



**ALDENHAM FOUNDATION**

# **Health and Safety at Work General Statement of Policy**

In accordance with the Health and Safety at Work Act 1974

**Revised November 2017**

**by KM**

## **HEALTH AND SAFETY AT WORK**

### **1. POLICY STATEMENT**

The Governors of the Aldenham Foundation places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

The Governors of the Foundation will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others. In accepting this responsibility the Governors will, so far as is reasonably practicable:-

1. Provide and maintain plant and systems of work that are safe and which avoid undue risk to health.
2. Ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees and pupils.
4. Maintain the School in a condition that is safe and without risks to health, and provide and maintain means of access to and egress from the School that are safe and without risks to health.
5. Provide and maintain environments for working, learning and for School activities that are safe, without risks to health, and adequate as regards facilities and arrangements for staff and pupil welfare.
6. Where appropriate, seek full co-operation of Unions/Staff Associations in implementing this policy.
7. Ensure that staff are physically and mentally fit for the work they are required to do, and minimise the risks of disability and loss of working time due to injury or illness.

The Governors also have a responsibility to remind each member of staff that he/she has a legal responsibility whilst on School Premises or engaged on School activities to take reasonable care of their own health and safety and that of those around them; and further all staff are required to co-operate with the Governors in pursuit of their responsibilities.

In order to promote high standards of health and safety, the Governors will encourage responsible participation and involvement at all level and have nominated a Governor with specific responsibility to overview the management of Health and Safety and School trips in each Foundation School. A Health and Safety report is made at each Governing Body Meeting.

## **2. RESPONSIBILITY FOR HEALTH AND SAFETY**

The individual responsible for health and safety at work in the School is the Bursar. The Bursar will ensure so far as is reasonably practicable, that the Foundation's policy on health and safety at work is effectively implemented.

The Bursar's health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. He will familiarise himself with all relevant health and safety legislation and take expert advice if required.

In the absence of the Bursar, the responsibilities for health and safety at work will be assumed by The Head of Estates.

## **3. MANAGEMENT AND SUPERVISION**

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

- Ensure that on joining the Foundation, all new employees are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes;
- Provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils;
- Ensure that all staff are familiar with the Foundation's health and safety at work policy;
- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections;
- Ensure the maintenance of good housekeeping standards;
- Review the safe operation of all work equipment;
- Within their area of authority, regularly inspect the workplace with regards to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances; and
- Carry out Risk Assessments within their departments and maintain a record of their findings.
- Ensure that staff are physically and mentally fit for the work they are required to do and minimise the risks of disability and loss of working time due to injury or illness.

## **4. ALL STAFF**

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the Foundation on matters of health, safety and welfare. They must familiarise themselves with, and conform to the health and safety at work policy, the procedures and rules of the Foundation.

## **5. SAFETY REPRESENTATIVES**

The function of department safety representatives is to represent employees on health, safety and welfare matters. To this end, management will consult with representatives to enable them to be fully effective.

The safety representative will:

- Investigate potential hazards and dangerous occurrences, examine the causes of accidents and investigate complaints from employees relating to health, safety and welfare and make representation to the Foundation on these matters;
- Make representations to the Foundation on general matters affecting health, safety and welfare;
- Carry out periodic inspections of the workplace, and follow up notifiable accidents, occurrences and diseases; and
- Attend health and safety committee meetings.
- Be permitted reasonable time off with pay during working hours to perform the functions of a safety representative and to undergo training with regard to safety representative duties.

## **6. HEALTH AND SAFETY COMMITTEE**

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees.

The health and safety committee will:

- review statistics with a view to recommending corrective action;
- examine safety audits, inspections and assessments;
- consider legislation, reports and information in order to determine necessary action; and
- keep a watch on the effectiveness of rules, systems of work, training and communication

The membership of the Aldenham committee are:

- Bursar and Chairman
- Head of Prep School
- Assistant Head Co-Curricular and External Affairs Housemaster and Director of sport
- DSL
- Head of Science
- Head of Design Technology
- Head of Art
- School Medical sister
- Common Room Representative
- Head of Estates
- Planning sports Centre and Lettings Manager
- Head of Sport

Other specialists will be co-opted as necessary and the committee will meet twice each term and the minutes will be available to all staff.

At St Hilda, the Health and Safety Committee meets termly with the aim of promoting a safe working environment for all employees and addressing concerns raised by staff, these meetings are minuted. Health and Safety is also a standing item on the weekly staff meeting agenda.

The members of the St Hilda's committees are:

- Bursar and the Chairman
- Head of St Hilda's Assistant Bursar
- Teacher representative / Art Coordinator Estates Manger
- Representative from the non-teaching/ First aid Early Years Representative
- PE Coordinator

## **7. FIRST AID AND ACCIDENT REPORTING**

### **First Aid**

First Aid boxes are available and are looked after by Health Centre who is a qualified first aider and is also responsible for taking control in the event of an accident or injury.

### **Accident Reporting**

- All accidents, however minor, must be reported to the respective who will complete an accident report form (near misses, potential hazards and any damage must be reported immediately);
- All accidents (near misses, potential hazards and damage) will be investigated by the department head who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence; and
- The Bursar responsible for health and safety will notify the appropriate authorities when necessary.

## **8. EMERGENCY PROCEDURES**

### **Discovering a Fire or Other Emergency**

- THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF;
- If you see signs of a fire or other emergency which could place employees or pupils in danger, SOUND THE ALARM;
- IF SAFE TO DO SO, attempt to control the fire or other emergency, with assistance if available. Never put yourself at risk even with the smallest fire (or other emergency). Never attempt to move burning objects; and
- Ensure that the appropriate emergency services are summoned. DIAL 999 and state clearly the address of the Foundation and where the fire is.

### **Evacuation Procedures**

- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working;
- IF SAFE TO DO SO, close windows and doors and secure cash and confidential documents. If closed doors feel warm, DO NOT OPEN THEM; and
- Leave the building by the nearest available exit. Do not use lifts. Ensure that any visitors you have also leave the building. DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.

## **If You Are Cut Off by a Fire**

- Close the door, using clothing etc to block any gaps;
- Go to the window and attract attention;
- If the room becomes smoky, stay low - it is easier to breathe;
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc;
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping;
- Make your way to your evacuation assembly point and report to the fire warden;
- DO NOT HINDER ROADWAYS AND ROUTES that may be used by emergency vehicles;
- DO NOT RETURN TO THE BUILDING until the all clear has been given and until instructed by your fire warden; and
- Never assume the evacuation is a drill.

## **9. FIRE WARDENS**

The fire wardens will ensure that the premises are evacuated and will take a roll call. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

In the unlikely event of a BOMB, be **ALERT** and inspect your immediate surroundings for unusual articles - boxes, bags, packages, containers, etc. DO NOT TOUCH. If possible report anything unusual before evacuating.

## **10. FIRE PRECAUTIONS**

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire;
- Familiarise yourself with the position of fire-fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment;
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions; do not wedge fire doors open;
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters;
- There is to be NO SMOKING on the premises; and
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

## **11. CODE OF SAFE CONDUCT**

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures;
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these;
- Report all accidents, near misses, potential hazards and damage immediately;
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after;

- Do not interfere with or misuse anything provided for the health and safety of employees;
- Do not act in a way that could endanger yourself or others; do not play practical jokes;
- Do not run, especially on stairs or steps. Use handrails; never read while walking;
- Keep your work area tidy and clear of obstructions; do not leave things lying around;
- Clean up any spilt liquids, tracked in rain etc. immediately;
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight - take the stress in your legs, not your back. GET ASSISTANCE if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition; and
- Electrical equipment is regularly checked and is normally safe when properly used, BUT:
  - never touch electrical equipment with wet hands
  - always disconnect electrical equipment before moving it
  - never attempt electrical repairs unless authorised
  - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
  - always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

## **12. DISPLAY SCREEN EQUIPMENT**

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary;
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible;
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark;
- Avoid wearing light coloured clothing which can reflect light on to the screen;
- Look into the distance periodically - at something at least 20 feet away;
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work; and
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

## **13. INFORMATION AND TRAINING**

### **New Employees**

On joining the Foundation, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them.

### **All Employees**

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

#### **14. RISK ASSESSMENT**

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant legislation, guidance and codes of practice. Specialist advice will be obtained as required and the risk assessment will be reviewed periodically and at any other time as required by legislation. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary to comply with legislation.

#### **15. TEMPORARY STAFF, CONTRACTORS AND VISITORS**

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the Foundation's premises. They will EITHER be accompanied by a responsible permanent employee at all times OR will be issued with the relevant rules, procedures and specific hazard information [e.g. on back of security badge or on a card to carry with them].

#### **16. OCCUPATIONAL HEALTH**

It is the Foundation's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the Foundation's needs;
- Providing pre-employment screening and regular health supervision of all employees;
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee;
- Identifying possible health hazards within the working environment;
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance;
- Providing an efficient first aid service; and
- Ensuring that occupational health provisions are within, and assist and the Foundation health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

#### **17. SMOKING**

This is a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises (in any form, including the smoking of e-cigarettes) is against the Staff Behaviour Policy and therefore an offender will be subject to the disciplinary procedures.

Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.