

Health and Safety Policy

Overview

Manchester High School for Girls (“The school”) periodically reviews the Health and Safety Policy in order to reaffirm its responsibility for creating an effective and enforceable policy for the provision of health and safety.

Statement of Policy

All employees of the school have a general responsibility for their own safety as well as the safety of students and authorised visitors to the school. Whether specifically on duty or otherwise, staff should take steps to deal with any potentially hazardous situations arising as a result of the behaviour of students, any defect in buildings or apparatus, or any other cause. Common sense should prevail when exercising this responsibility.

Statement of Intent

The school recognises and accepts its responsibility as the employer for providing as far as is reasonably possible a safe and healthy place of work and working environment for all the school’s employees, students and others visiting, or from time to time using the school premises.

The arrangements outlined in this statement and the various other safety provisions cannot prevent accidents or ensure safe and healthy working conditions. The school believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The school will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Responsibility for Health and Safety

The school’s governors delegate the performance of their health and safety obligations to the Head Mistress and the Health and Safety Committee.

The Head Mistress has appointed the Director of Finance & Estates (Bursar) as the Health & Safety Officer, being the individual responsible for health and safety at work in the school. He/She will ensure so far as is reasonably practicable, that the school’s policy on health and safety at work is effectively implemented.

The Health & Safety Officer’s responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. He/She will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

In the absence of the Health & Safety Officer, the responsibilities for health and safety at work will be assumed by the Teaching & Learning Deputy Head.

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:

- Consider the risks relevant to the school and decide on appropriate courses of action
- Review accident statistics with a view to recommending corrective action
- Examine inspections, safety audits and assessments
- Consider relevant legislation, reports and information in order to determine necessary action
- Keep a watch on the effectiveness of the current working practices and procedures
- Amend the H&S policy and procedures accordingly
- Develop appropriate training programmes
- Oversee Fire Evaluation practices and procedures

Health and Safety Committee (continued)

The membership of the committee will be:

- the Head Mistress (Chair)
- a nominated Governor
- the Director of Finance & Estates (Bursar)/Health & Safety Officer (Secretary)
- Estates Manager/Fire Officer
- Teaching & Learning Deputy Head
- Science Department representative
- Head of Art & Technology
- Head of Preparatory Department
- Deputy Head of Preparatory Department
- Director of Physical Education
- A Staff Representative
- The School Nurses

The school recognises that procedures to maximise the Health and Safety of staff, students and visitors depend on the active co-operation and participation of all involved. The Health and Safety Committee has a central role in this process.

The committee meets every term to discuss health & safety issues.

Minutes of meetings of the committee are considered by the Estates Committee and are reported to the Board of Governors and are circulated to all Governors.

The Health and Safety Committee will, from time to time, invite individual Heads of Department and other specialists to make presentations about the procedures adopted within their departments.

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 school 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 students
- ensure that all staff are familiar with the school'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 regard 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
- carry out Risk Assessments within their departments and maintain a record of their findings

Duties

- 1) In the discharge of their duty the school's governors, in consultation with the Head will:
 - Make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school in particular the Management of Health and Safety at Work Regulations 1999
 - Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
 - Periodically assess the effectiveness of this policy and ensure that any necessary changes are made: the Head is expected to report to governors at their termly meeting on any significant Health and Safety matters affecting the school
 - Identify and evaluate all risks relating to
 - accidents
 - health
 - school-sponsored activities (including work experience)
 - Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
 - Without detracting from the primary responsibility of those in charge of teaching and non-teaching departments for ensuring safe conditions of work, continue to keep under review arrangements for providing competent technical advice on Health and Safety matters where this is necessary
 - Create and monitor an effective management structure
 - Ensure appropriate committee arrangements for the consideration of safety matters
- 2) In particular the school's governors undertake to provide so far as is reasonably practicable:
 - A safe place for staff and pupils to work including safe means of entry and exit
 - Plant, equipment and systems of work which are safe
 - Safe arrangements for the handling, storage and transport of articles and substances
 - Safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory, and guidance whether statutory or advisory
 - Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others the school's governors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
 - Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - Adequate welfare facilities
- 3) So far as is reasonably practicable the school's governors, through the Head, will make arrangements for all staff, teaching and non-teaching, to receive comprehensive information on:
 - This policy
 - All other relevant health and safety matters
 - The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Duties of the school community

No safety policy is likely to be successful unless it actively involves all concerned. The school will co-operate fully with everyone who has suggestions or concerns about any aspect of safety. It will also co-operate fully with representatives of the employees.

The school recognises that it has a responsibility for the safety of visitors. It is essential therefore that persons visiting on official business by invitation should have due regard paid to their health and safety by the staff member responsible whilst on school premises

Employees should make themselves familiar with the Health and Safety policy included in the Staff Handbook and also with those aspects which apply specifically to their areas of work as detailed in departmental handbooks. The Health and Safety Policy and Procedures are available in the Staff Handbook via the desktop icon.

Delegation of Duties as allocated tasks

It is the responsibility of all employees to take reasonable care of the health and safety of themselves and others who might be affected by their actions. All employees are required to cooperate with the Head Mistress and the Health and Safety Officer in the fulfilment of their obligations.

The Head Mistress or Teaching & Learning Deputy Head should be informed of hazards due to action by students. The Director of Finance & Estates (Bursar) must be informed of hazards, actual or potential, due to defects in the grounds, buildings, fabric or equipment.

Risk assessments must be undertaken of all potentially hazardous activities, both on and off school premises, and a record must be kept.

Students must be instructed orally, as well as by written notices, of the conduct required in classrooms and other teaching areas. It is the teacher's responsibility, delegated to him/her by the Head Mistress, to ensure this instruction is given at least once a year and to prepare any written guidelines or instructions required. A copy of the agreed expectations for students around school is detailed in the student code of conduct.

Heads of Department and any teacher with complete or partial responsibility for a teaching area, including the Laboratories, Hall, Library, Sports Hall Centre, outdoor areas, etc. must be aware of potential hazards and ensure that safe practices are followed at all times. Copies of recommended safety precautions should be given to the Teaching & Learning Deputy Head.

Reviewed and amended by John Moran, Director of Finance & Estates (Bursar), April 2017

Reviewed and approved by the Health & Safety Committee 19th April 2017.