



Health and Safety Policy (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

Last Reviewed: October 2023

Frequency of Review: Annually

Next Review Due: October 2024

1. Introduction

The school attaches the utmost importance to the safety, health and welfare of its employees and pupils and is committed to complying with the provisions of the Health and Safety at Work, etc Act 1974 and all subsequent regulations, including those implementing EC Directives. The school also recognises that fire safety and meeting the requirements of the Regulatory Reform (Fire Safety) Order 2005 is an essential part of the Independent Schools Standards Regulations 2014 and national framework for early years provision (please see separate Fire Policy).

In accordance with its obligations under the Health and Safety at Work, etc Act 1974, the school has a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the school's operations. Although pupil welfare is not strictly within the remit of the HSE, the school recognises that it is inextricably linked with health and safety, and these are specifically addressed in the school's child protection and other relevant welfare policies.

Our Lady of Sion School, Worthing (company number: 06084975) (the school) is the employer for the purposes of Health and Safety law. The Governors, on behalf of the school, have overall collective responsibility for Health and Safety at the School and those involved in the school's operation. They have a responsibility to ensure that health and safety issues are considered and addressed, and that this policy is implemented throughout the school. They are committed to improving Health and Safety. They delegate day to day responsibility for Health and Safety matters to the Bursar.

The Bursar will take steps, so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors, and other persons affected by the school operations can work.

The Bursar will:

- Advise the Governors on maintenance requirements.
- Monitor health and safety within the school and raise concerns with the Governors.
- Arrange the necessary risk assessments.
- Identify safety training and provide information and supervision for employees at all levels.
- Consult on a regular basis with all employees/staff representatives with regards to Health and Safety issues.
- Provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.
- Co-ordinate advice from specialist safety advisors and produce associated action plans.
- Investigate accidents and incidents, and ensure they are recorded.
- Ensure compliance with the Construction (Design and Management) Regulations.
- Chairing the School's Health & Safety Committee.

2. Focus

The school will, as far as is reasonably practicable, adopt good safety practices. These will include:

- Fire safety.
- The safe use, storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training, and supervision for employees including temporary employees and contractors as appropriate.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.

- The provision of a safe, secure, and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- Considering the safety of pupils, parents, contractors, and any others accessing the premises including those who hire or undertake leisure activities.
- Electrical safety.
- Gas safety.
- Water quality.
- Asbestos.
- Emergencies.

3. Co-operation

All aspects of Health and Safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are obliged by law to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work, pupils, parents, visitors, etc. To achieve this, employees must:

- Follow this 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 to enable the duties upon them to be performed.
- Obey all the safety rules, procedures, instructions, and requests, including those relating to the wearing of protective clothing and the use of protective devices and equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.
- Exercise their awareness, alertness, self-control, and common sense at work.
- Report promptly to their department head all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the School's Health and Safety Policy. This includes any specific safe systems of work, instructions, training, and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

Employees confirm their acknowledgement of the Health and Safety policy, and their responsibility for personal safety, by completing the Health and Safety induction checklist appended to this policy.

4. Heads of Departments/Faculty

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. Risk Assessments for classrooms should be completed annually (September). All other safety concerns should be reported to the Bursar immediately.

Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE

- Drama – Teacher of Drama
- Art (including equipment, harmful substances, and flammable materials) – Teacher of Art
- Music – Teacher of Music
- Design & Technology – (including equipment, harmful substances, and flammable materials) Teacher of Design & Technology
- Outdoor lessons – Deputy Head
- Trips and visits – Trip organisers
- Food Technology – (including equipment, harmful substances, and flammable materials) Teacher of Food and Nutrition
- Premises and buildings/communal areas – Bursar

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

5. Estates Maintenance

The Caretakers will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of school vehicles.
- Testing arrangements, maintenance, and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters, etc.
- Control of hazardous substances for building and grounds maintenance activities.

6. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the school. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts, and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance, department are serviced annually.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are subject to a programme of tests on an annual basis by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports, and swimming facilities.

- The school has a suitable and sufficient risk assessment for legionella water sampling and a management plan and testing regime that will take place every term.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Bursar is also responsible for the maintenance of an asbestos management plan. The Bursar is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the [Catering Manager] arranges for:
 - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - appropriate pest control measures to be in place.
- The school's radiation protection supervisor (RPS) is responsible for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer and Principal Contractor is appointed to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

7. School Reception/School Secretary

The First Aider will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the School's Health & Safety Committee.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

Fire Drills

Fire drills will be held every term at the school. Written records of fire / evacuation drills will be maintained in the fire logbook which is kept by the Caretaker.

Risk Assessments (see also the separate Risk Assessment Policy)

The school promotes the health, safety, and welfare of employees, pupils, and others through the systematic assessment of risks posed by its operation (see separate Risk Assessment Policy).

The school will undertake an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the school's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise, and implement control measures necessary to reduce the risk to the level required by law.

General, or Classroom, Risk Assessments are completed each year by the main user of the room. These are now completed on Google forms.

Specific risk assessments will also be undertaken in relation to certain subjects or activities. These risk assessments will be completed by the member of staff who has the direct responsibility for the activity such as Food and Nutrition. Other specific risk assessments that are performed include personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, and asbestos at work and fire safety. Examples of these risk assessments can be found in the Risk Assessment Policy

Specific risk assessments will also be conducted for the use of higher risk areas, such as gymnasia, machinery, laboratories, and workshops.

Risk assessments will be conducted, as required, for new and / or expectant mothers, employees aged under 18 and night workers.

Risk assessments are the overall responsibility of the Bursar who will be responsible for ensuring the action required is implemented.

Risk assessments will be reviewed as part of the health and safety programme or when the activity changes, whichever is soonest.

Health & Safety Committee

The School's Health and Safety Committee meets termly and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will support these meetings and attend when possible. The other members of the Committee will be:

- Senior School Deputy Headteacher
- Administrator
- Junior School Senior Teacher representing JS staff
- Head of Faculty - representing DT and F&N
- Head of Science
- Head of PE
- Caretakers

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations.
- monitor the effectiveness of health and safety within the school.
- review accidents and near misses and discuss preventative measures.

- review and update risk assessments.
- discuss training requirements.
- monitor the implementation of professional advice.
- review the safety policy guidance and updating it.
- assist in the development of safety rules and safe systems of work.
- monitor communication and publicity relating to health and safety in the workplace.
- encourage suggestions and reporting of defects by all members of staff.

Policy Review

This policy will be regularly revised by the Bursar as necessary (at least once per year). In conducting the policy reviews, due regard will be given to the following:

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment, and processes, together with effective control measures and training for employees.

If appropriate, the Bursar will consider the risk to safety involved in:

- dealing with physical, chemical, and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material
- contractors in school
- vehicle movements within the school grounds.
- workplace arrangements, including housekeeping
- school trips
- visits to centres licensed by the Adventure Activity Licensing Authority
- work experience arrangements
- violence to staff
- school security
- stress management
- letting of school premises to outside bodies
- pupils with special needs, ie, manual handling
- any other site-specific issue, eg, travelling between the school sites, etc

Organisation - A review of the school's organisation including changes to ensure that responsibilities for Health and Safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - Job specifications will contain safety requirements as appropriate and instructions highlighting Health and Safety responsibilities. Regular safety audits will be carried out and a safety report completed each term. These documents will form the basis for monitoring and reviewing the school's performance, to ensure that a credible standard of Health and Safety is achieved. The school will act on any lessons learned from its audits, investigations, and inspections to constantly improve its practices.

Health & Safety Management

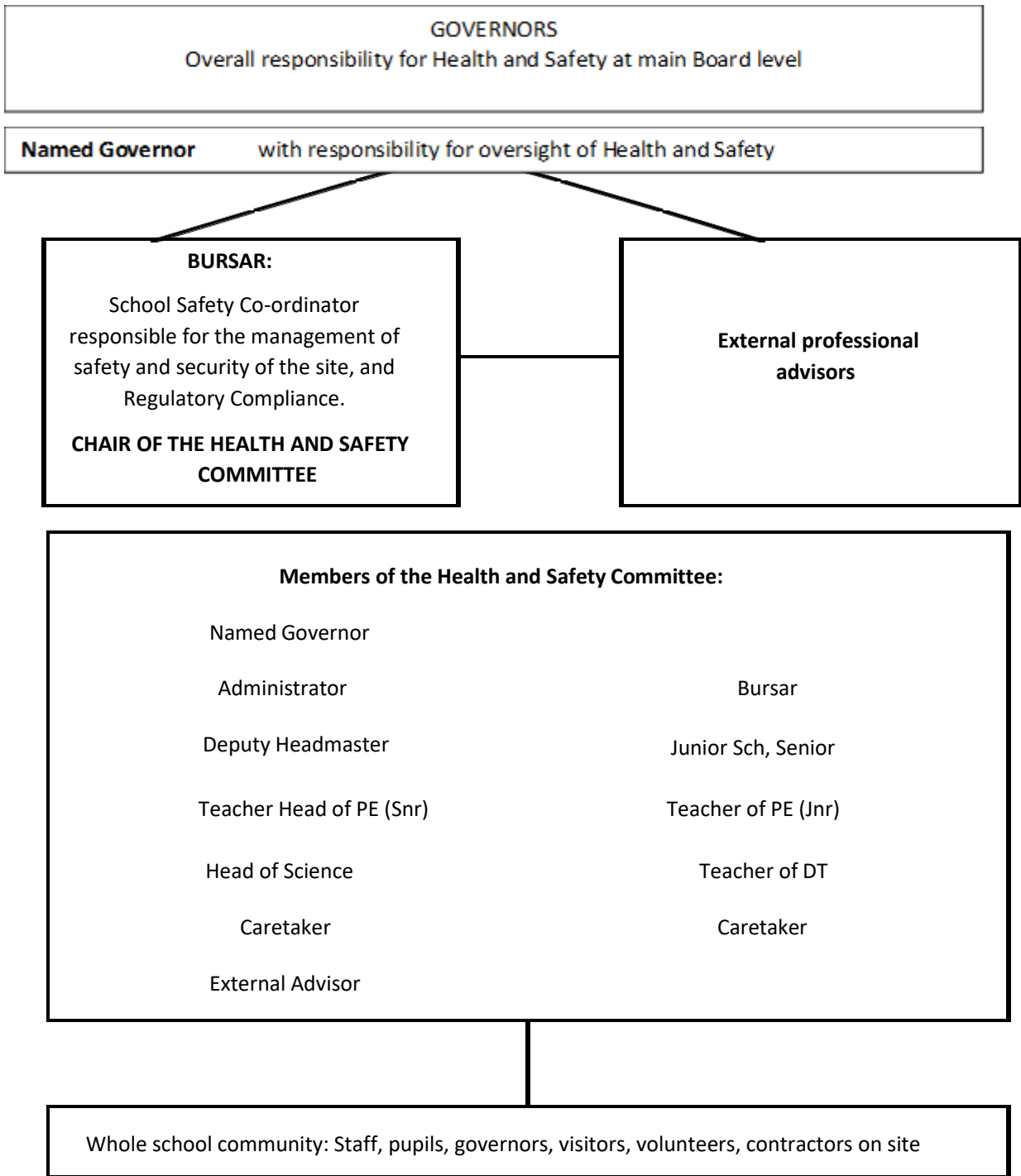
The Bursar has day to day delegated responsibility for the Health & Safety of the school with direct reporting to the Headteacher and Chair of Governors.

To facilitate the management and review of the school's Health & Safety systems and controls the Bursar has broken down this General Policy into several subcategories, many of which will have a separate policy or risk assessment. These policies provide more detailed information on the control measures of each specific area along with evidence of testing and review procedures. The subcategories listed below are not an exhaustive list but do form the main sub sections that support the overall Health and Safety Policy.

- Accident Reporting
- Asbestos Management
- COSHH Assessments
- Emergency Policy & Plan
- Fire Safety
- First Aid
- Gas Safety
- Legionella Control
- Manual Handling
- Off Site Trips
- Premises
- Work Equipment
- Working at Height
- Risk Assessment Policy

Approved by Governors October 2023

Organisational Chart for Health & Safety



To achieve the aims and objectives of the Health and Safety Policy, health & safety issues will be brought regularly to the attention of the Governors, the Senior Leadership Team and staff during meetings and briefings.

A copy of the policy will be given to all employees when they join the school.