



HEALTH AND SAFETY POLICY

Drafted: February 2023 (MR)

Governor Review: May 2023

INTRODUCTION

This policy document is written to ensure compliance with the provisions of the Health and Safety at Work Act 1974 and subsequent enabling legislations and Regulations.

It is broken down into three constituent parts:

1. General Statement of Health and Safety Policy, signed by the Chair of Governors.
2. Organisational arrangements for the management of health and safety responsibilities within the School.
3. Local arrangements for the management of a range of health and safety issues.

The Health and Safety Policy forms part of the School's overall approach to the management of risk and therefore falls under the remit of the Risk Management Policy and associated Risk Register.

The Health and Safety Policy is, itself, then supported by supplementary documentation such as the Fire Safety Policy, Risk Assessment Policy and associated Risk Assessments.

Part 1: General Statement of Health and Safety Policy

As governors of Alderley Edge School for Girls we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors by appointing, Graham Tyson as the lead Governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head Mistress. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

Graham Tyson attends the meetings of the school's health and safety committee half termly and receives copies of all relevant paperwork.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of Finance and Premises Committee together with any other issues on health and safety that the lead Governor for Health and Safety, Graham Tyson, wants to bring to the Committee's attention.

The Chair of Finance provides a verbal update from the Finance and Premises Committee to the full board of Governors at each meeting.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Facilities Manager and Director of Finance and Operations and form the basis of the school's routine maintenance programmes.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering contractor arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning and pest control services. The outcome of the audit is reported to the Health and Safety Committee.

The school has a fire risk assessment, carried out by a competent person which is reviewed regularly for progress on completion of items in the action plan, and updated every annually, more frequently if significant changes are made to the interior of

buildings or new buildings are bought or added. The risk assessment and action plans are reviewed by the Health and Safety Committee.

The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

Health and Safety is included in the induction of new staff. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmistress, the Director of Finance and Operations and other members of the Senior Leadership Team ("SLT") to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Director of Finance and Operations.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed

Date

Chair of Governors, for and on behalf of the Board

part 2: ORGANISATION

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

The general direction of health and safety at work is delegated by the Governing Body to the Headmistress in respect of responsibility and authority for the effective execution of approved policies.

The general administration of health and safety at work (Health & Safety Coordination) is delegated to the Director of Finance and Operations.

The Director of Finance and Operations will 'Chair' the Health and Safety Committee. The composition of the Health and Safety Committee will change from time to time, and its current members are detailed in Appendix 1 and copies are displayed on staffroom notice boards.

The Committee is accountable to the Governing Body, via the Headmistress, and maintains contact with both Line Management and employees through its appointed representatives.

When a member of staff involved in the Health and Safety procedure is absent for a short period, they must report the expected length of their absence and a suggested suitable replacement to the Headmistress. For longer periods of absence, adequate substitution must be arranged and communicated to all affected employees.

The responsibilities for Health and safety are as follows:

1. Board of governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmistress to account in respect of the requirements set out in this policy.

2. **Headmistress**

The Headmistress will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements.

The Headmistress is responsible for supervising and monitoring the policy of Alderley Edge School for Girls in respect of health, safety and welfare of staff, pupils and visitors to the school premises, and in respect of all activities carried out both on the school premises, and off school premises where these are arranged under the auspices of the school.

The Headmistress has delegated responsibilities to the Director of Finance and operations. These are outlined in section 3.

3. **Director of Finance and Operations (DFO)**

The DFO will have delegated by the Headmistress the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for ensuring:

- that the Health and Safety Policy of the Governing Body is implemented, followed and monitored, providing regular updates to Governing Body on the performance and effectiveness of the Policy
- to maintain, monitor and update the School 'Organisation of Health and Safety' hierarchy to ensure efficacy of implementation of health and safety arrangements
- to ensure that all procedures used are safe and in compliance with any relevant codes of practice and law, that instruction in safe practice is given and in particular that risk assessments are carried out in compliance with the Management of Health and Safety at Work Regulations
- to ensure that all staff and pupils are adequately trained in, and visitors advised of, safe procedures
- to ensure records of all accidents, incidents and near misses are kept, and to report any serious instances to the Governing Body as soon as possible
- to complete and submit a RIDOOR report for any reportable accidents
- to liaise with the insurers as appropriate and ensure adequate insurance is in place
- to act as Fire Officer, and to ensure that all fire legislation is complied with
- to ensure the safe disposal of hazardous wastes, in compliance with regulations

- to ensure, as far as possible, that preventative health measures are taken
- to ensure commitment to continuous improvement in the management of health and safety

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headmistress on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Headmistress
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health and Safety Committee.

4. **Health and Safety Committee**

The Committee is 'Chaired' by the Director of Finance and Operations and the membership of the Committee must include the Headmistress, the Director of Finance and Operations (also Fire Officer), the Deputy Head, the Head of Prep, the Head of P.E., the Head of Science, the Head of Design Technology, the Head of Food Technology, the Senior First Aider, the IT Development Manager, the Facilities Manager and a representative from the external catering provider. Other members of staff may be co-opted for individual meetings, to address specific issues or to support the Committee more generally.

The role of the Health and Safety Committee is:

- to monitor the effectiveness of health and safety policy and procedures on a regular basis
- to advise the Governing Body of any changes in policy or action necessary to improve standards of health and safety within the School's activities
- to co-ordinate health and safety activities across the School including the effectiveness of the safety content of employee training, the development of safety rules and safe systems of work
- to review existing or potential problems and to consider items notified by any member of staff
- to study accidents, near miss incidents and notifiable diseases' statistics so that reports can be made to the Governing Body on unsafe and unhealthy

conditions and practices, together with recommendations for corrective action

- to review the school's policies in relation to health and safety and contribute to the updates withing these policies
- assist in the development of safety rules and safe systems of work
- to consider reports and factual information provided to the School by external safety agencies
- encourage suggestions and reporting of defects by all members of staff
- to ensure adequate communications on health and safety matters with all employees.

5. **Senior Leadership Team (SLT)**

It is the responsibility of SLT, as far as is reasonably practicable, to ensure that Heads of Department are adequately trained in Health & Safety, provided with sufficient resources to undertake their responsibilities, and monitored to ensure appropriate levels of Health & Safety compliance within their departments.

6. **Heads of Departments (Teaching)**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control, ensuring departmental inspections are carried out and for alerting the Director of Finance and Operations to health and safety issues that may arise in the day to day life of the school.

Heads of Departments will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

7. **Facilities Manager**

The Facilities Manager is responsible for:

- the safety and security of the school site
- acting as Deputy Fire Officer
- keeping a schedule of statutory and best practice checks
- ensuring an asbestos register is maintained and kept up to date and for any sampling or removal before major works takes place. To ensure contractors are informed on areas containing asbestos before work commences
- the maintenance of an asbestos management plan
- the appointment of competent contractors, ensuring RAMS and insurance certificates are checked and a copy is kept on file
- to ensure a hot works permit is signed off for all hot works and the records are kept
- testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos and ensuring these are carried

out by competent contractors e.g. all work on gas appliances is carried out by registered Gas Safe Engineers

- organising a Legionella audit every two years
- organising for a fire risk assessment to be carried out annually by an external provider
- ensuring actions from external reports, inspections, maintenance checks and audits are addressed promptly
- good standards of housekeeping, including drains, gutters etc
- to ensure the posting of warning and safety signs across the School site and to keep them up to date
- control of hazardous substances for grounds maintenance activities
- identifying and organising training for the site team.

8. **The School Nurse**

The School Nurse will be responsible for:

- reviewing accidents records, recording on ISAMS and communicating with parents
- referring any RIDDOR reportable accidents to the DFO
- keeping statistics of accidents and notifiable diseases and preparing summary reports for the School Health and Safety Committee
- escorting pupils to hospital (and informing their parents)
- checking that all first aid boxes and eye wash stations are replenished.
- ensuring there are an adequate number of first aiders
- ensuring up to date lists are displayed of first aiders.

9. **Cleaning Supervisor**

The Cleaning Supervisor will be responsible for:

- Ensuring COSHH risk assessments are completed for all cleaning chemicals and the safety data sheets are recorded
- To complete risk assessments for cleaning duties and ensure the team are working to these
- Identifying the training needs of the cleaning team and ensuring that training is kept up to date, through liaison with the DFO
- Ensure equipment is checked before use and any defects are reported to the DFO.

10. **Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / DFO of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Health and Safety Policy, safety rules and safety procedures
- make themselves familiar with the School Fire Safety Policy and First Aid Policy

- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment
- not misuse or interfere with anything provided by the School in the interest of Health and Safety at work
- co-operate with the School in the implementation and observation of all statutory requirements
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties
- report all accidents or hazards outside their personal control to a member of the health and safety committee.

In addition to any disciplinary action which may be taken for breaches of personnel responsibility for health and safety, in the case of breaches of statutory requirements, individuals may be held personally liable under law.

part 3: SCHOOL ARRANGEMENTS FOR THE MANAGEMENT OF SPECIFIC HEALTH AND SAFETY MATTERS

1. Accident and Incident Reporting

Accidents and near-misses are recorded on the electronic forms available on the intranet. The School Nurse, Headmistress, DFO and are alerted when an accident form has been completed. If the accident is in prep the secretary for the prep school is also alerted.

Accidents are reviewed by the School Nurse and they are recorded on ISAMS and parents are notified by the School Nurse for the Senior School and the Prep School Secretary for the Prep School. The log of accidents is reviewed at each meeting of the Health and Safety Committee and any serious one-off incidents, or emerging trends for accidents or injuries are subsequently reported to the Governing Body.

The School will comply with the requirements to report certain accidents and injuries, in compliance with the current RIDDOR Regulations. The DFO will be responsible for the completion and submission of any such reports.

2. Administration of Medicines

The School has a separate First Aid and Administration of Medicines Policy which details the management arrangements for this area of operation. Medication is only administered to pupils when the parental consent form has been completed. The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept by the School Nurse.

Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional. Medicines are kept in a locked cupboard in the school office. The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate. The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

3. Asbestos

The School will seek to comply with the current Asbestos Management Regulations.

The School has completed a comprehensive site survey and has documented the known presence of asbestos across the School site.

The School has in place an Asbestos Management Plan to manage the containment and removal of asbestos on the site.

The Facilities Manager will inform any contractors of the presence of asbestos (if any known) in their area of work.

4. Contractors

The DFO and Facilities Manager (in conjunction with the Headmistress, Governors and/or Architect for larger project work) will be responsible for the selection of appropriate contractors for any work required on site that cannot be carried out by School Site staff.

The Facilities Manager will be responsible for the management of contractors whilst they are working on the School site.

The School has created a Permit To Work Form which must be completed by any contractor who will be carrying out hot works, before they commence work on the School site. The Facilities Manager will retain copies of these Permits once the work has been completed.

The contractor will be required to provide appropriate Risk assessments and Method Statements relevant to the work undertaken and a copy of their public liability insurance. These must be approved by the Facilities Manager before work commences, and copies will be retained in School.

5. Control of Hazardous Substances

The use of hazardous substances in school will be kept to a minimum. The Facilities Manager, Cleaning Supervisor and relevant Heads of Departments (with appropriate support from other staff or external consultants) will complete a COSHH assessment for all hazardous substances used on site.

All chemicals, and other materials, deemed to be hazardous, will be kept securely and safely in designated areas of the School. A log will be kept by the DFO and Facilities Manager of the locations of such storage areas. The maintenance of these areas will be the responsibility of the relevant Head of Department.

The use of such hazardous materials will be under the strict control of the relevant Head of Department and will be subject to individual arrangements within that Department.

The School holds radioactive materials and has appointed a Radiological Protection Supervisor and Advisor (RPS) to manage these materials safely. Separate documentation is maintained by the RPS to document procedures and rules.

6. Display Screen Equipment

The School will seek to comply with the current Display Screen Equipment Regulations.

The School has a template DSE Risk Assessment that is completed by any staff member whose role in School brings them under the remit of the Regulations.

The School undertakes annual reviews of these risk assessments to ensure that the continued usage of equipment, and its location of operation, remains safe and any impact on staff health and safety is minimised.

For members of staff provided with portable devices (e.g. laptops, tablets), guidance on their use will be issued.

7. Educational Visits

The School will seek to comply with current Department for Education guidance on Educational Visits.

The School has a separate Educational Visits Policy and maintains appropriate documentation under this Policy.

Please see separate policy and documentation for further information.

8. Electricity

The School will seek to comply with current regulations on the safe use of Electricity at work.

The School has in place an on-going programme of annual fixed electrical wiring inspection and testing and the Facilities Manager maintains appropriate certificates and records of these tests.

The School also has an annual programme for the inspection and testing of portable electrical appliances. Records of all such tests are held by the Facilities Manager.

The School will make reference to HSE and other good practice guidance in the scheduling of testing of such equipment.

9. Emergency Procedures

The School has a separate Crisis Policy which addresses health and safety emergencies.

Senior School staff (DFO and Deputy Heads) have received specialist training in handling the media as part of the overall management of health and safety emergencies.

The School also has a separate Emergency Closure of School Policy and procedures in place should bad weather (eg snow) cause the School to either close during the day or not open in a morning. These documents contain details of relevant emergency contacts.

10. Fire Safety

The School will seek to comply with current Fire Safety Regulations and relevant best practice guidance in this area of health and safety.

The School has a separate Fire Safety Policy and also Fire Evacuation Procedures and reference should be made to these documents for further information.

The School has engaged an external consultant to undertake and periodically review its Fire Risk Assessment, copies of which are retained by the DFO and the Facilities Manager.

The DFO is the School's appointed Fire Officer and has received specialist training in this area.

The School undertakes planned, but unannounced, fire evacuation drills on a termly basis and the records of these evacuations, along with any further unplanned evacuations, are maintained by the DFO.

The School Site Staff undertake an on-going programme of testing of the fire alarm system and other fire prevention and control equipment and keep records.

The School currently has three emergency Evacuation chairs to assist in the evacuation of disabled pupils, staff or visitors. Should the situation dictate, persons in an Evacuation Chair may be taken to a designated 'Place of Safety' prior to final rescue and evacuation by the Fire Service.

All staff, visitors and sixth form pupils are required to sign in and out on the school's electronic system.

11. First Aid

The School will seek to comply with the current Regulations on first aid provision.

The School has completed a separate First Aid and Administration of Medicines Policy which documents both policy and procedures in this area, and this document should be consulted for further information.

The School has completed a first aid Risk Assessment to ascertain the required minimum number of first aiders on site and the location and number of first aid kits.

The Educational Visits Policy makes reference to the use of first aid kits on visits and trips away from the School site.

The School engages suitably qualified external trainers to provide basic first aid training to all staff on a periodic basis. The School also provides key members of staff with advanced first aid and paediatric first aid training on a similar periodic basis. The HR Officer maintains records and copies of certificates for all such training.

The School has a defibrillator and a number of staff have received specific training in its use. It is stored in the Front Office adjacent to the Senior School Reception.

12. Legionella and Water Hygiene

The School will seek to comply with the current Legionella Regulations.

The School has engaged Mitie to undertake and maintain a Legionella Risk Assessment and to complete regular servicing and maintenance of water pipework and shower facilities.

The School Site Staff undertake regular monitoring and testing of water temperatures at taps and sinks and the Facilities Manager maintains records of these tests and is responsible for arranging any appropriate remedial action as required.

The site team run unused outlets and showers on a weekly basis and the Facilities Manager keeps records of these.

The Facilities Manager maintains a register of all water taps and records of those deemed safe to drink from. Such taps are appropriately labelled as a source of safe drinking water.

13. Lifts, Lifting and Manual Handling

The School will seek to comply with current Regulations in this area.

The School has a lift, located next to the Millenium Hall, and this is inspected periodically by specialist engineers, in association with the School's insurers.

The School maintains a Ladder Register and complies with associated regulatory requirements with regards to ladder storage and inspection.

With regards to manual handling, pupils and staff must only lift equipment and other items within their own capability and must engage others to assist where necessary. Training in the principles and practices of manual handling, including risk assessments in this area, will be provided periodically staff as appropriate.

14. Plant and Equipment Maintenance

The School will seek to comply with all current Regulations in this area.

The Facilities Manager will be responsible for the arrangement of appropriate inspection and testing of School plant and equipment. This will include, but is not necessarily limited to, the following:

- Electrical equipment
- Gas appliances
- Glazing
- Lifting equipment
- Local exhaust ventilation

- Playground equipment
- Pressure systems Liaison with Heads of Department, Heads of Key Stage and other staff will be undertaken where appropriate to ensure that these procedures can be carried out efficiently and safely.

The Facilities Manager will maintain a schedule of all such maintenance as well as records of all such inspections and tests.

15. Risk Assessments

The School will seek to comply with current Regulations and best practice guidance in this area.

The School has in place a separate Risk Assessment Policy detailing policy and procedures for this area of health and safety.

Heads of Department and other senior staff are responsible for the preparation, and periodic updating, of risk assessments relevant to their area of operation within School.

A comprehensive set of risk assessments that cover a range of activities within School and taking place on the School site are held electronically, which all staff have access to. The Director Finance and Operations will arrange for appropriate training for staff, on a periodic basis, in the principles and practice of risk assessment.

16. School Security

The School will seek to comply with regulatory requirements and best practice guidance in this area.

The School site is bounded by a secure perimeter with access being through magnetic controlled gates. Staff and authorised visitors are issued with an individual pass card that will allow time-controlled access onto and from the site.

Visitors must be granted access through the gate system by remote control operated from the Senior and Prep Reception areas and monitored by CCTV.

The School has also a Crisis Policy which covers the Lockdown Procedure to be instigated in the event of an intruder gaining access to the School site. Training has been provided to both staff and pupils on the implementation of this procedure.

All staff and authorised visitors are issued with a colour-coded lanyard on which to display their photo identity pass card. It is a requirement of the Staff Code of Conduct that this is worn and displayed at all times whilst on the School site. Staff and pupils are encouraged to challenge any unaccompanied visitor not wearing a visitor lanyard.

17. Slips, Trips and Falls

The School will comply with best practice advice in this area and recognises that it is a major source of potential accident and injury.

The potential for slips, trips and falls within School has been risk assessed and appropriate controls have been put into place. Such controls include close liaison with cleaning and site staff over procedures for mopping and cleaning floors, the provision of absorbent floor mats and regular hazard spotting inspections to maintain clear walkways, corridors and other routes around the School buildings and grounds.

18. Staff Consultation and Training

The School has established a Health and Safety Committee as the formal mechanism for communication of health and safety matters to staff and to receive information on such issues from staff. More informal consultation takes place through periodic staff meetings and briefings either with all staff, or appropriate smaller groupings.

Periodic training is provided to staff either internally, or by the use of external consultants (such as St John Ambulance) to deliver specialist training. Records of staff training are held by the HR Officer and are updated on an annual basis.

19. Staff Well-being

The School has access to an external Occupational Health provision and may refer staff to this service in cases of long-term sickness absence, in accordance with its Staff Absence Policy.

An Employee Assistance Programme is available for all staff through Health Assured. Staff are able to access free advice covering a range of issues and counselling sessions.

The School is aware of the adverse impact on staff of work-related stress and will seek to put in place a range of procedures to mitigate against this arising. These may include guidance on the use of email and other correspondence out of normal School hours and the management of parent and others expectations of staff availability.

The School has in place a Lone Worker Policy and this contains further information on the policy and procedures for such practice.

The School employs a Nurse whose main role is related to pupil welfare. However, she is available for staff to discuss confidential health issues. The School Nurse, in conjunction with the relevant line manager, will undertake a risk assessment to

review any individual and generic health and safety issues whenever a member of staff falls pregnant.

The School has a zero-tolerance approach to violence against staff. A separate risk assessment has been carried out on this subject and appropriate control measures have been put into place.

The School also has a Voice Care Policy which provides guidance to staff on the protection of their voice during School operations.

There is a separate wellbeing policy, which covers more detail in this area.

20. Vehicles

The School will seek to comply with current Regulations and best practice guidance in this area.

The School operates its own minibus and has in place a separate Minibus Policy which documents policy and procedures in this area.

A separate risk assessment has been completed with regards to vehicle movements on and around the School site and appropriate control measures have been put into place.

21. Related Policies

The following policies relate to the Health and Safety Policy:

- Fire Safety policy
- Accessibility Plan
- Asbestos Management Plan
- COSHH Policy
- Crisis Policy
- Emergency Closure of School Policy
- Fire Safety Policy
- First Aid & Administration Policy
- Infection Control Policy
- Lone Working Policy
- Staff Wellbeing Policy
- Risk Assessment Policy
- Transport Policy
- Vehicles on Site Policy
- Voice Care Policy