



UT VOCE ITA VITA

## EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

### Health and Safety Policy

**Last reviewed:** November 2019

**Next review:** November 2020

**Governor oversight:** Finance and General Purposes committee

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Health and Safety in Schools should have regard to the relevant health and safety laws and the non-statutory advice Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013); available on the DfE website.

The governors of Exeter Cathedral School fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of its employees, pupils, contractors, visitors (including parents) and others who could be affected by the activities of the School. As employers we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place. Although the overall responsibility for health and safety sits with all of the Governors we fulfil our responsibility as governors of Exeter Cathedral School by appointing, the Chairman of our Finance and General Purposes sub-committee with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. Day-to-day responsibility for the operation of health and safety at the school is vested with the Director of Finance & Operations. The Governors are kept informed on health and safety matters through the Finance and General Purposes sub-committee and their subsequent termly reports to the Full Governing Board.

#### 1. Statement of Policy

**The Governors' statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health (including slips/trips and falls);
- To provide staff with adequate information on how to deal with violence or abuse directed towards staff
- To provide guidance and training on manual handling;
- To provide the necessary controls and risk assessments in regard to areas where it is known that asbestos is present;
- To provide support and guidance on selecting and managing suitable contractors;
- To maintain the security of the school; ensuring access codes are monitored and updated

regularly;

To ensure the on-site movement of vehicles is effectively controlled

To maintain safe and healthy working conditions; and

To review and revise this policy on an annual basis.

The Governors remind all members of staff, visitors and contractors that they also have legal responsibilities to take care of the health and safety of themselves and others, and:

to cooperate with the Governors to comply with the law;

not interfere with anything provided to safeguard their health and safety;

to take reasonable care of their own health and safety; and

report all health and safety concerns to the Director of Finance & Operations.

for ensuring that his/her department, classroom or work area is run according to the minimum legal standards and other appropriate standards that may be set by the School;

for notifying the Headmaster of any matters within this area which they feel are beyond their competence to deal with;

for reporting to the Headmaster or Director of Finance & Operations as appropriate any accidents, incidents, near misses or damage for appropriate investigation;

for ensuring adequate supervision of pupils both inside the School and between buildings, during normal teaching activities, and also on external trips.

Smoking is strictly prohibited on school premises as specified in the Smoke-free (Premises and Enforcement) Regulations. The prohibition of smoking also applies during all school related activities which are undertaken outside school premises.

## **2. Risk Assessments**

Exeter Cathedral School has a Risk Assessment Policy which provides a practical guide to the process of conducting generalist risk assessments in schools. On-site Risk Assessments are overseen by the Chair of the Finance and General Purposes subcommittee, the Director of Finance & Operations or the Clerk of Works.

### **Risks or hazards**

A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer;

The risk is the change, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The findings of the risk assessments will be reported to the Director of Finance & Operations or the Headmaster or one of the Governors' sub-committees, depending upon the severity of the findings and approval will be obtained from the relevant person again depending upon the severity of the risk.

The Director of Finance & Operations and the Headmaster will be responsible for ensuring the action required is implemented and that the implemented action has removed/reduced the risks.

Assessments will be carried out annually or when the work activity changes, whichever is soonest.

Risk Assessments will be carried out as per the following:

#### **Identify the hazards:**

Walking around your workplace;

Asking your employees what they think;

Visiting the Your industry areas of the HSE website or calling HSE infoline;

Calling the Workplace Health Connect Adviceline or visiting their website;

Checking manufacturers' instructions.

#### **Decide who might be harmed and how:**

Workers who have particular needs;

People who may not be in the workplace all the time;

Members of the public.

#### **Evaluate the risks and decide on precautions**

What action has or is being taken to reduce the likelihood of harm or to make any harm less

serious.

When controlling risks, these principles will be applied, if possible in this order:

Try a less risky option;

Prevent access to the hazard;

Organise work to reduce exposure to the hazard;

Issue personal protective equipment;

Provide welfare facilities.

### **Record the findings and implement them**

Actions will be prioritised, those hazards that are high risk and have serious consequences will be dealt with first;

Who will take the action will be recorded;

A timescale for the action will be recorded;

When the action is complete will be recorded.

### **Review the risk assessment and update if necessary**

The Director of Finance & Operations will review what is being done on an ongoing basis. Annually, a formal review will provide information to make sure there is improvement or at least no sliding backwards. Dates for reviews will be set in advance.

### **3. Consultation with Employees**

The School will consult with its employees and will bring any issues to the attention of the Director of Finance & Operations, the Clerk of Works or the Headmaster raised by teaching or non-teaching staff.

The main vehicle for raising such concerns is the termly Health & Safety Committee, which consists of:

The Director of Finance & Operations (Chair)

The Clerk of Works

Prep Representative

Pre-Prep Representative

Head of Boarding

Director of Sport

Matron

Head Chef

### **4. Safe Plant and Equipment**

The Director of Finance & Operations and the Clerk of Works will identify all plant and equipment that requires maintenance. The Director of Finance & Operations will draw up effective maintenance procedures, including dates for inspections and maintenance.

The Director of Finance & Operations and the Clerk of Works will ensure that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards before it is bought.

Any problems with plant or equipment should be reported to the Bursar.

### **5. Safe Handling and Use Of Substances**

The Director of Finance & Operations, with the assistance of the Science Subject Co-Ordinator, must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) and be responsible for ensuring that all actions identified in the assessments are implemented.

The Director of Finance & Operations will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and any action(s) required from the assessments.

The Director of Finance & Operations, with the assistance of the Science, Art & Design and Nutrition Subject Coordinators, will check that substances can be used safely and that new substances can be used safely before they are purchased.

The Director of Finance & Operations will carry out the assessments termly or when the work activity changes, whichever is soonest.

#### **6. Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in the staffroom in the Chantry. The Director of Finance & Operations is responsible for obtaining and supplying relevant health and safety leaflets to teaching and non-teaching staff as required.

All staff can obtain health and safety advice from the Government website: [www.hse.gov.uk](http://www.hse.gov.uk) or talk to the Director of Finance & Operations. All new employees will obtain health and safety information as part of their induction and refresher training, to the level required, will either be provided by external training courses or by the Director of Finance & Operations during INSET days.

#### **7. Competency for Tasks and Training**

Although employees will be given health and safety induction training when they start work, or refreshers during INSET days, which will cover basics such as first aid and fire safety, they will also be given job specific health and safety training if required. Additional training will also be provided if risks change.

The Director of Finance & Operations will arrange all training, monitor its effectiveness and application and keep training records.

#### **8. Accidents, First Aid and Work-Related Ill Health**

Certain workers must receive specialist health surveillance and the Bursar will regularly review the COSHH assessments to identify where this specialist health surveillance is needed and keep the required records.

First aid boxes will be located in each building and the required number of qualified first aiders in attendance in each building.

Accidents and cases of work-related ill health will be recorded.

The Director of Finance & Operations is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or the local authority).

#### **9. Monitoring**

The Director of Finance & Operations will be responsible for monitoring either actively by doing spot checks or reactively by investigating any accidents or illnesses. All monitoring, assessments and action after the investigation to prevent recurrence will be filed for future reference.

#### **10. Emergency Procedures – Fire and Evacuation and Major Incident**

The Director of Finance & Operations is responsible for ensuring the fire risk assessments are undertaken and action implemented by building.

The Fire Wardens for each building are responsible for checking fire extinguishers, escape routes, alarms etc. and holding fire drills at the required intervals.

The Director of Finance & Operations is responsible for collating the information by building, as well as the servicing of all fire safety equipment at required intervals.

The Director of Finance & Operations is responsible for the individual fire evacuation procedures per building and the updating of these annually or if circumstances change, whichever is soonest.

The Director of Finance & Operations should review with the Financial and General Purposes sub-committee the policy Crisis Management on an annual basis to ensure that all necessary assessments and procedures are in place for the safety of staff, pupils, parents, contractors and visitors.

Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence as per the individual building fire evacuation procedure. All staff are responsible for making themselves aware of the evacuation procedures for the buildings they work in.

All teachers in charge of a class are responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined roll call area. In the event of an actual fire, the Headmaster or the most senior member of staff available, will decide any subsequent movement.