

# Earlscliffe (Sussex Summer Schools Ltd)

## HEALTH AND SAFETY POLICY

### 1.1 Health & Safety Policy Introduction

This policy is authorised for use throughout the School. It is based on the requirements laid down in the Health and Safety at work Act 1974 (HASAW) and the Control of Substances Hazardous to Health Regulations 1988 (COSHH) and will reflect, by amendment, such health and safety policy changes which may from time to time be required.

Prime responsibility for maintaining and updating this policy lies with the Head Teacher acting in his capacity as School Health and Safety Officer (SHSO). However, as detailed in subsequent pages, all School employees have some degree of responsibility for health and safety, including the requirement to contribute to the accuracy, effectiveness and utility of this policy. Any proposals for amendments to, or expansion of, the policy would be welcome; these should be submitted direct to the School Health and Safety Officer verbally or in writing, for editing and formal promulgation to all holders. Unauthorised changes to the policy are not permitted.

This policy comprises 3 sections:

Part 1 Introduction and School Health and Safety Policy Statement.

Part 2 Arrangements for the implementation of the School's Health & Safety Policy.

Part 3 Health and Safety Directives.

### 1.2 Location of Health & Safety Policy

The health and safety policy is available to all staff on the shared drive.

## Arrangements for the implementation of the School's Health & Safety Policy

### 2.1 Health & Safety Organisation

#### Governors

Leadership on Health & Safety Matters throughout the School.

#### Head Teacher

Overall responsibility for all aspects of Health & Safety

#### School Manager

Implementation of Health & Safety Policy within the School.

#### House Manager(s) and Deputy Head

Ensure that necessary Health & Safety measures are applied in the House & classrooms.

#### Teaching Staff / House Managers

Ensure that Health & Safety Measures are followed by staff and pupils under their control.

#### All School Staff

Personal responsibility for their own well being and for health and safety of others who may be affected, directly or indirectly, by their behaviour at work.

#### School Nurse

Specialist advisor on health matters including occupational health.

### 2.2 Health & Safety Policy Statement

We recognise and accept our responsibility as employers for providing, so far as is reasonably possible, safe and healthy work places and working equipment for all School employees.

It is the policy of the school to take such steps as are reasonably practicable to meet this responsibility, with particular emphasis on:

a) the provision and maintenance of plant, equipment and systems of work:

b) arrangements for the use, handling, storage and transport of articles and substances:

- c) the provision of information, instruction, supervision and , where relevant, training to enable all employees to recognise hazards and contribute positively to the safety and health at work of themselves and others:
- d) the provision and maintenance of means of access to places of work:
- e) the maintenance of places of work in a safe condition:
- f) the provision of a healthy working environment:
- g) the provision of welfare facilities at work.

The responsibility for the co-ordination of safety policy in the School rests with the School Health and Safety Officer (SHSO) acting in conjunction with other staff.

Responsibility for the implementation of safe working practices, the provision and use of safety equipment, where required, and the reporting of any apparent deficiency in buildings, plant or other equipment which are a hazard to health and safety, lies with the School Manager. However, the School Health and Safety Officer retains the responsibility for the overall safety of the School buildings and their environs and for the provision of services within these buildings which satisfy safety standards, statutory and otherwise.

All members of the teaching staff have a responsibility for ensuring that pupils and other personnel operating within their areas of responsibility observe the basic rules of safe conduct. No safety policy is likely to be successful unless it actively involves employees at every level in the School. In this connection the School reminds all employees of their obligations under Section 7 of the HASAW Act, namely:

- a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work:
- b) To co-operate with the School officials or any other person so far as is necessary, to enable them to comply with any safety duty or requirement:
- c) Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Employees should report any problems relating to Health and Safety to the School Manager, who in turn, will report to the School Health and Safety Officer. Without detracting from the primary responsibility of those listed and other supervisors for ensuring safe conditions at work, the School will provide competent Health & Safety Policy Documents technical advice on health and safety matters where this is necessary to assist them in the effective discharge of their health and safety responsibilities.

A copy of this statement will be issued to all employees on their taking up employment with the School and copies will also be available on the shared drive. The statement, which may be reviewed or modified from time to time, should be read in conjunction with other documentation issued relevant to H&S.

### **3.1 Health & Safety at Work: General Guidelines**

#### **Reporting**

Suggestions, comments and reports on Health and Safety at Work matters should be relayed, to the School Health and Safety Officer. Health and Safety at Work related matters include the following:

- a) Guarding of machinery ( *Science Department, Maintenance*).
- b) Means of access (*All departments*)
- c) Fire Prevention (*All departments*)
- d) Inspection and maintenance of plant and equipment including fume cupboards and electrical, and gas equipment (*Maintenance and Science Dept*).

- e) Control of Substances Hazardous to Health (COSHH) Regulations – (*Science, Maintenance, Gardens and Cleaners*).
- f) Introduction of new machinery, plant, equipment, substance or processes
- g) Health and Safety aspects of new projects.
- h) Risks such as ionising radiation, noise, biological hazards, transport, storage of gasses, toxic chemicals, etc. (*Science, Gardens and Cleaners*).
- i) Safe procedures for maintaining the fabric and services of buildings on the estate. (*Maintenance, Gardens*).
- j) Safe procedures for cleaning and maintaining machinery and plant. (*Maintenance*)
- k) Selection, provision and use of protective clothing and equipment (*Maintenance, Gardens, Cleaners*)
- l) Accident reporting and investigation procedures. (*All departments*)
- m) The provision of First Aid cover. (*All departments*)
- n) Dissemination of Health and Safety information (*All departments*).

### **Teachers' General Responsibilities for Pupil Safety**

Teachers have a statutory responsibility under the Health & Safety at Work Act to 'take reasonable care' for the health and safety of themselves and any other persons who may be affected by their acts or omissions at work.

Regarding the care of pupils, the legal requirements for teachers is to act in 'loco parentis'. The teacher needs to consider that, if they were the parent of that pupil, would their actions be reasonable and prudent in the circumstances. Teachers need to consider any hazards that can be reasonably anticipated and any safety factors that need to be taken into account considering the abilities of the pupils.

If any mishap occurs the question of legal liability arises. In establishing legal liability the law requires the injured party to show that the teacher was negligent. The word reasonable is crucial. A teacher who has shown proper regard for his own and other's health and safety, would not be guilty of negligence even if something goes wrong. In this respect a suitable and sufficient Risk Assessments are part of a successful defence.

The School has insurance cover against the risk of compensation awards arising from negligence by a School employee. However, a Court can apportion payment between the School and the employee, if the employee is shown to be negligent.

### **Grounds and Playing Fields**

The House Manager is responsible for reporting faults in paving and tarmac throughout the School to the School Health and Safety Officer.

The SHSO is responsible for the maintenance of grounds, maintenance of machinery and equipment and for ensuring that it is housed or parked at locations where it will not constitute a hazard.

Together with the School Health and Safety Officer, the School Manager and principal Teacher of Science, are responsible for the compilation of inventories, Risk Assessments and identification of control measures (COSHH Regulations) for all substances and processes used in connection with maintenance of the house, gardens and teaching lab.

The SHSO and School Manager are responsible for ensuring that they comply with the control measures and for maintenance, examination and test of control equipment.

The School Health and Safety Officer is responsible for arranging an annual inspection of trees on premises owned or leased by the School and for ensuring that any necessary felling or surgery is carried out.

**Maintenance Department**

The SHSO is responsible for ensuring that building safety regulations guidance relating to use of power machinery, erection of scaffolding, working from ladders, etc. are observed and that other employees are aware of potential dangers and precautions to be taken.

The SHSO is responsible for ensuring that staff are fully briefed on the hazards and precautions, that they comply with control measures and for the maintenance, examination and testing of control equipment.