

# HEALTH AND SAFETY POLICY AND PROCEDURES

## 2022-23

### **PART 1: STATEMENT OF GENERAL POLICY**

1. The Governing Body of Moreton Hall accepts its collective responsibility as an employer for providing a safe and healthy workplace and working environment for all of its employees, pupils, parents and visitors under the terms of the Health and Safety at Work Act 1974 (HSAW Act 1974). The Governing Body attaches the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in the School community so that effective learning can take place.
2. The Governing Body, through the Principal and Health and Safety Officer, will take all steps within its power to meet this responsibility at the School, paying particular attention to the provision and maintenance of:
  - A safe place of work and safe access to it.
  - A healthy working environment.
  - A healthy and safe environment for staff and pupils on all school organised off site activities.
  - Sufficient resources, information, instruction, training and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
  - Safe arrangements for the use, handling, storage and transport of articles and substances.
  - Plant, equipment and systems of work that are safe.
3. The Governing Body will ensure that competent technical advice on safety and health matters is available where this is necessary to assist the Principal and Health and Safety Officer, and their supervisory assistants, in their tasks.
4. No safety policy is likely to be successful unless it actively involves employees themselves. In this connection the Governing Body reminds its employees of their own duties under Section 7 of the HSAW Act 1974.
  - To take responsibility for their own safety and that of other employees, being aware of both their acts and omissions.



- To co-operate with the Principal and Health and Safety Officer so as to enable them to carry out their responsibilities successfully.
  - Not to interfere with or misuse anything provided in the interest of health and safety.
5. The Governing Body requires all Heads of Departments and management at all levels to display a positive attitude towards health and safety and to instil this in those for whom they are responsible. In addition, the Governing Body expects all adults to remind pupils of their responsibility for their own health and safety and that of others.
  6. The Governing Body is committed to ensure that the School operates in accordance with current legislation. They look to the Principal, Health and Safety Officer and to all members of staff to ensure that this policy is observed.
  7. A copy of this statement will be made available to all employees. It will be reviewed at least annually and may be supplemented in appropriate cases by further statements relating to the work of particular departments or employees. Such changes that are made will be brought to the attention of all employees.
  8. The Governing Body recognises the need to consult with employees from time to time on health and safety matters. The management of health and safety has been delegated to the Principal and Health and Safety Officer, and the Governing Body expects, and indeed encourages, employees to bring to their attention, through the Health and Safety Committee, any matter relating to health and safety that is a cause for concern.
  9. Governors will receive a report on health and safety at each meeting which will include the minutes of the most recent Health and Safety Committee meeting. The Governing Body will use these reports as appropriate for the dissemination of any relevant information that it wishes to be passed on to staff.



## **PART 2 ORGANISATION FOR IMPLEMENTING HEALTH AND SAFETY POLICY**

### **Responsibility:**

The Health and Safety Officer is responsible to the Principal for all health and safety matters at the school. It is the Health and Safety Officer's responsibility to keep all health and safety matters under constant review, and advise the Principal and Governors as appropriate.

In particular, the Health and Safety Officer has overall responsibility to:

- A. Ensure compliance with this Health and Safety Policy in each and every respect, to keep the Senior Leadership Team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available, and to report to the Compliance and Risk Committee at every meeting
- B. Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by the school's work activities – this includes committing to writing local management arrangements for safety and stand-alone management plans
- C. Assess risks and commit assessments to writing
- D. Ensure that work in all its aspects is safe and without risks to health
- E. Ensure that information, training, instruction and supervision is provided and that systems of work are safe
- F. Make proper provision for occupational and pupil health
- G. Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H. Post warning signs and notices
- I. Appoint first aid personnel and have first aid provision checked regularly
- J. Ensure that the conditions of licences are observed
- K. Ensure the safe disposal of hazardous wastes
- L. Ensure that the Fire Risk Policy and Procedures remain up to date and that the fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
  - Produce an emergency fire plan
  - Be responsible for fire safety training
  - Arrange practice fire drills for buildings and the whole school
  - Check that any close down procedures are followed
  - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
  - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly



- Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
- Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
- Keep relevant records
- Include fire safety in any health and safety reports to the Governors.

A number of these duties are delegated to others, as noted below.

Each line manager is delegated the duty to comply with the policy and ensure, in accordance with the law, the health and safety of employees, pupils and other persons within their area of responsibility, and also anyone else who may be affected by their work activities. In particular, the duties listed above **[B - K]** are delegated to these persons and written local management arrangements and stand-alone management plans can be found with these persons.

Similarly, in the areas listed below, the employees named have the overall duty to comply and ensure safety and health:

- **The Team Leader – Maintenance and Caretaking** is responsible for premises including on-site traffic management.
- **The Team Leader – Maintenance and Caretaking** is the school's designated Fire Officer.

The following employees have the duty to comply and to ensure safety and health as it applies to their special function:

- Responsibility for Risk Assessments for school trips and internal curricular and extracurricular events: **Assistant Principal Co-Curricular**
- Responsibility for Risk Assessments for internal school functions: **Assistant Principal Co-Curricular**
- Work experience co-ordinators: **Next Steps Department**
- Asbestos management: **Team Leader – Maintenance and Caretaking**
- Legionella risk assessment and control: **Team Leader – Maintenance and Caretaking**
- Radiation protection supervisor: **Head of Physics**
- The appropriate line manager and/or safety co-ordinator is responsible for duties **[E]**, **[J]** and **[K]** in collaboration with **Team Leader – Maintenance and Caretaking**
- Making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments: **Team Leader – Maintenance and Caretaking**
- Manual handling: **Team Leader – Maintenance and Caretaking**

All those with line management responsibility should notify the **Team Leader – Maintenance and Caretaking**, and any other persons affected, of any planned, new or recently identified significant risks in their areas and also of the control measures needed, and should report to the Health and Safety Officer any significant breach of safety arrangements.

When line managers are absent for significant periods, adequate delegation of duties will be made.



- The **School Nurse on duty [I]** is responsible for first aid. See the First Aid Policy for the current list of First Aiders in school.
- 2. All Staff should report on safety matters direct to the **Team Leader – Maintenance and Caretaking** either by phone or email ([maintenance@moretonhall.com](mailto:maintenance@moretonhall.com)) without delay. Serious issues should also be logged in departmental minutes and passed to the Health and Safety Officer.

## **Duties of the Health and Safety Officer:**

- 3. The Health and Safety Officer reports to the Principal. The main duties of the Health and Safety Officer are as follows:
  - To monitor health and safety practice within the school (including monitoring lessons to ensure implementation of this Policy).
  - To monitor compliance with school policies and procedures, and report breaches to the Principal.
  - To make recommendations for the improvement of health and safety standards.
  - To monitor the health and safety practice of outside contractors and report breaches to the Principal and Governors, if required.
  - To keep under review all health and safety policies/procedures and draft amendments to school documentation for the approval of the Governors.
  - To offer advice to staff on health and safety matters, and appropriate training.
  - To liaise with outside agencies e.g. fire service, H&S Consultant.
  - To act as the competent person when appropriate.

## **Emergencies:**

- 4. Urgent safety matters should be reported at once to the Health and Safety Officer and the relevant Head of Department advised as soon as possible thereafter.

## **School Health and Safety Committee:**

- 5. The School Health and Safety Committee will meet normally once a term under the chairmanship of the Health and Safety Officer. Members of the committee should notify the Health and Safety Officer of any matter they would like to place on the agenda no later than seven days before the date of the meeting. Members of the committee will ask any individuals that they line manager of any health and safety issues they would like raised in advance of each meeting.





6. The Committee is to:

- Review and monitor the implementation of the Health and Safety Policy.
- Monitor implementation of action plans following an inspection by H&S consultants.
- Act as the focus for staff discussion and consultation on health and safety matters.
- Receive reports on the results of investigations of accidents and incidents to understand causes.
- Report to the Governing Body via the termly report prepared by the Principal.

7. The following are ex officio members of the Health & Safety Committee:

- Health and Safety Officer - Chairman
- A representative from Biology/Physics/Chemistry, Art, PE, IT, Product Design, Food Technology, Drama and Junior School
- School Nurse
- Team Leader – Maintenance and Caretaking
- Head Groundsman
- IT Systems Manager
- Catering and Lettings Manager
- Two representatives from the Housemistresses

8. Minutes of meetings are to be passed to the Principal

**Site Inspection:**

9. The Health and Safety Officer, Team Leader – maintenance and caretaking and the Facilities team will undertake regular site inspections and retain evidence of these and any actions arising from them.
10. The Governor responsible for Health and Safety will undertake a site inspection with the Health and Safety Officer and a review of health and safety records at least annually.

**External Assessment:**

11. The Health and Safety Officer is to engage an external Health and Safety Consultant or organisation (for example, the School's insurers) to conduct an independent review of health and safety arrangements at the school. All departments' policies are reviewed on an annual basis.
12. The resulting reports are to be the subject of an action plan and be monitored by the Health & Safety Committee.

## **Staff Training:**

12. Health and safety training (incorporating training on risk assessment) will be provided as appropriate. The training will be delivered under the guidance of the Health and Safety Officer, Pool Manager or a specialist outside provider. All staff undertake online health and safety training on starting work at the School.

## **Provision of Resources:**

13. The Health and Safety Officer is responsible for resourcing health and safety measures to the fullest extent possible, given the financial position of the School. When, in their opinion, the cost of implementing health and safety legislation might adversely affect the financial position of the school, they are to advise the Principal and Governors immediately, and make appropriate recommendations to rectify the situation.



## **PART 3 IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY**

### **Responsibility of Staff:**

1. The Governing Body expect all employees and visitors to the school to comply with school rules insofar as the implementation of the Health and Safety at Work Act 1974 is concerned. In practical terms this requires that all members of staff have the duty to ensure that neither they nor any persons or children in their charge act in anyway contrary to health and safety rules. In addition, they are to bring to the notice of their Head of Department or the Health and Safety Officer (who is the Health and Safety Officer) any hazard they might encounter whilst in the school. When acting elsewhere on school business (e.g. field trips) the hazard is to be brought to the attention of the senior member of staff present, who is to take appropriate action to minimise the risk. Failure to adhere to this Policy by a member of staff may be treated as gross misconduct and will be addressed as appropriate through the School's Disciplinary Procedure.
2. It is the responsibility of the Health and Safety Officer to ensure that up to date and relevant information on all health and safety issues is fully promulgated, and copies of these updates are made available to all members of the Health and Safety Committee and to Heads of Department.

### **Legislation:**

3. In addition to the Health and Safety at Work Act 1974, there is other legislation and guidance that may have relevance to the implementation of school policy, some of which is listed below:
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
  - The Ionising Radiations Regulations
  - The Control of Substances Hazardous to Health Regulations
  - The Control of Asbestos at Work Regulations
  - The Electricity at Work Regulations
  - The Pressure Systems and Transportable Gas Containers Regulations
  - The Noise at Work Regulations
  - The Management of Health and Safety at Work Regulations
  - The Workplace (Health, Safety, and Welfare) Regulations
  - The Personal Protective Equipment at Work Regulations
  - The Provision of Use of Work Equipment Regulations
  - The Manual Handling Operations Regulations
  - The Health and Safety (Display Screen Equipment) Regulations
  - Lifting Operations and Lifting Equipment Regulations
  - Regulatory Reform (Fire Safety) Order
  - Health and Safety: Responsibilities and Duties for Schools

### **Supervision of Practical Work:**







4. A suitable teacher must supervise pupils involved in practical work of any kind.
5. Where the use of machinery, hazardous or flammable substances and other specialist equipment is involved pupils must be supervised by a suitable teacher or, in exceptional circumstances, by a person who takes responsibility voluntarily and does so with the Principal's prior knowledge and consent.
6. Pupils must not be left in specialist rooms where they have access to chemicals, machinery or any equipment that could cause physical harm. This point must be particularly noted by staff that do not normally teach in such areas but may, in exceptional circumstances, have to do so.
7. The use of relevant protective equipment/clothing such as aprons, overalls, hairbands, eye protection is a legal requirement. Staff must ensure that such garments and equipment are worn properly.
8. The disposal of residues from experiments and other practical operations must be supervised and carried out in the correct manner.
9. Substances must be returned to their normal storage space at the end of lessons. Equipment and apparatus may be left out when consecutive lesson planning or extended duration experiments dictate.
10. All laboratories and preparation rooms should be kept locked when unattended.
11. The use of any gymnastic equipment, including the out of doors areas of high jump, long jump, discus, shot, javelin and hurdles, must not be used by pupils who are unsupervised. No apparatus in the gymnasium, swimming pool or sports hall may be used without supervision and unsupervised entry to any of these areas is forbidden. An exception to this is that pupils in U5 and above may use the gym, which is secured by a keypad door, when inducted and in accordance with the risk assessment (e.g. never using the space alone and only at the allocated times).
12. Staff acknowledge that lessons will be monitored from time to time in to ensure the implementation of this Policy and relevant risk assessments in place.

## **Accidents:**

13. The following procedure must be followed in the event of an accident involving injury to a pupil, member of staff, visitor or other person within the grounds of the school.
- 13.1 The School Nurse on duty (Ext 155), or in her absence a member of the School Office staff (Ext 0), must be contacted immediately by internal phone or by sending a member of staff or pupil.



- 13.2 When a School Nurse is on site, but not in the Health Centre, the School Office will contact her by mobile phone and ask her to attend the incident. The School Nurse on duty has mobile phone on her person and is able to make external calls e.g. 999 for an ambulance.
- 13.3 When the School Nurse is absent from school or not on-site, for example overnight, School Office staff / House staff / SLT are to contact a trained first aider and ask the person to attend the scene of the incident.
- 13.4 Where the circumstances require the emergency services to come to the school, the School Office will normally initiate a 999 call. However, to save undue delay, any member of staff may initiate a 999, call but the School Office is to be informed when this is done. Once the immediate response to the incident is underway, the School Nurse or School Office is to inform the Principal, or in their absence, the Head of Senior School and/or Head of the Prep.
- 13.5 When necessary, the Health and Safety Officer will report the incident to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. A copy of the RIDDOR form is to be sent to the Director of Finance and Operations.
- 13.6 Where a School Nurse is not available to respond to an accident, the School Office is to ensure the details are passed to her at the earliest opportunity.
- 13.7 It is legal requirement that all accidents are recorded and the School uses the online Evolve Accident Book for this purpose.
- 13.8 **Pupil Accident:** A written report of any accident must be made promptly (**but within 7 days at the latest**) by the member of staff who was present or, if the accident occurred when the girl was unsupervised, by the member of staff to whom the accident is first reported. This should be done whether or not further medical treatment is required. If out of school hours, the person completing the Accident Book should contact the parents.
- 13.9 **Staff (or visitor or contractor etc.) Accident:** A written report of any accident must be made promptly (**but within 7 days at the latest**) by the member of staff affected or the member of staff who dealt with the incident. If the staff member is unable to complete the report within 7 days of the accident, the accident report must be completed by their line manager or other member of staff present. This should be done whether or not further medical treatment is required.
- 13.10 The Accident Book is reviewed by the School Nurses, Health and Safety Officer, Head of Senior School/Head of Prep School and Health and Safety Assistant. As each of those persons see the Accident Book they can comment as required. The Health and Safety Officer will decide whether the school's insurers need to be informed and annotate the entry accordingly. Where appropriate, an investigation into the cause of the accident will take place with the aim of preventing a recurrence.



14. In the event of an accident after school or off site, staff should arrange, if necessary, for the casualty to be taken to hospital. They should inform the parents as soon as possible and also inform the Principal. Where the injuries are serious, or there is media involvement in the accident, the Principal can be contacted out of school hours on 07816 456630. On the next school day, the Accident Book must be completed.

## **First Aid:**

15. The First Aid Policy is available [here](#).
16. All PE Staff should have a valid First Aid at Work Certificates, or appropriate equivalent. First Aid training is organised by the Health Centre and, is currently, delivered by the Pool Manager. They are to ensure that a list of all trained first aid staff, together with their place of work, telephone number and locations of first aid boxes and Automated External Defibrillators (AED's) are placed in the School Office, Prep School Office, Senior and Prep School Staff Rooms and all laboratories.
17. Locations of First Aid boxes and AED's can be found in the First Aid Policy. It is the responsibility of the School Nurses to inspect them and keep them stocked.
18. If the School Nurse on duty has to leave school during normal hours, School Office staff, with assistance from other First Aiders as necessary, administer basic First Aid and prescribed medications.

## **Emergency Evacuation from School Buildings:**

19. The Team Leader – Maintenance and Caretaking is to ensure that notices detailing procedures to be followed in the evacuation from buildings are posted in all classrooms, laboratories, offices and other rooms used by staff and pupils.
20. Staff using these areas are to be conversant with the relevant evacuation procedures.

## **Fire Precautions:**

21. The Health and Safety Officer is to keep an up to date Fire Log showing:
  - Areas covered by Fire Risk Assessments.
  - The dates and times of the last fire drill in the Senior and Junior Schools, including evacuation times and times to take the register.
  - The dates and type of general fire fighting training given to staff.
    - The dates and type of specialist fire fighting training given to caretaking and grounds staff.





- By reference to a scale plan, the distribution by type of all fire fighting equipment.
- Dates of maintenance, servicing and remedial work carried out on:
  - Fire Alarm.
  - Fire Doors and Exits.
  - Emergency Lighting.
  - Fire Fighting Equipment.

22. Fire Drills will be authorised by the Principal, House Mistress or Head of the Prep as appropriate. During such drills the Team Leader – maintenance and caretaking is to disable the external monitoring link of the fire alarm system to ensure the Fire Brigade is not called automatically.

## Swimming Pool:

23. The rules for the use of the swimming pool are available at the swimming pool.

## Electrical Testing:

24. **Fixed Installations & Wiring.** In accordance with the Electricity at Work Regulations 1989, the Team Leader – maintenance and caretaking is to arrange for a qualified contractor to inspect all fixed installations and wiring at five yearly intervals. Having first consulted with the Health and Safety Officer on programme, priorities and cost, he is to implement the recommendations of the contractor's report.
25. **Portable Appliance Testing (PAT).** The responsibility for ensuring the PAT programme is completed rests with the Team Leader – maintenance and caretaking. The principles of the programme are as follows:
- 25.1 Where possible, all testing will be carried out 'in-house' by suitably trained members of staff. Where internal resources are insufficient to complete this task, the Team leader - maintenance and caretaking may, with the prior permission of the Health and Safety Officer, engage the services of a PAT Contractor.
- 25.2 Where a member of staff wishes to use a private appliance within the school, the Team Leader - maintenance and caretaking is to be informed that the appliance has been brought onto site so that it can be included in the test programme
- 25.3 Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing an identity number, month and year, next test due and the initials of the tester.
- 25.4 The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.



## **Temperature Testing of Refrigerators and Freezers:**

26. The Catering and Lettings Manager is responsible for ensuring that refrigerators and freezers in use within the kitchen are maintaining the correct temperatures. A log of these checks is to be kept and any faults reported immediately to the Team Leader – Maintenance and Caretaking.

## **Pressurised Containers:**

27. Equipment covered by the Engineering Insurance Policy will be the subject of an annual inspection by an engineer appointed by the underwriters.

## **Waste and Recycling:**

28. General waste and soiled material is to be deposited in waste bins or recycling bins as appropriate. Hazardous material is to be disposed of in accordance with the relevant health and safety regulations. The Team Leader – Maintenance and Caretaking will advise on disposal procedures.

## **Contractors on Site:**

29. Relevant due diligence will be undertaken on any contractors prior to appointment (to ensure that they are reputable etc.) and only contractors approved by the Health and Safety Officer, and suitably vetted with regard to Safer Recruitment, may carry out work on the site. A copy of the Health and Safety Statement at Part 1 and a copy of the Asbestos Register is to be passed to all contractors as part of the works specification (if not already in possession). The contractor is to pass a copy of their Health and Safety Policy to the Team Leader – Maintenance and Caretaking.
30. Prior to the works taking place, the Team Leader – Maintenance and Caretaking is to agree working practices and methods with the contractor and indicate areas of potential risk. If required a formal risk assessment is to be carried out and copy passed to the contractor.
31. Where the scale of works is such that they are covered by the Construction, Design & Material Regulations (CDM) 2015, a sufficiently qualified Principal Designer will be appointed.

## **Site Security:**





32. The School undertakes an annual security risk assessment in order to ensure the School is as secure as possible and in particular so as to ensure there are no intruders, especially during school hours. The School has undertaken a detailed risk assessment in order to maintain sufficient site security. Staff and pupils are trained in order to challenge (or inform a member of staff about) any individuals not wearing an appropriate lanyard and/or ID pass (or otherwise being accompanied). The School also has CCTV in operation.
33. The School has an emergency response plan which it will invoke in the event of a serious breach of security and/or lockdown requirement.

## **Violence against Staff or Pupils:**

35. Under no circumstances is violence against staff or pupils tolerated and will be dealt with as a disciplinary matter (according to whether carried out by staff or pupils) and/or by the police as necessary.

## **Trips & Expeditions Procedures:**

36. A comprehensive guide for teachers in charge of trips and expeditions may be found on Evolve. The Assistant Principal Co-Curricular is responsible for ensuring the compliance of trips with the School's stated policy and procedures.

## **Minibuses:**

37. The rules for the use of the school minibuses are kept by the Transport Manager

## **Staff Training:**

38. Staff nominated for specific Health and Safety duties will receive appropriate training. More general training for all staff will be undertaken as required.

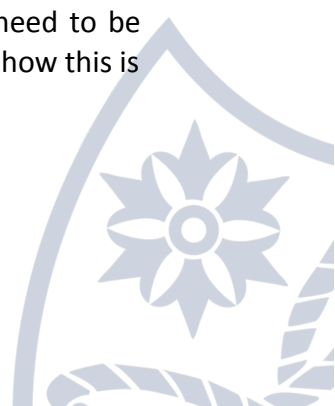
## **Staff Wellbeing:**

39. The School staff wellbeing service is provided by Wellbeing Solutions and further details can be obtained from HR.

## **Vehicles on Site:**

40. Clear signage and speed bumps (where necessary) are on site to ensure safe movement of vehicles. The Transport Risk Assessments discuss the need to be aware of the busiest time for vehicles on site during the school day and how this is safely managed.

## **Risk Assessment:**





41. This Policy sets out where risk assessments are undertaken and all staff should be aware to consider when additional risks arise in order to undertake a thorough risk assessment. The School also has a Risk Assessment Policy that sets out when and how a risk assessment should be undertaken.

**Related Policies and Procedures:**

Risk Assessment Policy

First Aid Policy

Fire Risk Policy

Trips and Expeditions Policy

Emergency Response Plan

Reviewed September 2022

Next review date September 2023

