

BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

WHOLE SCHOOL POLICY FOR HEALTH AND SAFETY

SCOPE: This policy is applicable to all employees, volunteers, pupils, parents, contractors and visitors around the Bridgewater School site. This policy includes all pupils, staff and parents at the school's Early and Late/Homework Clubs.

The governors of Bridgewater School fully recognise their collective responsibility for providing, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The school is committed to promoting the welfare of all in our community so that effective learning can take place.

The governors of Bridgewater School have appointed a governor with responsibility for overseeing health and safety as part of their responsibilities.

Day-to-day responsibility for the operation of health and safety at the school is delegated to the Headmistress. However, the governors, have specified that that the school should adopt the following framework for managing health and safety:

- The governor with responsibility for H&S undertakes an annual audit of H&S procedures (including Risk) and reports accordingly to the full Governing Body.
- The governor overseeing health and safety is invited to attend the meetings of the school's health and safety committee and receives copies of all relevant paperwork.
- An update on H& S matters is presented at each full Governor's Meeting together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges a hygiene programme incorporating daily, weekly and termly cleaning plans and equipment checks. These are recorded within the Safer Food, Better Business manual supplied by the Food Standards Agency.
- The school has fire risk assessments carried out every two years by an external company .These are reviewed by the Site Manager every year for progress on

completion of items in the action plan. They are updated every two years or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Bursar should review this risk assessment every time it is amended and submit a report to H&S Committee.

- The fire alarms are tested weekly. In addition, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested by a qualified contractor bi-annually.
- Engineers monitor and service the school's plant equipment including boilers and hoists at least annually with the lifts being serviced quarterly.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's insurance company provide an external health and safety audit which reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the H&S Committee.
- The school instructs an external contractor to undertake a risk assessment for legionella, every three years.
- 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 and Site Manager are also responsible for the maintenance of the asbestos management plan. The Site Manager is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school has a comprehensive procedure in place for the training and induction of new staff in health and safety related issues.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the headmistress, the bursar and other members of the Senior Management Team in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

Copies of this policy can be found on the school's shared drive with hard copies in all staff communal areas including Prep and Senior Staff rooms, the kitchen, office and maintenance rooms. All staff will be advised as and when it is reviewed, added to or modified.

Details of the organisation and arrangements for carrying out the policy are to be found in the appendix.

Reviewed by the Governor responsible for H & S, Headmistress and Senior Management Team – March 2022

Signed

Governor responsible for H&S

Date

Appendix 1

Organisation and Arrangements

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy.

1. Board of governors ("The Board")

The Board has overall collective responsibility for health and safety within the school. It has a responsibility to ensure that health and safety issues are considered and addressed and that the policy is implemented effectively throughout the school. It will also make adequate resources available to enable legal obligations in respect of health and safety to be met. The Board will ensure that the school Site Manager is appropriately qualified and, where appropriate, advice from a qualified, relevant expert will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. At present the School Site Manager has a NEBOSH (National Examination Board in Occupational Safety and Health) qualification.

2. Headmistress

The Headmistress will assist the Board in directing the overall management and development of the Policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the school.

The Headmistress will have day to day management responsibility for ensuring that arrangements are in place for:

- The Communicable Diseases Policy
- Education Visits
- New & Expectant Mothers
- Risk Assessments
- Staff Induction
- Violence or Aggression
- Welfare of Staff & Workplace Environment

3. Bursar

The Bursar will have day to day management responsibility for ensuring that arrangements are in place for:

- Accident & Incident Reporting including Slips, Trips & Falls
- Administration of Medication
- Competence & Training
- Consultation on H&S Matters
- Disabled Workers
- Driving for Work
- Emergencies
- Fire safety

- First Aid
- Food Safety
- Occupational Health
- Registration, Control & Protection of the Public or Visitors
- Safety and security
- Smoking
- Waste disposal, controlled and otherwise.
- Water quality

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School.

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Headmistress on maintenance requirements
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the School and raising concerns with the Headmistress
- Compliance with the Construction (Design and Management) Regulations 2015.
- Chairing the School Health and Safety Committee
- Liaising with the external health and safety specialists on producing an annual report on the arrangements for health and safety across the site.
- Ensuring the Risk and Asbestos registers are up to date.

4. Site Manager

The Site Manager will have day to day management responsibility for ensuring that arrangements are in place for:

- Appropriate pest control measures.
- Managing the asbestos across the site.
- Building maintenance
- Building security
- The control of contractors
- The control of hazardous substances for grounds maintenance activities
- Good standards of housekeeping, including drains, gutters etc.
- Gym & sports Equipment
- The management of hot work permits
- Ensuring the school is compliant in relation to the Legionella policy.
- Lone working and remote working
- The maintenance of school vehicles
- Manual handling
- Noise & vibration across the site
- Personal protective equipment
- Play or sports equipment
- Control of risky areas across the site , including the prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Safety around hot water & hot surfaces
- Safety signs and signals
- Site traffic movements
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, and asbestos

- Winter conditions
- Work equipment & machinery
- Working at height
- Workplace transport

5. School Health and Safety Committee

The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will be invited to attend these meetings. The other members of the Committee are:

The curriculum and/or pastoral deputy head

The Head of D&T

The Head of science

The Head of PE

The Site Manager

The Catering Manager

The Lab Technician

A member of the Prep staff

Where a member of the committee is unable to attend, a deputy will be sent.

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 work place;
- Encourage suggestions and reporting of defects by all members of staff.
- Continually review the risk register.

6. Heads of Department (Form Teachers in Prep/ Deputy Heads)

The Heads of Department, Form Teachers in prep and Deputy Heads will ensure that arrangements are in place for 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, which are incorporated into the school's Risk Register.

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

7. Catering Manager

The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department.

The Catering Manager will have day to day management responsibility for ensuring that arrangements are in place for:

- To oversee food production including menu planning, food preparation, portion control, presentation and service to the highest standards including planning and supervising the preparation and cooking of meals.
- To ensure all catering operations are conducted according to appropriate food safety policies and procedures.
- To ensure the highest standards of hygiene across the kitchen and canteen in line with safety procedures.

8. Laboratory Technician

The Lab Technician will have day to day management responsibility for ensuring that arrangements are in place for:

- Reviewing the accident book and reporting notifiable accidents to the Health & Safety Executive/Riddor.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- COSHH in the Science Department

9. Radiation Protection Supervisor

The Physics teacher is the school's radiation protection supervisor (RPS). The RPS is responsible for liaison with the radiation protection advisor of Radiation Protection Services Ltd for ensuring compliance with the Ionising Radiation Regulations 1999 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.

10. Staff

The co-operation of all staff is essential to the success of the policy and the school requests that staff should notify their Head of Department / Bursar of any health and safety issue which they notice and of any suggestions they wish to make regarding health and safety.

Staff are required to:-

- Follow the Policy;
- Take reasonable care for the health and safety of themselves and others who may be affected both inside and outside the classroom.
- Adhere to the sun safety policy.
- Follow procedure and policy when organising a trip and or visit.

- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- Make proper use of anything provided in the interests of their health and safety such as protective equipment.

11. Children and Young People at Work

We do not employ persons under the age of 18, however, we do allow work experience placements and allow children to come into the workplace with their parents.

Where young people/children (children are those below the minimum school leaving age) are involved in work experience/are employed, we ensure that we comply with applicable employment and working hours legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment. See Appendix 3.

There are certain tasks which we do not allow young workers to carry out involving exposure to hazardous substances or radiation, the use of dangerous machinery, construction work and work involving hazardous exposure to noise or vibration.

In the case of employment/work experience of children, we comply with legislation and local byelaws placing restrictions on the type of work permitted and ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

Appendix 2

In order to exercise the responsibilities contained within this policy the following policies and procedures are in place:			
	<u>Item</u>	<u>Detail</u>	<u>Who</u>
1	Accident and Incident Reporting including Slips, Trips & Falls	Accidents and Incidents are reported in the Accident Book which is reviewed weekly.	All
		Where appropriate accidents are reported to RIDDOR	Lab Technician
2	Asbestos	Asbestos Policy and Management Plan (62)	Site Manager
3	Building Maintenance	Records/Procedures kept in the Site Manager's office	Site Manager
4	Children and Young People	Statement within the H&S Organisation & Arrangements	All
5	Communicable Diseases	Communicable Diseases Policy (11)	All
6	Competence & Training	Records kept on staff files, locked in the Bursar office and Site Manager	Bursar/ Site Manager
7	Consultation on H&S matters	Records/Procedures kept in the Site Manager's office	Site Manager
8	Control of Contractors	Contractors Induction Sheet	Site Manager
		Contractor Handbook	Site Manager
9	Disabled Workers	Disability and Equal Access Policy (1)	All
10	Display Screen Equipment	DSE Policy (80)	All
11	Driving for Work	Own use Policy - Insurance	Bursar Office
		Driving at Work Policy (85)	All
12	Educational Visits	Educational H&S Policy - Seniors (22)	Senior Staff
		Educational H&S Policy - Prep (21)	Prep Staff
13	Electrical Safety	Records of 5 Year Testing	Site Manager
		PAT testing Records	Site Manager
14	Fire Safety	Whole School Fire Risk Policy (27)	Site Manager
		Termly Evacuation Practice	All
		Weekly Tests on all fire alarms and longer term testing of all fire equipment	Site Manager
		Fire Risk Assessment	Site Manager

		Fire Training Records for Staff	Bursar's Office
		Evacuation Route Diagram	Backs of doors
15	First Aid	First Aid Policy (28)	All
16	Food Safety	Records/Procedures kept in the Catering Manager's office	Catering Manager
17	Hazardous Substances	Departments keep records of all hazardous substances. They are stored appropriately	Lab Technician/Site Manager/DT
		A Plan showing their location is available to emergency services (risky areas)	Bursar
		COSHH training	Lab Technician/Site Manager
		COSHH Policy (14)	All
		Risky Areas Plan	Bursar's Office
18	Health & Safety Emergencies	Health & Safety posters located in key areas (office and staff rooms) These provide 2 contacts for Health & Safety Emergencies	All
		During Term Time the SMT & Site Staff are available to deal with any health & safety welfare issues that arise in school or on educational trips.	SMT/Site Staff
		Whole School Fire Risk Policy (27)	All
		Disaster Recovery Plan (18)	All
19	Hot Work Permit	Hot Work Permit Policy (66)	Site Manager
20	Legionnaires Disease	Policy for preventing / controlling risk of Legionnaires Policy (64)	Site Manager
21	Lone Working or Remote Working	Lone Working Policy (37)	All
		Man Safe System	Site Manager
22	Manual Handling	Site staff are trained in manual handling	Site Manager
		All staff are advised to ask site staff to move heavy items	All
		Manual Handling Policy (39)	All
23	Medication Control	Administration of Medication Policy (3)	All
		Prep Log	Prep Staff
		Senior Log	Office

24	Monitoring H&S Performance	Audit & Review by Insurance Assessor	Site Manager/Bursar
25	New & Expectant Mothers	Policy	All
26	Noise & Vibration	Details within Risk Assessments	Site Manager
27	Occupational Health including Stress	Sickness Policy	All
		Self Certification Form	All
		Staff Handbook	All
28	Personal Protective Equipment	Records/Procedures kept in the Site Manager's office/Lab and DT	Lab Technician/Site Manager/DT
		Workwear request /supply forms	Site Manager
29	Gym or Sports Equipment	Records/Procedures kept in the Site Manager's office	Site Manager
30	Pressure Systems	Records/Procedures kept in the Site Manager's office	Site Manager
31	Registration , Control and Protection of the Public or Visitors	Inventory Signing In System	Office Reception
		Visitor Leaflet	Office Reception
		Whole School Site Map incl Evacuation Procedures	Office Reception
32	Risk Assessment	Whole School Policy for Risk Assessments (67)	All
		Risk Assessment Training Guide	Bursar's Office
		Risks Assessments - Whole School	Site Manager/Shared Drive
33	Safe Hot Water & Hot Surfaces	Managing Risk from Hot Water & Surfaces Policy (63)	Site Manager
34	Safety Signs and Signals	Across the whole school as appropriate	Site Manager
35	Smoking	Staff Handbook	All
		Signage across Site	All
36	Sun Safety	Sun Safety Policy (56)	All
37	Violence or Aggression	Staff Code of Conduct (10)	All

		Parent Code of Conduct (9a)	All
		Safeguarding Policy (50)	All
		Anti - Racism Policy (6a)	All
		Anti-bullying Policy (6)	All
38	Welfare of Staff & Workplace Environment	Staff Induction Policy (70) and (70a)	All
39	Winter Conditions	Risk Assessments	Site Manager
		Daily Grounds Check	Site Manager
		Site Weekly Inspection Check	Site Manager
40	Work at Height	Records/Procedures kept in the Site Manager's office	Site Manager
41	Work Equipment & Machinery	Routine Service Checks & Records	Site Manager
42	Work Experience Placements	Statement within the H&S Organisation & Arrangements	All
43	Workplace Transport	Driving at Work Policy (85)	All

Policies listed above can be found in the shared drive with hard copies in the red files in communal areas.



Appendix 3

Risk Assessment Form for Employment of Young Persons

Under health and safety law, you must assess the risks to young people under 18 years old, before they start work / work experience and tell them what the risks are. An employer must assess the risk of a person's ability and should take into account:

- Inexperience
- Lack of awareness of risk
- Immaturity
- Layout of working area
- Form, range and use of equipment
- Manual handling
- Exposure to biological or chemical agents
- Exposure to heat, noise and vibration
- Extent of training required.

Name of employee / work placement	
Risk assessment completed by	
Job title	
Signature	
Date completed	
Who will be responsible for the health, safety and welfare of the above employee while they are in the workplace?	

Use the following table to ascertain any of the listed hazards / factors present in the workplace.

If any of the following are ticked **YES**, please provide details of what precautions and countermeasures are in place to prevent the above young person coming into contact / being exposed to these.

Hazard / Factors	NO	YES	Countermeasures / Precautions taken
Verbal abuse and / or aggression			
Manual handling			
Extreme temperatures			
Noise			
Vibration			
Ionising radiation			
High voltage electricity			
Machinery			
Hazardous substances			
Biological agents e.g. Rubella, HIV, Tuberculosis			
Could any task be reasonably considered to be beyond a young person or volunteer's physical or psychological capacity? E.g. through mental or physical fatigue?			
Are there are risks in the workplace with could pose a threat to an individual's health and safety due to their lack of awareness, or their immaturity (if a student)? E.g. violence			
Are there are arrangements for protective clothing if necessary?			
Are there arrangements for special health and safety training if necessary?			
Will the individual be required to use any equipment? If yes, ensure that they can physically use the equipment and they receive proper training			
Have you taken all necessary, reasonable and practical steps to ensure that young persons are not exposed to any work that could adversely affect their health and safety?			
Is the workplace safe for the individual to be in?			
Are there any other factors which might adversely affect the health and safety of the young person?			