



Health & Safety Policy

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Document Owner: **Jay Barnes (Head of Estates & Facilities)**

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

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

Lingfield College, incorporating Lingfield College Nursery, Lingfield College Prep and Lingfield College Sixth Form (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 employees on matters affecting their health and safety;
- to provide information, instruction, training and supervision for employees 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; and
- to monitor health and safety performance and review and revise this policy as necessary at regular intervals.

Signed:
Chairman of the Governing Body

Dated:



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 employees;
- 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 Head of Estates & Facilities acting in his role of **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;
- making himself aware of how H&S in Lingfield College links to other school management areas;
- the review of H&S performance, assisted by the H&S Officers or an independent expert if required, and recommend action as appropriate;
- the overseeing of the work of the H&S Officers, and day to day management of H&S in the school;
- reviewing contractors with regard to health and safety in accordance with Managing Contractors Policy (LP-EW-002);

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

- 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 H&S Manager, 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.

1.5 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 Lingfield College's Health and Safety Policy;
- promote and support the development of a positive H&S culture in the school;
- ensuring employees in their departments understand the practical requirements of this policy and have the competence needed to meet its requirements;
- notifying the H&S Officer 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 employees will not create a risk or hazard to themselves, the pupils or visitors or member of the public.

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

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

1.7 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.

1.8 All **employees** have to:

- 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 employees, and others, whilst at work and as affected by working activities.

2.1 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 employees who have responsibility for the areas and activities, supported by the H&S officer. Any action needed to control the risks will be identified and completed by the responsible employee, ensuring all relevant internal approvals are obtained before the controls are implemented.
- The H&S Officer will be responsible for checking that the controls are implemented as planned. The H&S Officer and the responsible employee will be responsible for checking and ensuring the controls mitigate the risk as planned.
- The H&S Officer, in conjunction with 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 on the H&S performance of the school.
- The risk assessments will be formally reviewed by the H&S Officer at least once per year.

2.2 Consultations with employees

- Consultations will take place directly with employees to discuss matters of health and safety;
- Employees will be encouraged to talk to the H&S Officer, H&S Manager and the Headmaster about anything affecting health and safety in the school, and any potential hazards and dangerous occurrences they may be concerned about.



2.3 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. 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. 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. The Head of Estates & Facilities is responsible for ensuring that all equipment meets the relevant health and safety standards before purchase.

2.4 Safe handling & use of substances

- The H&S Officer 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 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 Officer of its use and location on site;
 - carrying out a full COSHH assessment and keeping adequate records;
 - informing all relevant employees (including first aiders) about the assessments;
 - ensuring any substance can be used safely before purchase.
- The H&S Officer 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.

2.5 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.
- Health and safety advice is available from the H&S Officer, Jenna Wells on extension 257, Facilities Assistant Maxine Cornish on extension 211 or the H&S Manager, Jay Barnes, on 07792 225241 .
- The H&S Officer will ensure that all employees are given relevant health and safety information, and receive all appropriate health and safety training. Training records will be kept by the Facilities Assistant;
- Performance Standards have been created to cover:
 - Educational Trips [NDPS 001]
 - Risk Assessments [NDPS 002]
 - Accidents, First Aid and work related ill health [NDPS 003]
 - Monitoring and reporting [NDPS 004]

These Performance Standards clearly identify what should be done by whom, and form the basis of the health and safety performance measurement.



- A series of guidance leaflets have been produced to help staff meet their health and safety obligations. Further leaflets will be published as and when they are required.
- All standards, guidance and information relating to health and safety are included in the Lingfield College Health and Safety Manual stored on the system's common drive.

2.6 Accidents, first aid & work-related ill health

- First aid boxes are kept:
 - Prep School – in the Secretary's office
 - Senior School – in the School Office, Library, PE Department, in each of the science laboratories and the 6th Form block.
- There are 2 appointed first aiders on each site. The Prep School first aiders are supported by a number of 'Emergency Life Support' trained and 'Early Years' trained staff. In addition a member of the maintenance staff is trained in basic first aid.
- 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 'books' which are kept by the school secretaries in the school offices on each site. The defined process for capturing and reporting any incident is contained in the performance standard NDPS 003.
- The H&S Officer must be informed immediately of any reportable accidents that occur as he is responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive (HSE).
- Relevant staff health surveillance will be put in place as required, and determined by the HR Manager.

2.7 Monitoring

- To ensure the school's safe working practices are being followed, and the provision of reasonable working conditions are met, the H&S Officer 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 report to the Headmaster and Governing Body.
- The H&S Manager or H&S Officer will investigate accidents and work related causes of sickness absences.
- The Headmaster is responsible for acting on investigation findings to prevent a recurrence.

2.8 Emergency procedures

- The H&S Manager is responsible for ensuring a competent person undertakes the fire assessment, and that a fire policy is created, implemented and maintained.
- Departmental Heads are responsible for checking escape routes every day.
- The Head of Estates & Facilities is responsible for ensuring the fire alarm and fire extinguishers are maintained and tested in accordance with the manufacturers' instructions.
- The full emergency evacuation will be tested every term on both sites. The test will be arranged and its results recorded by the Head of Estates & Facilities.

2.9 Premises and grounds security and maintenance

- 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 overall 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 Headmaster.
- The Head of Estates & Facilities controls the school's contractors, and will ensure they all operate to a recognised health and safety standard.
- A process for visitors is in place, which is easy to understand and follow by visitors, and is known by all staff.
- The Head of Estates & Facilities is responsible for the maintenance of the buildings and grounds, and safe movement of traffic on the sites. 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.

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 every year.

Last reviewed September 2018

Next review due September 2019