



## Health & Safety Policy

Ref: **LP-HW-001**

Version: **9.0**

Date: **24<sup>th</sup> August 2024**

Document Owner: **Paul Kershaw (H&S/Compliance Manager)**

Description: This policy outlines the School's approach to managing Health & Safety.

### OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- *To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

Lingfield College is fully committed to meeting its responsibilities under the **Health and Safety At Work, etc Act 1974**, the **Management of Health and Safety at Work Regulations 1999** (as amended) and associated protective legislation.

Our **statement of general policy** is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to maintain safe and healthy working conditions;
- to consult with our staff on matters affecting their health and safety;
- to provide information, instruction, training and supervision for staff and pupils;
- to provide and maintain safe plant and equipment;
- to ensure safe handling, storage, transport and use of substances;
- to prevent accidents and cases of work-related ill health;
- to provide clear instruction on action to take in the event of fires and other potential emergencies;
- to provide arrangements that recognise our responsibilities to the pupils, visitors, contractors, parents, and members of the public who may be affected by our activities;
- to monitor health and safety performance and review and revise this policy as necessary at regular intervals.

Signed:

Dated:

**Chair of the Governing Body**



## 1.0 ROLES AND RESPONSIBILITIES:

The following responsibilities have been designated:

- 1.1 The **Governing Body** has overall responsibility for health and safety, and ultimate responsibility for ensuring Lingfield College fulfils its legal responsibilities.

The Governors will:

- provide leadership in health and safety across all areas and aspects of Lingfield College;
- set the health and safety policy;
- regularly monitor the policy's effectiveness, and review and amend it as necessary;
- ensure generic risk assessments, best practice and guidance is provided to the staff;
- regularly review health and safety performance at Lingfield College, ensuring lessons are learnt from any incidents;
- approve the health and safety audit programme, reviewing the results to ensure lessons are learnt;
- promote and develop a positive health and safety culture within Lingfield College.

- 1.2 The **Headmaster** has day-to-day responsibility for health and safety.

The Headmaster will:

- determine how best to delegate health and safety responsibilities;
- ensure that health and safety arrangements are maintained and reviewed whenever there is a change of operation.

- 1.3 The **Health and Safety Manager** (H&S Manager) will be responsible to the Headmaster for:

- the overall adherence of the school to this H&S Policy;
- the identification and implementation of appropriate strategies in support of this H&S Policy;
- being aware of how H&S in Lingfield College links to other school management areas;
- the review of H&S performance, assisted by an independent expert if required, and recommend action as appropriate;
- the management of H&S in the school;
- reviewing contractors regarding health and safety in accordance with Managing Contractors Policy (LP-GW-001);
- closely working with the Head of Estates and Facilities to ensure H&S and facilities management work together to meet the statutory requirements for H&S in the School;
- having the necessary knowledge, skills and ability to support the health and safety management system within Lingfield College;
- working to ensure the effectiveness of the policy, safety procedures and practices within Lingfield College;
- working closely with any health and safety consultants and support staff appointed, ensuring that any appointed are competent in accordance with legislative requirements;
- ensuring that all new and/or amended health and safety legislation is known and applied in a timely manner;
- advising and supporting management in their health and safety responsibilities;



- advising improvements to the Lingfield College health and safety management system;
- ensuring all necessary risk assessments are carried out;
- checking that risk control systems are in place, and regularly check that they are operating effectively;
- overseeing and reviewing incident investigations;
- reporting on health and safety matters to the Head of Finance and Resources, and as requested to the Headmaster or the Governing Body;
- in conjunction with HR, identifying employee health and safety training needs, and advising on suitable training programmes;
- liaising with the Lettings Manager to cover external organisations and individuals using the school to ensure they have a reasonable and appropriate level of health and safety awareness and understanding.

1.4 The **Deputy Heads/Heads of Departments** will be responsible to the Headmaster for:

- providing leadership in H&S for the departments under their control;
- ensuring their departments comply with the School's Health and Safety Policy;
- promote and support the development of a positive H&S culture in the school;
- ensuring staff in their departments understand the practical requirements of this policy and have the competence needed to meet its requirements;
- notifying the H&S Manager of any health and safety matters which they do not feel competent to deal with;
- encouraging and assisting in developing safety procedures;
- ensuring established rules and safe working practices are adhered to;
- ensure their staff carry out suitable and sufficient risk assessments for any school activity that requires one;
- ensuring all activities carried out by staff will not create a risk or hazard to themselves, the pupils, visitors, or member of the public.

1.5 The **HR Manager** will be responsible to the Headmaster for:

- working with the H&S Manager to integrate the HR and H&S approach and policies where they overlap;
- ensuring all new staff receive a copy of this policy, and attend an induction session on H&S;
- liaising with all new staff, and those changing jobs, in respect of their capability regarding health and safety and liaising with the H&S Manager to ensure any training needs are met.

1.6 The **Lettings Manager** and the Property Lettings Co-ordinator will be responsible to the Headmaster for ensuring that:

- the school buildings and/or grounds being hired are suitable for the intended use;
- an adequate H&S risk assessment is in place from the Hirer;
- the Hirer has returned a signed sheet confirming they have read, and will abide by, the H&S information pack given with the lettings confirmation;
- all electrical equipment bought onto the school site has evidence of PAT testing where required;



- emergency contacts are available to assist the Hirer should anything go wrong.

**1.7 All *staff* must:**

- co-operate with supervisors and managers on health and safety matters;
- refrain from interfering with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy).

## **2.0 ARRANGEMENTS AND PROCEDURES**

The following arrangements and procedures shall be put in place to ensure the health and safety of all staff, and others, whilst at work and as affected by working activities.

**2.1** There is a series of Health and Safety Policies which were developed from this main policy. They include:

- Lone Working (LP-HW-003);
- Manual Handling (LP-HW-006);
- Off Site Visits – School Trip Procedure (SP-HW-011) and Educational Visits (LP-CW-009);
- Slips, Trips and Falls (LP-HW-005);
- Violence at Work (LP-HW-009);
- Working at Height (LP-HW-007).

For detail and further relevant policies see the sections below.

**2.2 Risk Assessments**

- All premises and activities (onsite and offsite) of the school will be subject to risk assessments in accordance with the School's Risk Assessment Policy (LP-HW-004) and the Educational Visits Policy (LP-CW-009);
- The risk assessments will be carried out by the staff who have responsibility for the areas and activities, supported by the H&S Manager. Any action needed to control the risks will be identified and completed by the responsible staff member, ensuring all relevant internal approvals are obtained before the controls are implemented.
- Any contractors working on the school site will be responsible for creating their own risk assessments and safe systems of work, which will be passed to the Head of Estates and Facilities for review and acceptance before the contractors start work– see also para 2.9 below.
- The H&S Manager will be responsible for checking that the controls are implemented as planned. The H&S Manager and the responsible staff member will be responsible for checking and ensuring the controls mitigate the risk as planned.
- The H&S Manager will use the risk assessments, checks and any audits carried out to report, and provide assurance to, the Headmaster and the Governing Body through the H&S Nominated Governor on the H&S performance of the school.
- The school risk assessments are formally reviewed by the H&S Manager at least once per year.



### 2.3 Consultations with staff

- Consultations will take place directly with staff to discuss matters of health and safety.
- A H&S Committee including staff representation, meets every term.
- Staff will be encouraged to talk to the H&S Manager, the Head of Finance and Resources and the Headmaster about anything affecting health and safety in the school, and any potential hazards and dangerous occurrences they may be concerned about.

### 2.4 Safe plant & equipment

- All equipment used within the classrooms and as part of the lessons is the responsibility of the teaching staff. They will create a suitable maintenance schedule and arrange for it to be carried out in a timely manner through the 'Every Maintenance System.' Any problems with the equipment should be reported to the Head of Department for resolution. The Heads of Departments are responsible for ensuring that all equipment meets the relevant health and safety standards before purchase.
- All other plant and equipment is the responsibility of the Head of Estates & Facilities – see section on Maintenance below. The Head of Estates & Facilities is responsible for ensuring that all equipment meets the relevant health and safety standards before purchase.

### 2.5 Safe handling & use of substances

- The H&S Manager is responsible for creating and maintaining a central register of all substances used in the school that need COSHH (Control of Substances Hazardous to Health) assessments, together with their location on site. A copy of this central register will be kept with the Fire Emergency Plan, so it is available to emergency services in the event of an incident.
- Anyone within the school who uses a substance covered by the COSHH legislation will be responsible for:
  - informing the H&S Manager of its use and location on site;
  - carrying out a full COSHH assessment and keeping adequate records;
  - informing all relevant staff (including first aiders) about the assessments;
  - ensuring any substance can be used safely before purchase.
- The H&S Manager is responsible for ensuring all staff are reminded about their responsibilities under the COSHH regulations, and under this policy, through email reminders or comments included in the annual staff Inset Day H&S presentation.
- The H&S Manager is responsible for checking that all actions under COSHH are carried out. The COSHH assessments will be reviewed as part of the risk assessment review at least once per year.

### 2.6 Information, instruction, supervision and training

- A current health and safety poster and copy of Employer's Liability Insurance is displayed in the staff rooms of both the Prep and Senior schools and Le Clerc.
- Health and safety advice is available from the H&S Manager, Paul Kershaw on extension 257, or the Head of Finance and Resources, Angela Brassett, on 383.
- The H&S Manager will ensure that all staff are given relevant health and safety information and receive all appropriate health and safety training. Training records will be kept by the Facilities Assistant;



## 2.7 Accidents, first aid & work-related ill health

- First aid boxes are kept:
  - Prep School – in the Secretary's office, PE department, Maintenance 'Chop Shop,' and around the school;
  - Senior School – in the School Office, PE department, Library, in each of the science laboratories and the 6<sup>th</sup> Form block.
- There are a minimum of 2 appointed first aiders on each site. The Prep School first aiders are supported by several Paediatric First Aid trained staff. In addition, members of the maintenance team are trained in Emergency First Aid at Work with one trained to the higher First Aid at Work qualification. A First Aid Needs Assessment is completed each year (SP-PW-031) by the H&S Manager.
- Relevant COSHH information has been made available to the appointed first aiders.
- All incidents, accidents and cases of work-related ill health are recorded in site accident MS Forms which are kept by the school secretaries in the school offices on each site and forwarded to the H&S Manager for review, investigation, trend analysis and action.
- Three Automated External Defibrillators are positioned around the school – Prep School office, Senior School office and by the Pavilion on the playing fields – see the Use of AEDs (Automatic External Defibrillators) Policy (LP-HW-010).
- The H&S Manager must be informed immediately of any reportable accidents that occur as she is responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as clarified by the Health and Safety Executive's (HSE) Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences) – Education Information Sheet Number 1 (Revision 3).
- Relevant staff health surveillance will be put in place as required, and determined, by the HR Manager in conjunction with the H&S Manager – see the Occupational Health Policy (LP-RW-004).

## 2.8 Monitoring

- To ensure the school's safe working practices are being followed, and the provision of reasonable working conditions are met, the H&S Manager will conduct throughout the year a series of audits, spot checks and inspections. Both active and reactive monitoring methods will be used. The results of these will be discussed with the member of staff concerned, and form part of the quarterly Health and Safety Dashboard to the H&S Nominated Governor.
- The H&S Manager conducts walk around site inspections, rotating the buildings/grounds that are checked each time. A checklist is completed for each day (1 for each site) which are stored in a file in H&S Manager's office. Anything noticed/recorded is followed up.
- Once a term the Head of Estates and Facilities and the Head of Prep School conduct whole school site Health and Safety walk arounds.
- The H&S Manager will investigate accidents and work-related causes of sickness absences.
- The Headmaster is responsible for acting on investigation findings to prevent a recurrence.



## 2.9 Emergency procedures

- The H&S Manager is responsible for completing an annual fire risk assessment for the whole school, and that a fire policy is created, implemented, and maintained. See the following policies: Fire Policy (LP-HW-002), Fire Emergency Plan (SP-MW-050).
- The Head of Estates & Facilities is responsible for ensuring the fire alarm, fire extinguishers and emergency lighting are maintained and tested in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- The full emergency evacuation will be tested every term on both sites. The test will be arranged, and its results recorded by the H&S Manager and stored on SharePoint and on the 'Every' system.

## 2.10 Premises and grounds safety and security

- A comprehensive child protection policy (the Safeguarding Policy LP-PW-034) is implemented, reviewed, and updated, as necessary.
- The Head of Estates & Facilities is responsible for the security of the sites and oversees the locking and unlocking of the gates and buildings. Staff should be aware of the school's security arrangements and report anything of suspicion to the Head of Estates & Facilities and/or Head of Prep, Deputy Heads or the Headmaster – see the Security Policy (LP-MW-013).
- The Head of Estates and Facilities is responsible for the safe movement of traffic on the sites – see the Site Traffic Management Plan (SP-EW-022).
- The Head of Estates & Facilities controls the majority of the school's contractors and will ensure they all operate to a recognised health and safety standard – see the Managing Contractors Policy (LP-GW-001).
- Contractors are also bought in by other commissioning staff. Such staff will be given the Contractor Checklist from the Managing Contractors Policy which specifies responsibility for all contractors being DBS checked (or risk assessed for supervision), giving visitor information leaflet when they arrive at School and checking the Contractor's health and safety operating



methods and risk assessments for the work to be undertaken. The H&S Manager will be available to help and advise staff in how they manage their contractors.

- A process for visitors is in place, which is easy to understand and follow by visitors, and is known by all staff – see Visitors Policy LP-MW-043 and the ID Cards and Lanyards Policy (LP-MW-045).

## **2.11 Maintenance**

- In addition to the section above on Safe Plant and Equipment, the Head of Estates & Facilities is responsible for the maintenance of the buildings and grounds.
- The Head of Estates & Facilities will create a suitable maintenance schedule and arrange for all maintenance to be carried out in a timely manner. Any problems or concerns should be reported to the Head of Estates & Facilities for resolution.
- Specialist areas of maintenance such as asbestos management and Legionnaire's Disease is covered by external specialist contractors – for full details see the Health and Safety Management Manual and maintenance records on the 'Every Maintenance System.'
- The performance of timely maintenance activities is reported on the quarterly Health and Safety Dashboard to the Nominated H&S Governor.
- The Head of Estates and Facilities is consulted on the maintenance implications of any new builds or building enhancements.

## **3.0 Review**

This H&S Policy will continue in force unless and until it is amended and re-issued. This policy will be reviewed annually.

Last reviewed August 2024

Next review due August 2025