

HEALTH & SAFETY POLICY

Overview

The management of Manchester High School For Girls recognises that it has a legal duty of care towards protecting the health and safety of its employees, students and others who may be affected by the school's activities.

In order to discharge its responsibilities, the management of the school will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Statement of Policy

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Board of Governors

Head Mistress

Director of Finance and Operations

Heads of Department

Estates Manager

Health & Safety and Compliance Manager

Teachers

Catering Manager

Cleaning Manager

Students

Employees

Contractors

Visitors

Health and Safety Committee

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 & Safety

The Governors, Head Mistress, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety in any of the school's activities, both on and off site.

The Board of Governors will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the school
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance

- they review the Health and Safety performance of the school annually and plan safety improvements for the following year
- health and safety objectives are set across the whole school and for each department
- standards of health and safety are set across all areas
- a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- a risk management programme is developed and implemented across the School
- senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in to place
- a system of communication and consultation with employees is established via the Health and Safety Committee
- matters raised by the Health and Safety Committee are considered for action
- monitoring systems are in place to monitor the effectiveness of the schools risk control
- health and safety policies and procedures are reviewed in light of the results of internal and external audits
- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.

Head Mistress

The Head Mistress has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the School but delegates the responsibility for implementation to the Director of Finance and Operations.

The Head Mistress **will ensure that:**

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and the Directorship monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put in to place
- an annual report on the safety performance of the school is presented to the Board.

Heads of Department will ensure that in their areas of control:

- they actively lead the implementation of the Health and Safety Policy
- they supervise their staff to ensure that they work safely
- the completion of written risk assessments of teaching practices and activities including equipment and substances; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the school are implemented, that this is then translated into written safe methods of working practice

- safe methods of work are implemented
- inform students, staff and visitors as to their own personal safety and makes sure they are aware of the health and safety procedures in place
- risk assessments are regularly reviewed
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Heads of Department
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided and worn by staff and students, and that staff and students are instructed in its use
- any safety issues that cannot be dealt with are referred to the Director of Finance and Operations for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including DfE Guides, etc. are maintained and made available to all employees
- health and safety rules are followed by staff and students
- they perform regular health and safety inspections within their department as required by the Head Teacher.

The Estates Manager, supported by the Health & Safety and Compliance Manager, will ensure that:

- On 6th April 2022 a new regulation came into force regarding the personal protective equipment at work 2022 .This extends employers and employees duties regarding PPE to Limb workers (casual or temporary workers)
- School buildings and plant are maintained in accordance with the Health and Safety Policy
- records of servicing and maintenance are retained and kept up to date
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- they communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- they encourage staff to report hazards and raise health and safety concerns
- statutory examinations are planned, completed and recorded
- any safety issues that cannot be dealt with are referred to the Heads of Department for action
- welfare facilities provided are maintained in a satisfactory state
- agreed safety standards are maintained particularly those relating to housekeeping.

School Nurses will ensure that:

- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- medicines are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.

Teachers will ensure that in their areas of responsibility:

- they actively lead the implementation of the Health and Safety Policy
- they supervise their staff and students to ensure that their lessons and activities are carried out safely
- safe teaching practices are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Heads of Department
- they communicate and consult with staff on health and safety issues
- they encourage staff and students to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition
- personal protective equipment where required is provided and that staff and students are instructed in its use
- any safety issues that cannot be dealt with are referred to the Heads of Department for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including CLEAPSS, DfES Guides, etc. are maintained and made available to all employees
- health and safety rules are followed by all staff and students.

The Catering Manager will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their staff to ensure that they work safely
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Heads of Department
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner

- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- catering equipment is maintained in a safe condition
- statutory examinations are planned, completed and recorded
- personal protective equipment is provided, staff instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Heads of Department for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health surveillance is carried out and records are kept
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all
- high standards of food safety are maintained.

The Cleaning Manager will ensure that in their areas of control:

- they implement our Health and Safety Policy
- they supervise their staff to ensure that they work safely
- they communicate and consult with staff on health and safety issues
- health and safety rules are followed by all
- they encourage staff to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to a senior manager for action
- safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health and safety rules are followed by all.

All students will be instructed to:

- co-operate with Teachers and school staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- take reasonable care of their own health and safety; and report all health and safety concerns to a Teacher.

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules

- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of students, school staff and others affected by their actions
- observe the safety rules of the school
- submit their health and safety policy and relevant risk assessments to the school for approval
- comply with and accept our health and safety policy, if they do not have one
- dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as required by the school and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to the school whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- attend as requested any health and safety training course
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
- provide adequate first aid arrangements unless otherwise agreed with the school.

Visitors

- All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.
- If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

Health and Safety Committee

The Health and Safety Committee is the consultative body of the school for health and safety. The membership of the committee will be:

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

The Health and Safety Committee will:

- consider and support the school's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
- consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any school activity
- promote health and safety communication and training in the organisation at all levels
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents

- receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- consider reports of internal and external monitoring of the school
- ensure trends in accident statistics are identified and to make recommendations for action
- keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
- consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
- consider relevant health, safety and welfare matters raised by members of the Health and Safety Committee.

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.

Accident Reporting and Record Keeping

The School Nurses keep the accident book for employees and report accidents to the HSE under the Reporting of Injuries and Dangerous Occurrences Regulations 2013. These records are kept for a minimum of three years. In addition, a separate Accident Report Form for students and visitors is used.

The School will keep a record of treatment given by first aiders which includes

- The date, time and place of incident
- The name of the injured or ill person
- Details of the injuries or illness and the first aid given
- What happened to the person immediately afterwards, for example, went back to class
- Name and signature of the first aider dealing with the incident

The arrangements for when a pupil has been involved in an accident whilst at school are as follows:

Prep Department – if a child is involved in a serious accident parents need to be telephoned as soon as possible by the first aider who dealt with the accident or one of the nurses or the Prep receptionist. If a child is involved in a more minor accident the person completing the accident book entry would issue a slip to the class teacher who would then notify parents at the hand over at the end of school unless follow up action is likely to be needed to be arranged in which case parents should be telephoned or sent a text.

Senior Department - if a child is involved in a serious accident parents need to be telephoned as soon as possible by the first aider who dealt with accident or nurse. If a child is involved in a more minor accident the person completing the accident book entry would notify parents by

telephone or email, unless follow up action is likely to be needed to be arranged in which case parents would be telephoned or sent a text.

Policy reviewed and amended by Liz Smith September 2022, with advice from Ellis Whittam.

Approved by the Full Governing Body 5th December 2022.