



BESPOKE EDUCATION

Health Safety and Environment

General Statement of Intent

In accordance with duties under section 2(3) of the Health and Safety at Work Act 1974, and in fulfilling obligations to employees, visitors, neighbours, contractors and the general public who may be affected by its activities, the Council of Management (Governors) of Ballard School Ltd has produced the following statement of policy in respect of Health, Safety, Welfare and Environmental concerns.

1. Ballard School Ltd considers Health, Safety and Environment management to be of paramount importance to the School and the Governors recognise and accept their responsibilities as employers to provide as far as is reasonably practical, work places and work practices which are safe and healthy for all employees, pupils and visitors.
2. It is the aim of Ballard School Ltd to:
 - Pursue high standards of Health, Safety and Environment management and compliance with current legislative requirements will be a minimum standard to achieve.
 - Ensure that the working environment of all employees, pupils and visitors (as appropriate) is safe and without risks to health (as far as is reasonably practicable) and that adequate provisions are made with regard to the facilities and arrangements for first aid and welfare at work.
 - Provide and maintain plant and systems of work that are safe and without risk to health and the environment.
 - Provide suitable arrangements for the selection, use, handling, storage and the transport of articles and substances used to ensure they are safe and without risk to health.
 - Provide adequate information, instruction, training and supervision to enable work to be carried out safely and without risk to the environment by persons with the necessary competence in order to secure the health and safety at work to all employees, pupils and visitors, as appropriate.
 - Provide safe premises and work places, including access and egress from them.
 - Ensure that persons not employed by the School but who may be affected by the school's activities, are not exposed to risks to their health and safety.
 - Ensure where applicable, designs have taken into consideration Health and Safety at the preparation, construction, operational and maintenance stages of the project and also consider the environmental impact.
 - Provide communications, health surveillance and advisory facilities as required.
 - Minimise waste, allow for recycling where possible, preventing polluting emissions to air, land or water.
 - Control noise, dust, smell, vibration, traffic movement or other nuisances or environmental effects, which may cause offence to the local community or environment.
 - Develop and review clear Health and Safety and Environmental performance indicators including:
 - accident and incident performance
 - annual safety, health and environment objectives
 - training achievement
 - audits.

3. The Governing Body has overall responsibility for this policy. It, in turn, appoints the Headmaster to be responsible for all aspects of Ballard School life and all activities involving staff and pupils. For immediate supervision of Health, Safety and Environment, the Headmaster appoints the Estate's Manager as Health and Safety Officer, line managed by the Bursar, whose duties are set out in the policy documents. The Estate's Manager is responsible for the day-to-day implementation of Health and Safety. There is a Governor with a 'linked' responsibility in this area, too.
4. All staff are reminded of the legal requirements to comply with the policy and procedures. In particular they are required to:
 - Take reasonable care for their own Health and Safety at work and that of other employees, pupils, and other persons who might be affected by their work activities. Staff are required to sign the book in reception if they leave the school site during the day.
 - Co-operate with the Governors to ensure that the Governors comply with any duty or requirement for Health and Safety imposed on the Governors by law, and contained in this policy statement, the policy and the School Health, Safety and Environmental procedures manual.
 - Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety, or Welfare

Health, Safety and Environment

Principal officers and their responsibilities

1. The Governors are responsible for ensuring that this Health, Safety and Environment Policy is implemented.
2. The Headmaster is in overall control of the day-to-day management of the School and is therefore responsible for ensuring that any contractors, tenants, visitors and employees are advised regarding the adequacy of the facilities, equipment and evacuation procedures provided for their safety whilst on the premises. The Headmaster is also responsible for communicating the school rules and guidelines on Health and Safety to staff and pupils, as appropriate. He will exercise these duties through the Bursar.
3. The Bursar will chair the health and Safety Committee meetings.
4. The Estate's Manager, as Health and Safety Officer, is responsible to the Headmaster for:
 - a) Implementing the School's Health and Safety Policy, and advising all staff, pupils and visitors accordingly;
 - b) Arranging training and drills where appropriate;
 - c) Ensuring any contractors, tenants and visitors are advised of the arrangements for their safety whilst on the premises;
 - d) Monitoring purchasing and contracting procedures in order to ensure that their employees comply with Health, Safety and Environment Policy.
5. The Headmaster, Bursar and Estate's Manager must ensure that all school staff are trained to the appropriate level of competence, having regard to the general risk assessments carried out and that all equipment is safe.

The Headmaster, Bursar and Estate's Manager are also responsible for monitoring the results of the Health and Safety Policy, reviewing its contents on an annual basis and making recommendations to the Governors.

6. The Estate's Manager is responsible for ensuring that regular inspections are carried out and for the practical implementation, monitoring and maintenance of written records pertaining to all maintenance, dangerous occurrences, emergency procedures and health hazards. These inspection reports are to be submitted, by the Bursar, to the Governors at termly Council meetings.
7. The Health and Safety Committee is a non-executive committee for the purposes of providing a regular forum for the discussion of Health, Safety and Environmental issues. It will be chaired by the Bursar and where appropriate will make written recommendations to the Headmaster in accordance with the established management structure of the School.
8. Health and Safety Committee.
Comprising - Headmaster, Bursar, Estates Manager, Head of DT, Science, Art, Director of Sport, Transportation Manager, Health and Safety Governor and Heads of Section.

Swimming Pool:

Particular care is to be taken with the swimming pool, where the responsibility lies as follows:

- a) The Estate's Manager – pool heating equipment, water quality control and electrical fittings. Material upkeep of the pool and its surrounds, including signage, perimeter fencing and ancillary buildings.
- b) The Director of Sport – all activities in the pool, access to the pool area and the control of staff, children and spectators in the pool area during authorised term time activities.

Governors

Governors are ultimately responsible for Health and Safety and their main functions are:

- To monitor the effectiveness of the Health, Safety and Environmental Policy including considering inspection reports at the Council meetings.
- To allocate resources where required to ensure that the Health and Safety Policy is not compromised.
- To be proactive in ensuring that any action required under the Health and Safety Policy is, as far as is reasonably practical, expedited as soon as possible.
- Ensuring that Health and Safety is on the agenda at every Council Meeting and that an annual report is considered each year.
- The Governors are to ratify the School's Health, Safety and Environmental Policy in order to make it effective.

Health & Safety Officer

- To be proactive in advising and producing Health and Safety Policy revisions to suit changing situations and conforming with emerging legislation.
- To advise and assist in the implementing of the safety policy at all levels and in all areas of the school's activities.
- To initiate if necessary and help in the investigation of any incident deemed to require such an investigation.

- To set up the correct monitoring procedures and advise the appropriate department/ personnel on how these procedures are implemented.
- To liaise with the enforcing authorities and the school's Health and Safety advisors on any matter that is deemed to be in conflict with the School's agreed policy.
- To identify and, with the approval of the Headmaster / Bursar, attend such training courses as are necessary for the maintenance of the Officer's technical competence.

Heads of Departments and their responsibilities

- Ensuring the day-to-day implementation of the school's Health, Safety and Environment Policy within their departments.
- Drawing up and reviewing departmental procedures on a regular basis in consultation with the Health and Safety Officer.
- Carrying out regular inspections of their departments and making written reports to the Bursar, highlighting priority issues and monitoring any action that is deemed necessary.
- Identifying any training needs for staff and ensuring that those needs are met through the Health and Safety Officer.
- Receiving and passing on all relevant Health and Safety information in writing to the appropriate people.
- Responding to concerns within their department from any level within the management structure with appropriate action.

Teaching and other employees

- Staff are responsible for the day-to-day implementation of Health and Safety in areas where they are working in accordance with the school Health and Safety Policy.
- To check regularly that their classrooms/ work areas including their environs are safe.
- To check before use that all equipment is safe and if relevant has been inspected within the specified time between such inspections.
- To ensure safe procedures are followed at all times by themselves and those in their charge.
- To ensure that, where necessary, protective equipment is used. All such equipment to be inspected to ensure that it is in good working order and poses no risk to the user.
- To be available for, and to participate in inspections and the Health and Safety Committee, if deemed appropriate.
- To report, in writing, any concerns or problems to the Head of Department and if necessary direct to their Manager.
- To participate in fire drills and other emergency evacuations as deemed necessary by the Headmaster or his delegated representative.

Pupils and Visitors

- Pupils and visitors must not intentionally or recklessly interfere with or misuse anything required by law to be provided in the interests of Health and Safety.
- Visitors are required to sign the visitor's book in the Reception Office and to wear a visitor's lanyard whilst they are on the school premises.
- Must comply with the School's Health and Safety Policy in every respect.
- The Policy is available for inspection.

Health and Safety Arrangements Committee

The Health and Safety Committee is to meet each term. Its functions are as follows:-

- a) To monitor and review the Health, Safety and Environment Policy

- b) To ascertain that information concerning any changes in the working environment are being communicated to those likely to be affected.
- c) To monitor and review the effectiveness of Health and Safety training.
- d) To review reports and inspections on Health and Safety matters.
- e) To make recommendations for change as appropriate.

The Estate's Manager and Bursar are to ensure that the Headmaster and Governors are kept informed about Health and Safety developments and other related matters.

Accident Prevention

All members of staff are to inspect their working areas regularly to identify potential hazards. They should take remedial action if this is possible, otherwise the hazard should be reported to the Head of Department, who should then undertake a risk assessment.

Accidents

The School Nurse is the 'Appointed Person' who, in terms of the First Aid Policy takes charge when someone is injured or falls ill. Staff or children who have an accident that requires medical attention will report to School Nurse. The School Nurse will then enter the details in the 'Accident Book'.

An accident report form is to be completed in the case of an accident which results in a member of staff or a child:

- a) being sent home;
- b) being taken to the doctor;
- c) being taken to the hospital;
- d) if the accident comes within the definition of 'reportable' to the local Health and Safety Authority;
- e) if any item of school equipment was either the cause of the accident or was damaged as a result of the accident.

The form is completed by the Staff nurse and the member of staff who attended the accident, or if no one was actually present, by the staff members first on the scene. The Manager will complete any other details as required.

An accident report is also completed if a member of staff or child is injured on a school activity away from the School.

Records and Reports

- a) If an accident occurs which must be notified to the local HSE, the Bursar and the Headmaster must be informed by the School Nurse and the member of staff involved. The Bursar will make an immediate report to the HSE and render a report on Form 2508.
- b) If an accident occurs which is not reportable to the HSE, but which falls into one of the categories in the section above, the Headmaster is informed by the School Nurse and the member of staff involved.
- c) Accident reports are kept for thirty years.

The following to form part of the Health and Safety manual

1. Risk assessment
2. Access equipment and work at heights
3. Accident records and notification
4. Aids
5. Asbestos
6. Construction (design & Management) regulations 1994
7. Disposal of waste
8. Health & Safety (consultation with employees) regulations 1996 (HSCEER)
9. Contractors
10. Display screen equipment
11. Electricity at work regulations 1989
12. Evacuation plan
13. Fire drill
14. First aid
15. Flammable liquids and petrol
16. Gas safety
17. Glazing low level
18. Hazardous materials register
19. Information, instruction, training and supervision
20. Inspections
21. Ionising radiations
22. Kitchen
23. Lasers – general requirements
24. Legionella Prevention
25. Lifting operations and lifting and lifting equipment regulations 1998
26. Manual handling & lifting
27. Minibus and maintenance
28. Personal protective equipment (PPE)
29. Pesticides
30. Pupil supervision
31. Premises
32. Pressure vessels and associated equipment
33. Security
34. Signs
35. Sport and outside activities
36. Statutory notices
37. Storage of flammable liquids and petrol
38. Stress management
39. Substances hazardous to health – COSHH Regulations
40. Swimming pool
41. VDU
42. Vehicles on school property
43. Violence to staff
44. Visitors
45. Visits and activities out of school
46. Woodworking – dust extraction & machinery
47. Work equipment
48. Work experience

Staff name: R Munro (Bursar)

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