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HEALTH AND SAFETY

Statement of Safety Policy as required under the Health & Safety at Work Act 1974

1. The Health & Safety Executive has the responsibility for enforcing the requirements of the Health & Safety at Work etc. Act 1974 in educational establishments. The address and telephone number of the Executive and that of its Area Offices can be found in the appropriate telephone directory.
2. The Governing Body recognises and accepts its responsibility as employer for providing, so far as reasonably possible, safe and healthy working places and working environment for all its employees. In discharging this responsibility regard will also be paid to associated legislation, for example, the Health & Safety (First Aid) Regulations 1981, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, the Control of Substances hazardous to health Regulations 1988, the Electricity at Work Regulations 1989, the Fire Regulations Oct 2005 and the Corporate Manslaughter Act 2007.
3. The Governing Body will take all such steps as are reasonably practicable to meet the responsibility for the health and safety of its employees paying particular attention to:
 - i) the provision and maintenance of plant, equipment and systems of work,
 - ii) 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;
 - iii) the provision and maintenance of means of access to places of work;
 - iv) the maintenance of places of work in a safe condition,
 - v) the provision of a healthy working environment;
 - vi) the provision of welfare facilities at work.
4. Details of the responsibilities under the Safety Policy and organisation for carrying them out are set out in the Appendix to this Statement.
5. Without detracting from the primary responsibility of Teachers and Staff supervisors for ensuring safe conditions at work, the Governing Body will provide competent technical advice on health and safety matters when this is necessary to assist those responsible.
6. No Safety Policy is likely to be successful unless it actively involves employees themselves. In this connection, the Governing Body reminds all employees of their own duties under Section 7 of the Health & Safety at Work etc. Act 1974 to take care in their work for their own safety and that of other employees, for the safety of pupils and the public, and to co-operate with the Governing Body so as to enable it to carry out its responsibilities.
7. A copy of the Statement and Appendix is available on the 's' drive and in hard copy in the SCR, Junior School Staff Room and Maintenance, School keeping and Ground staff areas and this will be reviewed, added to or modified from time to time. Supplementary statements will be issued in appropriate cases relating to the work of particular departments or groups of staff.
8. The Board of Governors recognises that the Health, Safety and Welfare of all who enter and use Eltham College, including the pupils in its care, visitors and members of the public including parents and friends who occasionally help in a voluntary capacity, is

paramount. The board of Governors are committed to providing and maintaining the highest standards so far as is reasonably practicable.

Health and Safety (continued)

Appendix to Statement of Safety Policy **Responsibility for Health, Safety & Welfare**

1. The Headmaster, Mr P.J. Henderson, is the Safety Officer (as designated by the Governors): **all accidents should be reported to him immediately in writing. Failure to do so may be a statutory offence rendering individuals liable to prosecution.**
2. The Safety Officer is responsible to the Governors for ensuring safe conditions of work for the staff, pupils and authorised visitors to the School. This responsibility may be discharged by direct action or by delegation. Expertise from outside e.g. the School Insurers, or Independent Health and Safety consultants can be drawn on where necessary. A safety Committee assists the Safety Officer. The Committee is chaired by the Clerk of Works Mr Tim O'Connor and currently consists of the Headmaster, the Deputy Headmaster, a representative of the Senior School staff, (Mrs Christine Head-Rapson who acts as secretary), a representative of the Junior School staff, a representative of the non-teaching staff, (Mrs Geraldine Cooper, the Housekeeper) and the School Nurse and meets at least once a term. Staff are invited to submit issues of concern for consideration by this committee. There is a weekly Health & Safety Meeting involving the Deputy Headmaster, the Master of the Junior School, the Housekeeper and the Clerk of Works. There is also an annual Strategic Health & Safety Review carried out by the Headmaster, the Deputy Headmaster, the Bursar, the Clerk of Works and the Vice Chair of the Governing Body.
3. The Headmaster of the Junior School is responsible for drawing to the attention of the Headmaster any aspects of the school's health and safety precautions and directives which appear to be unsatisfactory and to ensure that Junior School staff are carrying out their duties under this policy.
4. The Bursar is responsible for monitoring the practical implementation of the health and safety policy, reviewing its contents and making recommendations to the Governing Body.
5. The Clerk of Works is the Assistant Safety Officer, Joint Risk Assessment Co-ordinator. Assistant to the Fire Officer and Site Asbestos Register Holder, and is responsible for the following:

As Assistant Safety Officer he is responsible for:

- Organising Health and Safety training programs
- Establishing timetables and methodology for safety auditing
- Carrying out safety audits
- Ensuring the equipment is inspected and examined at the legally required intervals eg local exhaust ventilation systems (fume cupboards and dust extract systems) passenger lifts and lifting equipment (trolley jacks, dumb waiters) pressurised vessels (steam jacketed kettles, pressurised coffee machines, compressors) PAT testing (electrical equipment)
- Ensuring that equipment is inspected and serviced at the recommended intervals, eg PE equipment and CDT equipment, catering equipment, ground keeping equipment, hot and cold water systems.
- Assisting in the implementation of safety policy as necessary
- Investigating dangerous occurrences and causes of accidents
- Representing employers in consultation with HSE inspectors

Updated Mar 11

- Receiving information from HSE inspectors about matters affecting the employees they represent

As Joint Risk Assessment Co-ordinator (with the Deputy Headmaster) he has specific responsibility for non-academic areas. In this role he is responsible for;

- Initiating the completion and regular review of area and activity risk assessments
- Reviewing completed risk assessments to ensure that they are properly completed consistently scored and that appropriate action is taken regarding unacceptable risks.

As Assistant to the Fire Officer (See section on Fire and Emergency procedures)

As Site Asbestos Register Holder he;

- Must have access to the latest version of the Asbestos Register
- Must ensure that maintenance staff or contractors undertaking any work on the premises do not damage any parts of the structure of the building without taking appropriate precautions unless they know for certain that it does not contain asbestos material.
- Take reasonable steps to find asbestos in the premises and assess the condition of the materials.
- Presume that material do contain asbestos unless there is strong evidence that they do not.
- Record the place and condition and assess the risk.
- Prepare and implement a plan to manage the risk.

6. The Deputy Headmaster is Fire Officer, Joint Risk Assessment Co-ordinator and works with the School Nurse to oversee the provision of First Aid.

As Fire Officer (See section in Handbook on Fire and Emergency procedures)

As Joint Risk Assessment Co-ordinator (with the Clerk of Works) he has specific responsibility for academic areas. In this role he is responsible for;

- Initiating the completion and regular review of the area and activity risk assessments
- Reviewing completed risk assessments to ensure that they are properly completed consistently scored and that appropriate action is taken regarding unacceptable risks.
- Promoting awareness of Health & Safety issues amongst staff and pupils.

As Responsible Person for First Aid (See also First Aid section of the Handbook) he works with the full time School Nurse and Nursing Assistant to ensure that:

- Medical incidents are appropriately managed
- Appropriate treatment is provided for casualties
- Appropriate liaison with emergency services occurs
- Where appropriate parents and other medical practitioners eg GPs are informed of incidents
- First Aid Qualifications of staff are renewed during the appropriate time period
- Lists of first aiders and contact details are displayed and up to date
- First Aid kits are regularly checked and replenished
- The First Aid treatment log is completed
- The First Aid checklist is completed regularly
- Accident Record books are completed

7. Heads of Departments, including those in charge of non-teaching staff are responsible for the following:-

- a) ensuring that equipment necessary for the work of the department is maintained in compliance with current regulations and that appropriate notices are displayed adjacent to specific hazards.

- b) ensuring that appropriate Instructions and guidelines relating to any aspect of their activities are issued to staff concerned and that the latter are aware of the contents thereof.
- c) ensuring that members of staff attached to the department are conversant with safety precautions and procedures.
- d) reporting and investigating accidents within the department.
- e) Ensuring that appropriate risk assessments have been completed*
- f) Completing an annual Health and Safety check*

* with guidance from the Deputy Headmaster and Clerk of Works

8. Other teachers and members of the non-teaching staff are required to assist the Head of Department in the discharge of his/her responsibilities relative to safety, health and welfare.
9. Teachers are responsible for:
 - a) ensuring the safety and healthy environment of the pupils in their care as far as is reasonably practicable.
 - b) ensuring proper use by pupils of safety equipment and protective clothing where provided.
 - c) ensuring that pupils are instructed in safety procedures in operations or processes involving known hazards.
 - d) initiating aid in the event of an accident.
10. Staff organising any trip or expedition (this includes overnight and day visits) should follow the guidance in the Trips and Visits section of the Handbook. The appropriate checklist and risk assessment should both be completed.
11. It is the duty of all members of staff, pupils and visitors to take reasonable care for the health and safety of themselves and others. They must not misuse anything in such a way that it creates a hazard. Defects and potential hazards should be reported to the Safety Officer immediately they are discovered.

FIRE POLICY

The Governors and managers of Eltham College recognise that fire prevention, fire protection and fire safety measures are an integral part of the College's Health and Safety Policy.

Management recognises its responsibility for the overall implementation of measures required by the Fire Precautions (Workplace Regulations 1997 and the Management of Health and Safety at Work Regulations 1992, the fire regulations of Oct 2005 and the need to train employees in understanding how to prevent fire and how to behave in an emergency.

Our priority is to minimise the risk of life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at Eltham College are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. We are committed to regular training of all staff in fire prevention and the appointed person to oversee this is the Master of the Junior School.

The foundation of this policy is the use of a comprehensive fire assessment risk process and the implementation of protective and preventive measures.