



## HEALTH AND SAFETY POLICY

Reviewed: May 2020

Next Review: May 2021

**This document will remain valid until the end of the academic year 2020-21**

### **1. STATEMENT OF INTENT**

- 1.1 The Governors of Palmers Green High School recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- 1.2 The Governors of Palmers Green High School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors of Palmers Green High School that health and safety is a responsibility at least equal in importance to that of any other function of the School.
- 1.3 The Governors of Palmers Green High School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:
  - 1.3.1 The creation of an organisational structure, as set out in paragraph 2, and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level;
  - 1.3.2 That the School will systematically identify and control risk as an effective approach to injury, ill-health and loss prevention;
  - 1.3.3 To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
  - 1.3.4 To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;

- 1.3.5 To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate;
- 1.3.6 To develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
- 1.3.7 To provide a safe environment for all authorised visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environments;
- 1.3.8 To control effectively the activity of all outside contractors when on School premises. It is the intention of the Governors of Palmers Green High School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate;
- 1.3.9 To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
- 1.3.10 To use health and safety to preserve and develop human and physical resources and hence contribute to the School's performances;
- 1.3.11 To ensure that this Policy is used as a practical working document and that its contents are publicised fully;
- 1.3.12 To regularly, and at least annually, scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.
- 1.4 The Governors of Palmers Green High School are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.
- 1.5 The School is conscious of the external environment that may be effected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.6 The Governors of Palmers Green High School are aware of, and will meet, the requirements under the Independent School Standards.
- 1.7 The Governors of Palmers Green High School recognise the Health & Safety Executive guidance contained in 'Sensible Health & Safety Management in Schools – The Role of School Leaders'.

- 1.8 The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.9 The Governors of Palmers Green High School recognise the good practice contained in 'Health and Safety Advice for Schools', prepared by the DfE and intends to follow the recommendations it makes.
- 1.10 The Governors of Palmers Green High School consider that this Health & Safety Policy is an integral element of the overall School's Development Plan and other resources policies.
- 1.11 The Governors of Palmers Green High School have appointed Owen David Risk Management Limited as one of its Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.
- 1.12 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

D Lewis  
Chairman of Governors  
March 2020

## 2. ORGANISATION & RESPONSIBILITIES

### 2.1 The Governors

The Governors of Palmers Green High School:

- 2.1.1 Accept full responsibility for health and safety within the School.
- 2.1.2 Formally and publicly accept their collective role in providing health and safety leadership within the organisation.
- 2.1.3 Requires that each Governor accepts their individual role in providing health and safety leadership within the organisation.
- 2.1.4 Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.
- 2.1.5 Recognise their role in engaging the active participation of employees in improving health and safety.
- 2.1.6 Consider that one of their primary objectives is to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.7 Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- 2.1.8 Are committed to ensure that the School operates in accordance with current legislation.
- 2.1.9 Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- 2.1.10 Will regularly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy will be revised.
- 2.1.11 Will ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.1.12 Will ensure that management systems provide for effective monitoring and reporting of the School's health and safety performance.
- 2.1.13 Will appoint one of its number to be nominated as a member of the Health & Safety Committee but clearly acknowledge that this role does not detract

either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

## **2.2 THE HEADMISTRESS**

On a 'day-to-day' operational basis, the Headmistress is directly responsible to the Governors for Palmers Green High School for the safe functioning of all the School's activities. The Headmistress will:

- 2.2.1 Ensure that the objectives outlined within the School Health & Safety Policy are fully understood, observed and implemented by persons under her control;
- 2.2.2 Be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained for inspection;
- 2.2.3 Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them;
- 2.2.4 Ensure that, as far as it is within her control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met;
- 2.2.5 Ensure that all persons under her control are adequately trained to carry out any task required of them in a healthy and safe manner;
- 2.2.6 Regularly monitor the effectiveness of this Health & Safety Policy as regards both academic and non-academic work and report back to the Bursar as appropriate;
- 2.2.7 Consult with the Bursar and Deputy Head on health and safety matters;
- 2.2.8 Recommend changes to the School's Health & Safety Policy in light of experience;
- 2.2.9 Ensure the co-operation of all Staff at all levels as regards working to this Policy;
- 2.2.10 Be responsible for ensuring that all Senior Management, Heads of Department, Teachers, academic support and non-academic support staff, fully understand their responsibilities and are given both the time and the encouragement to pursue them;

2.2.11 Take steps to ensure that changes in curriculum are considered for their health and safety implications;

### **2.3 THE BURSAR**

The Bursar has responsibility for:

2.3.1 Monitoring the effectiveness of this Policy and reporting back to the Headmistress and Governors of Palmers Green High School, as appropriate.

2.3.2 Monitoring overall health and safety within the School.

2.3.3 Recommending changes in the Palmers Green High School Health & Safety Policy in the light of experience.

2.3.4 Ensuring that all those employees who work for her are fully aware of their responsibilities within their own sphere of control.

2.3.5 Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.

2.3.6 Chairing the Health and Safety Committee.

2.3.7 The Bursar is the main 'Competent Person' for Palmers Green High School as required by the Management of Health & Safety at Work Regulations 1999.

2.3.8 The Bursar is responsible for ensuring that the Health & Safety Policy is brought to the attention of all employees.

2.3.9 In a line management function the Bursar is responsible for the safe operation of the members of the caretaking and administrative staff.

2.3.10 The Bursar is responsible for ensuring that maintenance contracts involving outside bodies which monitor certain aspects of the School's functions are fully used and kept up to date. Examples include boiler maintenance, fire alarms, emergency lighting etc.

2.3.11 The Bursar is responsible for the 'fabric' of School buildings to ensure that they are maintained in a sound and healthy condition.

2.3.12 The Bursar is responsible for ensuring that fixed electrical installations on the School's premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available for inspection.

- 2.3.13 The Bursar is responsible for ensuring that Legionella Risk Assessments of all School hot and cold water systems are completed and that the necessary management schemes are introduced.
- 2.3.14 The Bursar is responsible for ensuring that the School has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented.
- 2.3.15 The Bursar is responsible for establishing a system for the reporting back to her of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health & Safety Committee.
- 2.3.16 The Bursar is responsible for the selection of outside maintenance contractors and the monitoring of their activities on School premises and in this context liaises fully with the School's architects as appropriate.
- 2.3.17 The Bursar is responsible for ensuring that the School's Health & Safety Policy is kept up to date.
- 2.3.18 The Bursar is responsible for the co-ordination of health and safety monitoring activities across the whole school.

## **2.4 HEADS OF DEPARTMENT**

The Heads of Department are responsible for:

- 2.4.1 Ensuring that his/her Department is run according to the standards laid out in the Schools Health & Safety Policy and other appropriate standards which may be set by individual Departments.
- 2.4.2 Ensuring that their staff understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- 2.4.3 The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.
- 2.4.4 Ensuring that their staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.
- 2.4.5 Notifying the Bursar of any matters within this field which they feel is beyond their competence to deal with.

- 2.4.6 Reporting to the Bursar of any accidents, incidents, near-misses or damage for appropriate investigation.
- 2.4.7 Where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and also on external trips.
- 2.4.8 Notifying directly to the Bursar any new substances that are required to be purchased by their Department which may require COSHH assessments.
- 2.4.9 Ensuring that staff for whom they are responsible, co-operate fully with any fire practices and other emergencies.

## 2.5 **EMPLOYEES**

For the purposes of this School Health & Safety Policy the term 'Employees' includes ALL employees who work for the School. Each and every employee is responsible for ensuring that:

- 2.5.1 They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health & Safety at Work etc Act 1974, Sections 7 and 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:

2.5.1.1 **HSW Act, Section 7** *It shall be the duty of every employee while at work:*

2.5.1.1.1 *To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work:  
and*

2.5.1.1.2 *As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

2.5.1.2 **HSW Act, Section 8** *No person shall intentionally or recklessly interfere with or misuse anything provided in the interests or health, safety or welfare in pursuance of any of the relevant statutory provisions.*

2.5.1.3 **Management of Health & Safety at Work Regulations 1999,  
Regulation 14**

2.5.1.3.1 *Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which*



*have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.*

2.5.1.3.2 *Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees:*

2.5.1.3.2.1 *Of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*

2.5.1.3.2.2 *Of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.*

2.5.2 They wear and use all personal protective equipment and safety devices that are provided by the School for their protection and cooperate fully with their managers when the latter are pursuing their responsibilities under the above Act.

2.5.3 They observe all Safety Rules and Regulations, both statutory, and School, and conform to any systems of work that are developed.

2.5.4 They report all accidents, incidents and damage to their immediate supervisor or the Bursar.