



ORWELL PARK SCHOOL
Nacton, Ipswich IP10 0ER

Health, Safety and Welfare Policy

Date: April 2016

Status: Approved

Review Date: April 2017

Health, Safety and Welfare Policy Statement of Intent

This Health, Safety and Welfare Policy statement and the following full policy was approved by the Governing Body on the date below and shows the expected standards and commitment to health, safety and welfare required throughout the whole of Orwell Park School.

The Headmaster and Head of the Pre-Prep have ultimate responsibility for ensuring the implementation of this policy within their respective areas. However, health, safety and welfare are the responsibility of all employees and as such all Orwell Park employees have an important part to play in the successful implementation of this policy.

The Senior Management Team, Heads of Departments, and Support Staff Line Managers are responsible for implementing this policy within their area of activity. Every employee of Orwell Park School must comply with this policy and co-operate with colleagues to achieve the highest standards of health, safety and welfare possible.

Responsibilities of employees are outlined in the main policy document but the detailed arrangements for carrying out the policy are included in other policies and documents which the School has put in place as part of its management of health, safety and welfare.

This Policy is required under the Health and Safety at Work etc Act 1974. Employees are reminded that they have duties under the Act, and regulations made under it and breach of these duties could lead to prosecution of the Governors as the employers or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

Signed:

Chairman of Governors

Date:

Signed:

Headmaster

Date:

1. Aims

- 1.1 The Governors of Orwell Park School will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.
- 1.2 The Governing Body will ensure, so far as is reasonably practicable, that the health, safety and welfare of students and other non-employees who may be affected by its work activities is not endangered.
- 1.3 The responsibility for implementing this policy lies directly and personally with line management from the Headmaster and Pre-Prep Coordinator, Senior Management Team, through Heads of Departments, Support Staff Line Managers and every employee.

2. Objectives:

To implement the policy the Governors' objectives are:

- 2.1 To ensure that all activities are being carried out safely, without risk to health, safety and welfare, so far as is reasonably practicable.
- 2.2 To ensure there are School policies and arrangements covering all activities and work carried out within Orwell Park School.
- 2.3 To ensure all employees are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities regarding health, safety and welfare.
- 2.4 To ensure that all new employees are aware of the School's Health, Safety and Welfare Policy and the required health, safety and welfare procedures and arrangements through induction training.
- 2.5 To ensure all visitors, contractors and suppliers of goods and services are informed of and comply with the relevant health, safety and welfare requirements of the School.
- 2.6 To ensure that there are clear procedures and arrangements for consultation with and the involvement and commitment of employees and their representatives.
- 2.7 To promote awareness of health, safety and welfare issues throughout the School.
- 2.8 To provide specialist professional support to managers on all health, safety and welfare matters.
- 2.9 To provide access to detailed health, safety and welfare information, which may be required about or resulting from UK legislation, Approved Codes of Practice, British Standards or other authoritative sources.
- 2.10 To provide access to detailed health, safety and welfare information, that may be required about substances, materials, articles, processes, plant and equipment used within Orwell Park School or during its activities.
- 2.11 To ensure suitable and sufficient assessments are carried out of the risks to health, safety and welfare of employees, pupils and others and that appropriate control measures have been put in place to reduce those risks as far as reasonably practicable to an acceptable level.

- 2.12 To keep this policy under review and revise it as required but as a minimum annually.
- 2.13 To monitor the implementation of the Health, Safety and Welfare Policy through audits, inspections and reports from the Headmaster and the School's Health and Safety Committee.

3. Organisation and Responsibilities

3. The Governing Body

The Governing Body will ensure that appropriate resources and time are allocated through the Headmaster, the Head of Pre-Prep and the School Bursar.

The Governing Body will monitor the implementation of the policy by requiring an annual report based on the monitoring checklist and reports and inspections as detailed in section 6.4. The recommendations from the report are to be presented to FAGP and will form the basis of the School's routine maintenance programme.

3.1 The Headmaster

The Headmaster of the School is accountable to the Governors for the implementation of this Health, Safety and Welfare Policy. The Board has delegated day to day responsibility for organising health and safety to the Headmaster who will in turn require detailed arrangements to be made by the School's Health and Safety Coordinator. The Headmaster will be responsible, in particular, for ensuring that:

- This Policy Statement and its arrangements are brought to the attention of all employees.
- Appropriate policies, procedures and arrangements are available for each work activity carried out in the School and that a copy of each relevant document is kept in the Bursar's office (or on the School extranet). Other copies are distributed to relevant employees and a record of distribution is maintained, updated and reviewed annually.
- Other health, safety and welfare information is communicated to relevant employees as required.
- Ensuring that appropriate Emergency and Disaster recovery procedures and arrangements are in place for the whole school, including who to contact, (see the School Disaster Recovery Plan and Appendix 2 of this policy).
- Adequate first aid procedures exist (including the provision of a School Nurse and sufficient trained first aiders and appointed persons), and that all employees are aware of those procedures and arrangements. This will also include Boarding accommodation and times when employees are present outside the normal School hours.
- Accidents are reported using the established School procedures including, where necessary, reporting to the Health and Safety Executive (HSE) under the RIDDOR requirements, and all accidents and incidents are investigated.

- A fire risk assessment has been completed by the retained fire consultant and reviewed annually, fire drills are carried out termly (including a night time practice for boarding) and a fire register is maintained.
- Health and Safety training needs for all employees are identified and appropriate arrangements made for the provision of training.
- Risk assessments are undertaken of all risks and hazards to health, safety and welfare as required by the Management of Health, Safety and Welfare at Work Regulations 1999 and other legislation and that those with significant findings are recorded.
- New employees receive appropriate health, safety and welfare information including details of this Health, Safety and Welfare Policy, other policies and arrangements, fire drill procedures, first aid arrangements and other safety related procedures.
- The overall procedures for safety are monitored and reported annually to the governing body.
- A copy of Appendix 1 to this policy is completed, posted on notice boards in a prominent position and updated at regular intervals.
- Health, safety and welfare matters that cannot be resolved appropriately are raised with the Governing Body within a suitable time frame.

3.2 Deputy Heads

The Deputy Heads are responsible for carrying out the Headmaster's duties in his absence, as nominated.

3.3 Pre-Prep Coordinator

The Head of the Pre-Prep is accountable to the Headmaster and the Governors for the implementation of this Health, Safety and Welfare Policy within the Pre-Prep. The Pre-Prep Coordinator will be responsible for:

- Establishing arrangements for dealing with health, safety and welfare matters in the Pre-Prep.
- The dissemination of health, safety and welfare information to all Pre-Prep employees.
- Ensuring appropriate first aid arrangements are in place within the Pre-Prep.
- Ensuring that all accidents are reported using the accident reporting form and, where necessary, reporting to the Health and Safety Executive (HSE) under the RIDDOR 2013 requirements.
- Ensuring that all accidents and incidents are investigated.
- Ensuring that appropriate emergency procedures for the Pre-Prep are in place.
- Ensuring that all health, safety and welfare concerns raised by Pre-Prep employees are dealt with in an appropriate time scale.
- Ensuring that a central file of policies and risk assessments is maintained within the Pre-Prep (or on the School extranet).
- Ensuring premises defects which may affect health, safety and welfare are raised with the School Site Manager.
- Attending School Health and Safety Committee meetings as required.

- Ensuring that the implementation of this policy is carried out and monitored.
- Liaison with the Bursar of the School to ensure all appropriate safety information has been made available to the Pre-Prep.

3.4 The Bursar

The Bursar will act as the School Health, Safety and Welfare Co-ordinator. Specific duties include:

- The dissemination of health, safety and welfare information to all School employees through department heads.
- Ensuring the School has appropriate first aid arrangements in place.
- Monitoring that accident reporting is carried out using the school accident reporting form.
- Ensuring that appropriate emergency evacuation procedures are in place for the School.
- Ensuring accidents and incidents are properly investigated by Heads of Department.
- Ensuring health, safety and welfare matters raised by employees are dealt with in an appropriate time scale.
- Ensuring that a central file of Policies, arrangements and risk assessments is maintained within the School and stored on the extranet.
- Co-ordinating all aspects of the Health, Safety and Welfare Policy.
- Ensuring premises defects (which affect health, safety and welfare) and other health, safety and welfare matters are dealt with or, if this is not possible, ensuring they are raised with the Headmaster.
- Ensuring that the implementation of this policy is carried out and monitored with the support of SMT and Heads of Department.
- Overseeing health, safety and welfare arrangements for lettings.
- Making sure that arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the School and contractors.
- Liaison with the Pre-Prep Coordinator to ensure all appropriate safety information has been made available.

The Bursar is directly responsible for supervising the following areas:

Finance
 Site Maintenance
 Grounds Maintenance
 Catering
 IT
 Bursary Administration staff

3.5 Site Manager

The School Site Manager reports to the Bursar and is responsible for implementing general health, safety and welfare within the School premises as directed by the Bursar. The Site Manager is directly responsible for supervising the following areas and activities:

- Providing liaison with contractors and in particular for:

- Ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation with the School.
- Ensuring that contractors are aware of any special risks to pupils which might arise out of their work.
- Drawing the Bursar's attention to premises defects which may present a Health and Safety risk.
- Carrying out necessary minor repairs as designated by the Bursar.
- Carrying out Premises Risk Assessments, as necessary, or as designated by the Bursar.
- Carrying out routine testing of the fire alarm system and keeping a weekly record of the results of the test (the record should be available for inspection by the Health and Safety Committee).
- Maintenance of the asbestos register and ensuring this is brought to the attention of any contractors or staff that may disturb the fabric of the building during the course of their work.
- Ensuring appropriate measures are in place for the control of Legionella.

3.6 Heads of Departments

Heads of Departments are responsible, so far as is reasonably practical, for the implementation of the Health, Safety and Welfare policy within their areas of responsibility.

Heads of Departments can, if they so wish, produce department specific Health and Safety arrangements and procedures in order to clarify departmental matters derived from the School policy.

In particular they are responsible for ensuring that:

- The activities under their control are carried out, so far as is reasonably practical, safely and without risk to health.
- The implementation of the Health, Safety and Welfare Policy is properly monitored in their area of responsibility, carrying out inspections of the workplace and equipment.
- Individual employees within their Departments are made aware of their responsibilities for health, safety and welfare.
- Employees under their control are adequately trained, informed, instructed and supervised.
- Arrangements for health and safety are complied with and where required appropriate safety signs or notices are displayed.
- Relevant health, safety and welfare information is communicated to employees.
- School First Aid procedures and arrangements are complied with.
- All accidents occurring in the Departments are reported and an accident report form is completed.
- Reasonable arrangements are made for passing on information on health, safety and welfare to the safety representatives of employee safety who are on the Health and Safety Committee.
- Training needs of employees within the departments are identified and prioritised appropriately in consultation with the Bursar.

- Employees are aware of fire procedures and where required have received appropriate training.
- As part of the School induction process all new employees receive appropriate health, safety and welfare information and training, including departmental safety procedures and arrangements.
- Assessments are undertaken of risks to health, safety and welfare as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded and appropriate control measures put in place to reduce those risks to an acceptable level.

3.7 Academic Staff

The first priority of all teachers is for the safety and well being of all pupils in their charge.

A class teacher must:

- Know the School emergency procedures for both fire and First Aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied as required by the School.
- Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and First Aid and the special safety measures of the teaching area.
- Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough).
- Ensure that students' coats, bags, cases etc. are safely stowed away.
- Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety.
- Follow the School's safe working procedures personally.
- Call for protective clothing, guards, special safe working procedures etc. when necessary.
- Make recommendations on safety matters to the Head of Department.
- Be familiar with the safety arrangements appropriate to the work area.
- Be familiar with Risk Assessments appropriate to the work activity.

3.8 Head Groundsman

The Head Groundsman is responsible for ensuring the School's health, safety and welfare procedures are implemented by the grounds team and that appropriate standards of health and safety are maintained at all times. Specific responsibilities include:

- Supervising grounds staff and monitoring health and safety standards in their area of activity.
- Ensuring adequate arrangements are in place with regards to fire management.
- Ensuring adequate arrangements are in place with regards to First Aid.
- Ensuring that all grounds staff are aware of the requirements of arrangements of practice applicable to their areas of work.
- Supervising the grounds team working area and ensuring it is maintained in a suitable manner.

3.9 Boarding Staff

The Head of Boarding is responsible for the coordination of all Health, safety and welfare matters within Boarding. The staff living in Boarding accommodation are responsible for the management of health, safety and welfare within the Boarding House. The staff who live in boarding accommodation will report all boarding and accommodation health, safety and welfare issues to the Head of Boarding.

3.10 Catering Manager

The Catering Manager is responsible for ensuring the School's health, safety and welfare procedures are implemented within the catering team area and that appropriate standards of health and safety are maintained. Specific responsibilities include:

- Supervising catering staff and monitoring health and safety standards in their area of activity.
- Ensuring adequate arrangements are in place with regards to fire management.
- Ensuring adequate arrangements are in place with regards to First Aid.

3.11 All Employees

Although responsibility for health safety and welfare within the School rests with the Governing Body, all employees have responsibilities. They include:

- To take reasonable care of their own health and safety and that of all persons who may be affected by their acts or omissions.
- To cooperate with the Governing Body so far as is necessary to enable it to meet its responsibilities for the health, safety and welfare throughout the School.
- To use work equipment provided correctly in accordance with instructions and training.
- To inform the Governing Body (through line managers) and/or the Bursar of any work situations which present a serious and immediate danger to health and safety.

Any employee having or identifying a problem about health, safety and welfare should raise the matter with their line manager and/or the Bursar. Employees who, during the course of their duties, are required to visit other schools or premises other than their normal place of work, must comply with those health, safety and welfare instructions in force at individual establishments.

4. Health and Safety Committee

The Governors will provide for effective joint consultation on health, safety and welfare matters. This function will be fulfilled by the Health and Safety Committee.

Membership of the Health and Safety Committee

The Health and Safety Committee will comprise:

- Bursar (Chair of the committee and Health and Safety Coordinator)

- Deputy Head Pastoral
- School Nurse
- Head of Boarding
- Pre-Prep First Aid Coordinator
- Site manager
- Director of Sport
- Head of DT, Head of Activities and EVC.
- Head of Science
- Head of Catering
- The school external consultant (as appropriate)
- A member of the school governing body as appropriate

The terms of reference for the School's Health and Safety Committee are as follows:

- To consider and make recommendations for action on any matters that affect, or may potentially affect, the health and safety of staff, pupils, visitors, the local community and anybody else that may be affected by the School's activities.
- To oversee and review the arrangements for implementation of emergency evacuation procedures.
- Monitor effectiveness of Health and Safety within the School and investigate health, safety and welfare complaints from employees.
- To bring to the school's attention any Health and safety concerns of staff.
- Ensure that information on COSHH, Asbestos Regulations and any other relevant regulations are disseminated as appropriate.
- Keep up to date with the health and safety status of the School.
- Discuss Health and Safety issues, changes in regulations.
- Review accidents and near misses; agree preventative measures and implement new procedures where necessary.
- Review and update risk assessments.
- Develop safety rules and promulgate safe systems at work.
- Encourage suggestions and reporting of defects by all members of staff.
- Make recommendations to the Board for Health and Safety improvements.
- Keep accurate records of the Committee meetings.

5. Competent Health, Safety and welfare Advice

An external consultant (H.E Health and Safety Consultants Ltd) has been appointed to provide assistance and guidance as required.

An external fire consultant (Assured Fire safety) has been appointed to provide assistance guidance with regards to fire management. This will also include carrying out an annual fire risk assessment.

6. General Arrangements for Health, safety and welfare

6.1 Accident Reporting:

All employees are reminded that the most important thing to remember about accidents, whether they are in the main School or Pre-Prep, is that, for all accidents requiring medical attention, an accident form is filled in so that accidents can be

monitored and action taken to alleviate the causes. Repeated accidents from the same or similar causes need urgent action to eradicate the cause. This information only becomes apparent through the accident report form.

The accident reporting procedure, including where necessary the reporting to the Health and Safety Executive (HSE) under the RIDDOR requirements, is detailed in a separate School policy document.

6.2 General Arrangements:

Appendix 1 to this policy indicates general arrangements for implementing the Health, Safety and Welfare Policy within the School.

6.3 Risk Assessment:

In order for the school to comply, primarily with Regulation 3 of the Management of Health & Safety at Work Regulations 1999 and other regulations and acts found in the Fire Regulatory Reform Act, Control of Substances Hazardous to Health Regulations 1999, Manual Handling Operations Regulations 1992, Provision and Use of Work Equipment Regulations 1998, and others as required, Risk Assessments will be recorded highlighting the following:

- Identifying hazards, that is, any situation with the potential to cause harm and the severity of harm that could be caused
- The likelihood of harm being caused and to how many people
- Evaluating risk, that is, severity of harm coupled with the likelihood of occurrence
- The preventative or protective control measures already in place in order to control the risks
- What further action and control measures, if any, are needed to reduce risks to an acceptable level.

Specific Risk assessments are required as follows:

- PE (outdoor games, swimming, gymnastics, together with training record qualifications in lifeguarding etc)
- Science: Head of Science should keep risk assessments for all experiments and use and storage of equipment. COSHH assessments and CLEAPSS hazards are kept on use and storage of all chemicals.
- DT: Head of dept keeps records of all risk assessments for all activities, use of equipment and machinery, and safe storage of flammable material.
- Art: Head of dept keeps risk and COSHH assessments for ceramics, and details the use and safe storage of oil based paint and other flammable material. Staff training records maintained.
- Drama: Head of dept keeps risk assessments for lighting and the safe construction, movement, mounting and dismantling of scenery, props and staging. Staff training records maintained.
- Catering: Head of catering keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures for chemical and other products. Staff training records maintained.
- Maintenance and Grounds: pupils are to be kept clear of areas of work. Risk assessments kept for all activities, safe use and storage of equipment and

flammables, COSHH assessments of all chemicals and other products. Staff training records maintained.

- Educational and Sporting Trips: all staff that are arranging Educational or Sporting trips must follow the School Trips Policy and liaise with the Educational Visits Coordinator.
- Security and Violence: the issues of violence, security and what to do in an emergency are dealt with in the Security Policy and risk assessment.
- COSHH (Control of Substances Hazardous to Health) 2002
All substances which are hazardous to Health and Safety have labels as indicated in the HSE guidance 'INDG352 read the label' (obtainable from the Bursar); these must be assessed following the COSHH policy and school form.
- Slips, Trip and Falls
The risks from Slips, Trips and Falls are covered in a site specific risk assessment.
- Vehicle Movement Within the School site
A Risk assessment has been carried out with regard to vehicular movement and the segregation of pedestrians from vehicles.
- Manual Handling
The risks from manual handling activities carried out within the school are covered by task specific risk assessments. Staff who have to carry out manual handling task are to receive appropriate training.
- Individual
When individual circumstances dictate it will be appropriate to consider personal, site and workplace risk factors. Staff should make their line managers aware of such factors and seek a meeting to consider a risk assessment for them with the line manager and the Bursar.
- Maternity
Staff who are pregnant will undertake a maternity risk assessment in order to consider their particular risk factors during pregnancy at work.

6.4 Health and Safety Monitoring:

Ongoing monitoring of health, safety and welfare matters will take place through the following procedures:

- Inspections for health, safety and welfare defects will be carried out as required but at least on a termly basis by the School Site Manager and the Bursar. Inspections may be of curriculum areas/departments or of the whole School as required. This will provide an overview of how the School is managing health, safety and welfare.
- An internal review of health, safety and welfare arrangements and procedures will be carried out annually. A report will be made to the Governing Body.
- All accidents will be investigated as appropriate to identify any failures in the management of health, safety and welfare. Where necessary reports will be submitted to the Governing Body.
- Accident and incident records will be presented to the Health and Safety Committee at each meeting and all accidents which are not explained to the satisfaction of the Committee will be further investigated. Where necessary a report will be submitted to the full Governing Body.
- An annual First Aid box audit will be conducted by the School Nurse and reported to the Health and Safety Committee.

- An external consultant has been appointed to provide assistance as required.
- Routine inspections are to be carried out by a specialist on the following equipment:
 - PE equipment
 - Fire extinguishers
 - Portable electrical equipment
 - Fire alarms
 - Emergency lighting
 - Heating appliances
 - Science and Technology Equipment
 - External play equipment
 - Hot and Cold water systems

Other routine external inspections carried out include:

- Where necessary the school will engage a Structural Surveyor to report on the state of the building
- Engineer's inspection-boilers and other technical equipment
- Regular servicing of equipment – responsibility of department managers
- Catering Hygiene survey to include recommendations on healthy eating
- Fire Risk assessment
- Emergency lighting tests
- Legionella risk assessment
- PAT Testing/electrical testing certificates
- Boiler and gas servicing/repairs are carried out by registered Gas Safety engineers/oil boiler specialists
- Qualified Planning supervisors are engaged whenever major work is undertaken.

Appendix 1

Orwell Park School Health Safety and Welfare arrangements

1.	Name of Senior Member of Employees with Responsibility for Co-ordinating Health and Safety	Mr SA Hawley (Bursar)
2.	Location of Central File of Policies and arrangements:	Extranet
3.	Location of Fire Register:	School Office (daytime)/Boarding House (evening)
4.	Location of School Fire File:	Cabinet next to fire panel in Statue Corridor
5.	Location of Accident Book:	School Nurse and Heads of Department
6.	Location of Health, Safety and Welfare Information Bulletins:	Staff room
7.	a) Name of Member of staff to report accident to:	Ms M Rawson (School Nurse) for pupils and for staff
	b) Who should complete accident form:	Pupils and individual adults, pupils will require assistance from staff
	c) Notifiable RIDDOR incidents person who contacts HSE:	Ms M Rawson
8.	Name/s of School's Health and Safety Committee:	Mr SA Hawley (Chair) Mr J Besley (Deputy Head Pastoral), Mr A Brunt (Director of Sport), Mr N Matthews (Head of DT/Head of Activities), Mr K Smith (Site Manager), Ms M Rawson (School Nurse), Miss Julie Kostrzewski (Pre-Prep First Aid Co-ordinator), Mr N Butler (Head of Science), Mr P Jagger (Head of Catering), Mr M Earl (H&S Consultant)
9.	Educational Visits Co-ordinator (EVC):	Nick Matthews

Appendix 2

Orwell Park School Health Safety and Welfare Emergency Arrangements

	Type of Emergency	Contact Person	Details
1.	All Health and Safety issues considered by staff as emergencies should be reported to	Mr SA Hawley (Bursar) Headmaster External Consultant	The Bursar will then contact SMT as required and implement the school arrangements Contact the retained Health and Safety Consultant
2.	Security Issues	Bursar SMT	See security Policy
3.	Fire	Mr K Smith, Mr J Besley, Bursar/999 External Consultant	See Fire Policy
4.	Reporting accidents	Ms M Rawson	See Health and Safety Policy
5.	First Aid	School Nurse or dial 999	See First Aid Policy
6.	Boarding	Head of Boarding Bursar	See Boarding Policy
7.	Educational Visits	SMT/Headmaster	See the Educational Visits Policy
8.	Facilities issues including water, Gas, electrical issues	Site Manager Bursar	
9.	Grounds issues such as unsafe trees	Head Groundsman Bursar	
10.			
11.			