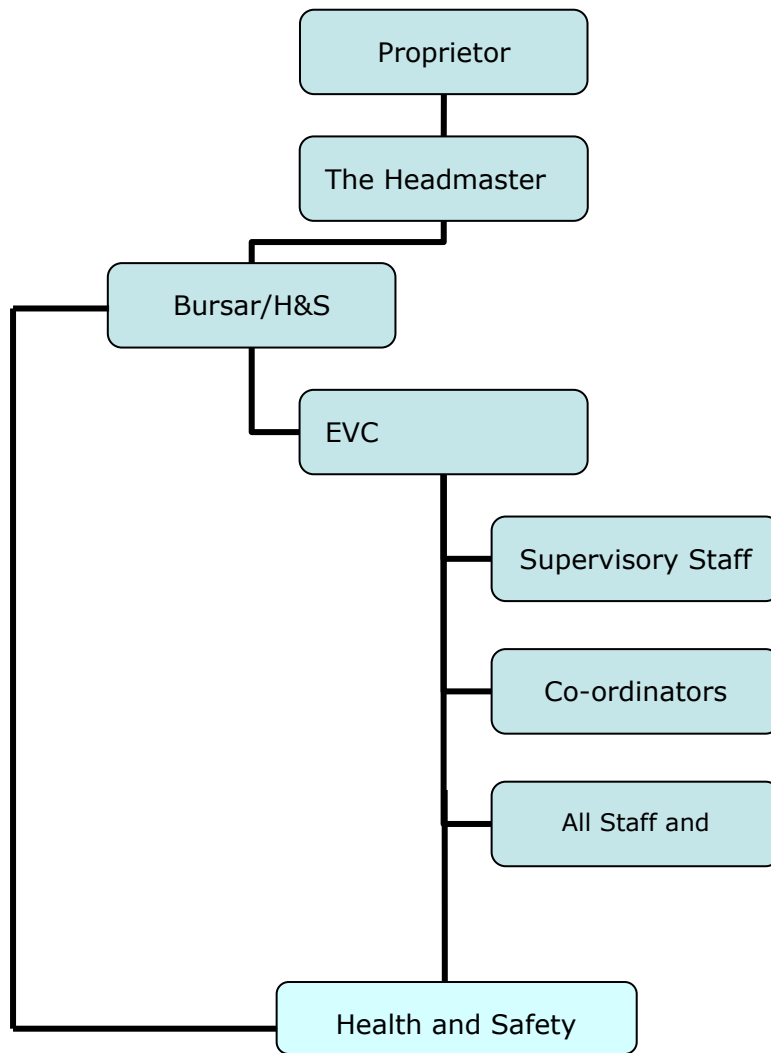
- *Health and Safety Responsibilities and Arrangements;*
- *Register of Safety Documents and Procedures;*
- *Risk Assessment Methodology.*

Employees, visitors and contractors to any of the Proprietor's owned or operated sites are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Bursar undertakes, on behalf of the Proprietor and Head, to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace.

RESPONSIBILITIES

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. A separate organisation chart is kept and maintained in the entrance and reception area to our school. This shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns an example of which are the child protection procedures.

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ARRANGEMENTS

GENERAL ARRANGEMENTS:

The following general arrangements are in place in order to meet the above policy requirements.

- We have a Health and Safety Organisational Chart designed and updated as is appropriate, clearly identifying the specific roles and responsibilities of any individuals or groups of individuals who have been appointed or delegated responsibility. The chart clearly shows the reporting lines for any employed person regarding health and safety.

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- We have a Health and Safety Law Poster that is clearly displayed (as required by law) that summarises the responsibilities of everyone and which gives specific contact details for key organisations and personnel.
- We have other relevant policies and audit procedures that provide specific detail regarding responsibilities and arrangements.
- We hold regular meetings between senior staff that include Health and Safety as a fixed agenda item.
- We undertake to review all policies relating to health and safety on an annual basis and/or more frequently if considered necessary.
- We have a duty roster to ensure the presence of at least two staff members at all times any children are on our premises.
- We have a registration book to record the arrival and departure of all staff, children, parents, visitors and contractors who enter our school.
- We have a master Health and Safety Manual that contains all the necessary information and documents applicable to the procedures, rules and safe running of our premises.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school.
- We have a system for assessing the health and safety risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable.
- We arrange and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right.
- We have our own system of regular checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner.
- We have direct access to sources of competent people and up to date guidance in all matters of health and safety.
- We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures.
- We have specific controls and procedures for any external visits or outings anywhere. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have specific controls and procedures for ensuring that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have specific controls and procedures for ensuring the safety of the children in our care from the point of arrival to the point at which they depart. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have a number of particular arrangements that apply every day and at all times. These are listed separately below.

ARRANGEMENTS FOR THE SAFETY AND SECURITY OF CHILDREN:

The following arrangements are specifically put in place to look after all the children in our care at all times.

- Only those staff who are registered child carers and who have been checked by an 'enhanced disclosure' from the Criminal Records Bureau are allowed unsupervised access to the children in our care.
- A minimum of two staff are always present whenever any children are on our premises.
- All arrivals and departures of people, whether children or adults, are recorded.
- There is only one entrance (the main entrance) through which parents, visitors, contractors etc can enter the building. This entrance is controlled through the use

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of an intercom and electronic door release from inside the building. This is designed to prevent unauthorised access at any time.

- All children in our care are regularly reminded of what is safe and what is not safe to do when on our premises.
- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
- We have installed a fire alarm to enable any member of staff to raise an alarm that everyone else can hear.
- We practise on a regular basis what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- All our staff are trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst children are on our premises. All staff are trained in ways that are relevant to young children.
- We have an accident and incident book into which are entered all and any details, no matter how small or minor.
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.

ARRANGEMENTS FOR THE SAFETY AND SECURITY OF EQUIPMENT:

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
 - Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by children.
 - All our playground play equipment conforms to British Standards for safety design and is positioned in such a way as to allow sufficient space in between for safe movement and access.
 - All external play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
 - All internal play equipment is assessed for safety prior to use for the first time and that it is suitable for use by the appropriate ages of children in our care. Only CE-marked equipment (or equipment certified for conformity) is used.
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- Regular visible checks are made on the integrity of all play equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.
 - Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

ARRANGEMENTS FOR ACTIVITIES:

- We always ensure adequate numbers of supervisors whenever children are outside playing.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We always insist that parents sign consent forms whenever we plan to take the children away from the premises for an outing somewhere, no matter where.
- We encourage all parents to join us on any outings.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.

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- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport children anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc that are required to transport the children on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts.

ARRANGEMENTS FOR THE COMFORT AND WELL-BEING OF CHILDREN AND STAFF:

The following arrangements are specifically put in place to try to ensure that children are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe, lockable and to allow sufficient light through to provide a bright and cheerful environment.
- Our doors are designed to prevent children's fingers from being trapped by sudden closures and have safe vision panels fitted so that small children can be seen before opening the door from the other side.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by children. Likewise, lockable cabinets for smaller items.
- We have safe and sufficient ventilation and air circulation systems to maintain a fresh atmosphere in the building.
- All children are encouraged to drink water and fresh water is available at all times. There is no access to any water supplies that are not safe for drinking.

ARRANGEMENTS FOR HYGIENE:

The following arrangements are specifically put in place to minimise the likelihood of any staff or children picking up undesirable diseases, ailments or other health problems. We try to teach our children about the importance of hygiene and keeping their hands clean.

We have a daily cleaning schedule to cover all areas accessible by children. Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying.
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.
- Whilst we may have from time to time pets and animals on our premises, these have been carefully checked and selected to ensure they do not pose any health and safety risks to children in our care.
- All other pets and animals (such as those belonging to parents and staff) that have not been previously checked and authorised by the school are strictly forbidden inside the premises. Dogs, for example, must remain with their owner

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outside the school gates at all times and under full control by means of a suitable lead or restraint.

HEALTH AND SAFETY: RESPONSIBILITIES, POWERS AND PROCEDURES

General

The Health and Safety at Work etc Act 1974 applies. All properties, sites and facilities which employees may encounter in the discharge of their duties constitute a place of work and fall within the remit of the School in terms of the Health and Safety at Work Act. The Proprietor has a responsibility, as far as is reasonably practicable under the Health and Safety at Work Act (1974), to provide a safe place of work and a healthy environment for employees, children, visitors, volunteers, contractors and other persons.

The Proprietors has policies and procedures in place including:

- a written, effective and enforceable health and safety policy and arrangements to implement it supported by written risk assessments;
- making itself familiar with the requirements of the appropriate legislation and codes of practice;
- creating and monitoring a management structure for Health and Safety;
- periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made safe;
- maintaining healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- identifying and evaluating risks relating to possible accidents and incidents connected with the School activities, including work experience and off-site activities;
- supervision, training and instruction so that all staff and children can perform their School-related activities in a healthy and safe manner;
- safe means of entry and exit;
- plant, equipment and systems of work that are safe;
- safe arrangements for the handling, storage and transportation of articles and substances; and
- provision of safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Procedures

All practical steps will be taken to comply with the guidelines contained in legislation or suggested by the Head or the Bursar, who is the (HSM) and thereby ensuring that the site provides a healthy, safe environment for those who use its facilities. The information, procedures and codes of practice as identified in the Health and Safety Documents will also be noted and appropriate action taken.

Arrangements will be made to bring the Health and Safety Policy and Procedures to the notice of all staff, including new employees and supply teachers. All staff will be provided by the HSM with a personal copy of the *Health and Safety Policy*.

Other appropriate information regarding health and safety issues and steps will be taken to ensure that all staff at all levels plan for health and safety and fulfil their duties to co-operate with the policy and procedures. The Proprietor will make available such finances and resources as are deemed reasonable to implement this policy.

All staff and children will be provided with information, instruction, training and supervision to enable them to assess the hazards and make the necessary arrangements to avoid risks. The development of safety consciousness will be a prime objective.

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Staff will be consulted on health and safety matters. Individuals will be consulted before allocating particular health and safety functions. This will be achieved via the School's Health and Safety Committee. The School will create conditions of work that have regard to the welfare of employees and children. The School will do its utmost to prevent personal injury, health hazards and damage to property. This protection from foreseeable risks will be extended to children, staff, contractors and members of the general public.

As far as is reasonably possible, the School will:

- provide plant, equipment and systems of work which are safe and without risks to health;
- make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances;
- provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and children to perform their work safely and efficiently;
- promote the development and maintenance of sound safety, health and welfare practices;
- maintain the premises in a condition that is safe and without risks to health and maintain means of access to and exit from the premises;
- provide and maintain a working environment that is, so far as is reasonably practicable safe, without risks to health and adequate as regards welfare facilities for staff and children;
- ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the School, for the safe use of machinery, equipment and substances; and
- maintain a close interest in all Health and Safety matters insofar as they affect activities taking place on premises under the control of the School.

The Headmaster and Health and Safety Manager (HSM) will conduct an annual review of Health and Safety matters to determine the current situation and to plan the way forward. In pursuance of both its legal and 'duty of care' obligations, the Proprietor undertakes to introduce and maintain an integrated and documented Safety Management System (SMS). The SMS will be subject to review and the Head acting for the Proprietor shall appoint a Health and Safety Manager (HSM) who is responsible for maintaining the Proprietors Safety Management System. The HSM shall report directly to the Headmaster.

All appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The Proprietor provides health and safety guidance and must ensure that staff are trained in their health and safety responsibilities.

The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the School community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

DISPLAY OF NOTICES

The HSM will ensure that there is displayed information in the form of notices, documents and other articles as follows:

- **The Health and Safety Information for Employers Regulations 1989**
This requires employers to bring to the attention of their employees information relating to general requirements, duties, etc. under, health and safety law. The HSM should display a poster in each building.
- **Employers Liability (Compulsory Insurance) Act 1969**
This act places a duty on employers to take out and maintain approved insurance policies with authorised insurers against liability for bodily injury or disease

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sustained by their employees on the course of their employment. The Proprietor is required to display an up-to-date Certificate of Insurance at each place of business for the information of employees.

- **Health and Safety (Safety Signs and Signals) Regulations 1996**

All safety signs, regardless of when they were erected or placed, must comply with this regulation. The Regulations also lay down requirements for:

- emergency escape signs;
- fire-fighting signs;
- signs on containers and pipes;
- identification and location of fire-fighting equipment;
- signs for obstacles and traffic routes;
- illuminated signs;
- acoustic signals;
- verbal, communication and hand signals;
- periodic inspection to confirm that standards are maintained.

The types of signs specified are as follows:

- **Prohibition Signs**
These must be round with a white background, red border and cross bar. Symbols must be black and placed centrally on the background without obliterating the cross bar. This sign means that something **must not** be done.
- **Warning Signs**
These must be triangular with a yellow background and a black border. The symbol, placed centrally, must be black. This sign warns of a particular hazard.
- **Mandatory Signs**
These must be round with a blue background and white symbol. The sign states and shows pictorially on which areas of the body protective equipment must be worn.
- **Emergency Signs**
These must be square or oblong with white symbols on a green background. This sign indicates safe conditions such as first aid points or emergency routes.

HEALTH AND SAFETY RESPONSIBILITIES

Proprietor/Employer

A Department for Children Schools and Families (DCSF) guidance note on the statutory responsibilities of schools is given as an Annex within the *H&S Documents*. The Proprietor recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. While the management will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the School. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

The Proprietor recognises the civil and moral need to ensure that all staff adhere to the Health and Safety Policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy. The Proprietor's Health and Safety Policy will be continually monitored and updated,

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particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the human resources responsible are detailed in this policy document

In discharging these responsibilities, the Proprietor will:

1. be familiar with the requirements of the appropriate legislation and codes of practice;
2. create and monitor a management structure for Health and Safety;
3. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School, and, that it is implemented;
4. periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
5. and identify and evaluate risks relating to possible accidents and incidents

In particular, the Proprietor undertakes to provide as far as is reasonably practicable:

1. a safe place for all users of the site to work, including safe means of entry and exit;
2. plant, equipment and systems of work that are safe;
3. safe arrangements for the handling, storage and transportation of articles and substances;
4. safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
5. supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner; and
6. provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

The Proprietor is also responsible for:

- supporting the Headmaster and HSM in the development and implementation of an effective health and safety strategy;
- assisting in regular reviews of health and safety strategy;
- ensuring that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the business;
- determining health and safety objectives and assign clear responsibilities for meeting them;
- allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme;
- ensuring that health and safety responsibilities are clearly communicated to Headmaster, HSM and employees; and
- assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of School's health and safety policy and strategy.

The Proprietor has to ensure that any place of work not owned or operated by them at which its employees discharge their duties is safe in terms of the Act. Proprietors must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

The Proprietor delegates specific health and safety tasks to individuals, but retains the ultimate responsibility no matter who carries out the task. The Proprietor must therefore maintain an audit track, making clear who is doing what and confirming that

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these tasks are being carried out. Those who are delegated health and safety tasks (such as risk assessment) must be competent to carry them out.

Delegation and Designated Members of Staff - Levels of Responsibility

The Headmaster and HSM

The Headmaster and HSM will, within their powers and responsibilities and so far as is reasonably practicable:

- brief members of staff on the practical implications of any relevant literature about health and safety at work that he may receive;
- ensure that safe working procedures are established, and maintained for staff/ children in their charge.

The Headmaster

The Headmaster has overall responsibility and will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented. The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Headmaster takes responsibility for protecting the health and safety of all children and members of staff.

The Headmaster will designate an employee to be the Old Vicarage School Health and Safety Manager (HSM). The HSM will be responsible for the day-to-day implementation of the Health and Safety Policy and is the designated contact with the Health and Safety Executive.

In our School the responsible person for all employee safety matters is the Bursar. The Headmaster will have an overview of all relevant health and safety legislation and take expert advice if required. In the absence of the Head, the overall responsibility for health and safety at work will be assumed by the Bursar.

This overall individual responsibility for health and safety will include:

- ensuring that adequate resources are available to implement the health and safety policy;
- ensuring health and safety performance is regularly reviewed at board level;
- monitoring the effectiveness of the health and safety policy;
- reviewing the policy annually.
- supporting the implementation of the health and safety policy;
- co-operating at all times with Proprietor in the implementation of and adherence to health and safety policy and procedures;
- co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance;
- ensuring that all members of the team are aware of their responsibilities and have received appropriate training;
- carrying out regular documented safety inspections that highlight unsafe conditions and acts;
- ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g. team meetings, etc.;
- ensuring that areas of particular concern, which cannot be solved by the Head Teacher, are communicated effectively to the Proprietor;
- supporting and participation in the established system of communication in respect of health and safety within School;
- investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees; and
- investigating all accidents that occur in his or her areas of responsibility and maintaining safety records.

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Health and Safety Manager (HSM)

The HSM is responsible for co-ordinating many health and safety activities and for acting as the primary source of health and safety advice within the School.

The duties of the HSM include:

1. formulate, monitor and implement all aspects of the School's policy to comply with the requirements and working practices of Health and Safety at Work legislation;
2. provide safety guidance;
3. ensure that the appropriate risk-assessments are carried out and reviewed;
4. comply with statutory reporting procedures;
5. carry-out safety audits and/or inspections;
6. agree and review all remedial actions, and to verify their completion;
7. ensure that an appropriate Action Sheet is raised and progressed; and
8. ensure the Health and Safety aspects of the ongoing development, conservation and efficient operation of the School and its activities.

These responsibilities of the HSM specifically include:

- co-ordinating the School's risk assessment programme;
- administering the accident investigation and reporting procedure;
- liaising with the Health and Safety Executive, the School's insurers and other external bodies;
- submitting reports as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- co-ordinating the health and safety inspection programme;
- identifying health and safety training needs;
- providing or sourcing health and safety training;
- providing health and safety induction training to new staff;
- identifying the implications of changes in legislation or HSE guidance;
- preparing and submitting progress reports on an annual health and safety action programme;
- sourcing additional specialist health and safety assistance when necessary;
- displaying the Health and Safety Law poster, a copy of the Proprietor's Health and Safety Policy Statement, Employers Liability Certificate, Health and Safety Responsibility Chart, and Fire and Accident Reporting Procedure;
- ensuring the site has adequate fire wardens and first aiders at all times;
- completing the Induction Checklist for new starters and long-term temporary staff and when completed forwarding the originals to Head Teacher;
- conducting display screen assessments for new staff or whenever there has been a significant change in the workstation remembering that expectant mothers will require several assessments.

Educational Visits Co-ordinator (EVC)

It is the responsibility of the EVC (who has a job description) to ensure that the School follows both DCSF and Health and Safety guidance and regulations concerning all activities that take place off the School premises.

In fulfilment all responsibilities and duties the EVC must show a commitment to implementing the guidance and regulations as stated in the DCSF supplement *Standards for LAs in Overseeing Educational Visits* along with 'Off-site Activities and Educational Visits, Regulations' and 'Guidance and Safety in Hazardous Pursuits: Regulations and Guidance'.

Supervisory Staff

Supervisory staff will take a direct interest in the School Health and Safety Policy and in ensuring that staff, children and others comply with its requirements. Responsibility for aspects of Health and Safety are written into the Job Descriptions. All supervisory

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staff will make themselves familiar with the requirements of Health and Safety legislation and codes of practice that are relevant to the work of their area of responsibility. In addition to the general duties that all members of staff have, they will be directly responsible to the HSM for the implementation and operation of the School Health and Safety Policy, Health and Safety Procedures and the Safety Management System within their relevant areas of work and responsibility.

In particular they will:

- co-operate at all times with management in the implementation of and adherence to health and safety policy and procedures;
- take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- report all health and safety concerns to the HSM;
- assist with the completion of the risk assessment programme.

Employees and Voluntary Staff

Employees have responsibilities too. The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well. All employees have a duty and 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. They are required to co-operate with the School to ensure statutory duties and obligations are fulfilled 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.

The School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned. Employees are required to carry out activities in accordance with training and instructions and inform the Proprietor of any serious risks

All staff have a statutory duty:

- to take reasonable care for the health and safety of themselves and not to act in any way which might adversely affect the health and safety of others;
- to co-operate with their employer regarding the rules instigated in order to ensure safe working procedures; and
- to co-operate with their employer regarding the rules instigated in order to ensure safe working procedures;

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 that encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

The health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately achieve an accident-free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective. All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk. It is equally the duty of every staff member and other employees to act responsibly and to do everything they can to prevent harm or injury to themselves and their fellow workers. Any deficiencies noticed by employees regarding health and safety practices and controls must be reported straight away to the HSM. All staff carry out a risk assessment of their specific rooms and surrounding areas and complete a Room Safety Audit at regular intervals

The Health and Safety Documents including the Health and Safety Procedures and Appendices covering the organisation and arrangements for meeting the specific needs of the School, both generally and for individual departments, is available from

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the HSM. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to the HSM.

An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of himself or herself or any other person. All injuries, however small, sustained by a person at work must be reported to the HSM. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

In addition to the general duties that all members of staff have, they will be directly responsible to the HSM for the implementation and operation of the School's Health and Safety Policy within their relevant areas of work and responsibility. All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

All staff are reminded that the Health and Safety at Work Act 1974 imposes a duty upon every individual while at work to:-

- take reasonable care for the health and safety of himself/herself and all other persons who may be affected by his/her acts or omissions at work; and
- co-operate with their employer, or anyone else concerned, so that their respective duties and obligations under the Act are performed and complied with.

It is an offence under the Act for a person to fail to discharge the above duties or intentionally or recklessly to interfere with, or misuse, anything provided in the interest of health, safety or welfare under the relevant statutory provisions.

In particular, members of staff will:

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Proprietor/Employer;
- ensure that staff, children, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities that they observe to the HSM; and
- take an active interest in promoting Health and Safety and suggest ways of reducing risks.

Fire Wardens (Marshalls)

- Fire wardens will be named for each area.
- Fire wardens will ensure that all staff and visitors in their area vacate the premises in an orderly manner and assemble at the designated assembly point. They will do this by implementing their part of the Fire Evacuation Procedure.
- Fire wardens will take temporary control of any fire evacuation situation until relieved of that task by an incident controller or the Fire Brigade.
- Fire wardens are not expected to become fire fighters.
- In the event of fire, their prime responsibility is for the safety of human life including their own. However, there are some outbreaks of fire that may be safely tackled by any member of staff, provided they have received the appropriate training.

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First Aiders

All first aid staff must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE. It is the responsibility of all first aid staff to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aid staff and their locations should be displayed on the noticeboard. All information of a personal nature obtained in the course of first aid duties shall be treated as confidential.

First aiders will:

- ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.

Health and 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 health and safety representative is responsible for:

- completing and sending original accident report forms to the Head Teacher;
- confirming to the Human Resources Manager monthly injury accident figures;
- carrying out and recording regular housekeeping inspections;
- keeping and maintaining the Health and Safety Policy Manual and updating with any new procedures when given;
- ensuring that any actions arising from the health and safety audits are addressed;
- recording any hazardous substances and materials and pass on the recordings to the Health and Safety Manager for assessing, investigating potential hazards and dangerous occurrences;
- examining the causes of accidents and investigate complaints from employees relating to health, safety and welfare and make representation to the school on these matters;
- making representations to the School on general matters affecting health, safety and welfare;
- carrying out periodic inspections of the workplace, and follow up notifiable accidents, occurrences and diseases; and
- attending health and safety committee meetings; be permitted reasonable time off with pay during working hours to perform the functions of a safety representative and undergo training with regard to safety representative duties.

Human Resources (Bursar)

It is within the Bursars remit to:

- *ensure that adequate training is undertaken by staff in order that they are competent to carry to fulfil their responsibilities and carry out their duties out their duties at a competent level as defined by the Proprietor and Head; and*
- *maintain health and safety records, e.g. staff development and training, etc.*

Temporary Staff, Contractors and Visitors

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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 [e.g. on back of security badge or on a card to carry with them.

Co-operation

Co-operation at all levels is not only a legal requirement but also is an essential ingredient to the health, safety and welfare of those who are part of the School. This is actively and openly encouraged through consultation and communication that exists and is both required and expected. All staff also have a duty to cooperate with the school authorities to ensure that this policy is effective, and to offer all necessary assistance to ensure health and safety at work.

Good communication between all staff at all levels is a vital contribution to the health and safety of all. A poster summarising the Health and Safety Law applicable to all is displayed and should be read and understood by all.

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, within his or her own area or function:

- 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 children;
- 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 areas and maintain a record of their findings:
 - ensuring that safe systems of work are implemented;
 - enforcing personal protective equipment requirements;
 - ensuring that staff are adequately trained for the tasks they perform;
 - monitoring premises and work equipment, reporting faults where necessary;
 - identifying and reporting health and safety related problems with issues;
 - identifying training needs;
 - investigating and reporting on accidents and incidents;
 - participating in the risk assessment programme; and
 - setting a good example on health and safety matters

Safety Education

The DCSF has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.

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One of the aims of PSHE and Citizenship is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.

This DCSF guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

Facility Safety

The Headmaster shall appoint named individuals to be responsible for ensuring the safe provision, construction and maintenance of all facilities, structures and equipment provided by the School. This includes the Bursar who is the Health and Safety Manager (HSM) and the Educational Visits Co-ordinator (EVC) who shall satisfy the Head Teacher that the Proprietors Safety Management System (SMS) is being properly implemented. Their relevant safety roles shall be defined in their job descriptions if they are employees, and by mutual agreement if a volunteer such as Advisory Board member.

Safety Management System

The Safety Management System (SMS) is both procedural and risk-assessment based. A document structure has been adopted to reflect this and comprises:

- **Safety Policy**

- ***Monitoring and Compliance of the Policy***

- The Proprietor should robustly monitor how the School is complying with the policy to ensure required standards are reached and should take action where they are not. If the Proprietor's risk assessment shows that training is needed, the Proprietor must make sure that this takes place.

- ***Management for Monitoring Health and Safety Policy***

- The Head Teacher retains overall responsibility for Health and Safety; however the Bursar is designated, in the role of HSM, to carry out the management of Health and Safety on a daily basis. The HSM should report to the Head Teacher, in writing, matters arising regarding Health and Safety.

- **Register of Safety Documents and Procedures**

- This register lists the current set of procedures, instructions and related documents, including issue date and status, forming the SMS and shall identify the required distribution of each document. This document is issued as an annex but, is issued and controlled independently. The Bursar, on receipt of the updated information, is responsible issuing this document.

- **Risk-Assessment Methodology**

- This document defines the risk-assessment processes and records required to maintain and control a safe workplace. It also defines the audit processes needed to ensure compliance with any actions arising from the conducted risk-assessments.

- **Risk Assessment Considerations**

- Risk assessments shall be carried out in accordance with the Proprietors requirements for all activities related to the employment of staff and the safety of anyone using the Proprietors facilities or equipment. A written risk-assessment shall be carried out when any new activity or task is introduced or when any existing activity or task changes or ceases.

- When making or reviewing a risk assessment for tasks to be undertaken by children, the following considerations should be taken into account:

- the inexperience, lack of awareness of risks and immaturity of children;
 - the fitting out and layout of the workplace and any specific workstations;
 - the nature, degree and duration of exposure to physical, biological and chemical agents;
 - the form, range and use of work equipment and the way it is handled;

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- the extent of the health and safety training provided or to be provided to the children; and
- the level of supervision that will be provided.

Equipment

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and children must be provided with and use protective glasses/eye shields, when appropriate, in all workshops and laboratories. Visitors must also be provided with protective clothing as appropriate. The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment, e.g. lathes, kilns
- fixed gymnasium equipment

When new equipment is purchased, it is the responsibility of the Headmaster, with the assistance of the HSM as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements. Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

Emergency Contact

A Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the class teacher as soon as possible. Notification of any change to these details must be reported to the class teacher and the School office. Were there ever to be a disaster or crisis affecting the staff and/or children of the School, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress.

The management of The School has in place a Disaster Plan agreed with Proprietor and the School insurers who are HSBC.

Every employee at the School has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a "disclaimer" must be signed.

Housekeeping

The HSM will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas. The Bursar will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

Educational Visits and Off-site Activities

The School has a clear policy and procedures on the conduct of such activities and this is detailed in both the Aspect Policies and Health and Safety Documents and Off-site Activities Educational Visits (Regulations and Guidance) Manual. There is a designated Educational Visit Co-ordinator (EVC) who has a job description.

Visitors to the School site

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All visitors to the School will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School.

No contractor may undertake work on the School site without permission from the Headmaster other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism. Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, children and visitors to The School. Whilst on site, all visitors and contractors must wear an The School visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the School by reporting to reception.

Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the School reception or off the site, as appropriate. If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

Security

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times. Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, children and bona-fide visitors and contractors.

Critical Incidents

As part of its commitment for the well being of staff, children and visitors, The School has set out a procedure which is to be adopted in the event of a critical incident occurring either on the School premises or on an activity away from the School site.

Safety in Lessons

All staff carry out a risk assessment of their specific rooms and surrounding areas and complete a Room Safety Audit at regular intervals. Risk assessments include all persons present, all activities and all places in which activities may take place, not forgetting off-site activities. Staff include a risk assessment in their teaching plans.

This includes classrooms for

- Art, Design Technology, ICT
- Science
- P.E. and Games
- Drama, Music
- Off-site activities
- Early Years Foundation Stage

Supervision of Children Outside of Lesson Time

A rota is provided to ensure that children are supervised at all times.

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Healthy Eating

It is the policy of the School to encourage children to adopt eating habits that are conducive to a healthy lifestyle.

Health and Safety Sub-Committee (HSSC)

The HSSC, being responsible for the management and safe operation of the School and its associated facilities on behalf of the Proprietor, has been given certain delegated powers as defined in the Sub-Committee's terms of reference. The HSSC reports directly to the Proprietor through its Chairman. It is specifically charged with ensuring the full implementation of the Proprietors Health and Safety Management System.

NOTE: All reasonable expenses incurred in the discharge of their duties will be reimbursed in full in keeping with current Inland Revenue rules.

Incident Report:

This document is included in the *Risk-Assessment Methodology* publication. A report sheet shall identify as a minimum:

1. a unique reference number;
2. the date and origin of the incident;
3. the originator; and
4. a brief description of the incident.

Reporting Accidents

All accidents to staff, children and visitors must be reported, in writing, using the School 's accident report form. The completed form should be given to the HSM. Certain accidents must be reported to the Health and Safety Executive under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*. The HSM will ensure that the Health and Safety Executive is informed of reportable incidents.

Medication/Medical Treatment

Medication may be administered at school provided a consent form has been completed by a person with parental or medical responsibility for the child and handed to the School Office. All medicines must be clearly labelled with the child's name and dosage required and handed to the office by the parent/carer.

In the case of life saving treatment/medication a letter from the child's doctor (GP or Consultant) must be obtained stating the child's condition and details of treatment/medication that the school may be required to administer. The normal procedure is for any necessary medication to be given by designated persons. However sometimes arrangements are made (by agreement with the Headmaster) for special circumstances to prevail - as in the administering of "Ritalin" for example.

No member of staff is required to administer medication unless willing to do so. Staff giving medication need to be aware of any schedule requiring completion in the School Office. Where staff have indicated that they are willing to give a child Ritalin they need to be aware that there is a relating schedule for completion in the School Office. Where it is agreed that medication is kept at school, it must be named and locked in the medical cabinet in the Secretary's Office or kept in our fridge where appropriate.

Safety Action Sheet:

This document is included in the *Risk-Assessment Methodology* publication and is common to all safety actions raised from any source whether it is a risk assessment, an inspection, an incident or a any other safety non-conformance. The action sheet shall identify, as a minimum:

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1. a unique reference number;
2. the date and origin of the action (e.g. risk-assessment reference, inspection date);
3. the originator;
4. a brief description of the safety deficiency;
5. the priority rating of the safety deficiency;
6. the planned close-out action;
7. the planned date of completion;
8. the signature of the responsible person agreeing the action;
9. the signature of the responsible person reviewing/closing-out the action;
10. reasons and an amended plan if not completed on time; and
11. the date of completion.

It is the responsibility of the Headmaster to ensure that appropriate safety measures are taken, monitored and reviewed. It may fall to other individuals, as defined by the Head to conduct risk assessments and manage safety measures for specific facilities and apparatus.

Safety Policy Arrangements

As an employer of more than five people, the Proprietor is required by law to publish a written Safety Policy. An up-to-date controlled copy of this policy shall be available in the Headmaster's office and the School office. Each member of staff will be provided with a copy prior to commencing employment. A controlled electronic copy is available on the staff section of the School server. A copy will be made available to parents upon request.

Procedures and Inspections

The construction (where relevant), the operation, the maintenance and the review of all facilities or equipment provided or operated by the School shall be defined in an appropriate written procedure which addresses all operational and safety aspects of the apparatus in question and defines the individuals responsible for the various related safety matters.

Formal safety inspections of the Schools owned/managed facilities and property shall be conducted annually. These may be requested by the Headmaster, the Bursar, the HSM, EVC or a responsible manager in accordance with procedures, as defined in the Proprietors *Risk-Assessment Methodology*, or the risks involved.

This should be conducted by an appropriate team minimally comprising a management representative, an employee and an independent member. The HSM will also be invited to participate in the inspection.

Incident Reporting

Any incident involving personnel, property or equipment which causes or nearly causes harm, damage or loss (financial or otherwise) to persons or property shall be reported and evaluated to prevent further such incidents. All such incidents shall be reported to the Bursar. A written incident reporting procedure shall be included in the SMS.

Safety Records

The HSM shall ensure that a complete set of current and historic safety documentation, accessible through the School office, is kept for the period required by current legislation or for a period of five years, whichever is the longer. These records may then only be disposed of on the resolution of the Health and safety sub-committee. The HSM shall keep a full set of all current safety documents and records applicable to the School and provide copies where required.

Actions and Action Review

Any actions arising from risk-assessments, inspections or other sources shall be carried out to programmed time-scales agreed by the Bursar. Such actions and

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programmes shall take into account the severity of the risk encountered, the available resources and cost effectiveness. The progress of any action or programme of actions shall be periodically monitored and reviewed by the person responsible for its completion.

System Review and Audit

The SMS shall be reviewed at least every three years. The review should normally be completed within a nine-month period and the findings reported to the Health and safety sub-committee. The Bursar shall be one of a Safety Review Team of at least three safety competent members agreed by the Head Teacher prior to the review taking place. The SMS shall be audited annually under arrangements made by the Health and safety sub-committee. The audit programme should endeavour to examine all aspects of the SMS between reviews.

Monitoring, Compliance, Evaluation and Review

The Employer robustly monitors how the school is complying with the policy to ensure required standards are reached and takes action where they are not.

The Proprietor will review this policy at least every year and assess its implementation and effectiveness. It is the responsibility of the Proprietor to make arrangements for being informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The Proprietor will, in consultation with professional advisors, implement regular risk assessments to ensure that the school is a safe environment.