

STAMFORD ENDOWED SCHOOLS

HEALTH AND SAFETY POLICY¹

1. STATEMENT OF INTENT

1.1 As Governors of the Stamford Endowed Schools² we recognise, under the Health and Safety at Work Act 1974, our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our pupils, employees, contractors, visitors (including parents) and others who could be affected by the Schools' activities. In our role as the employer we also attach high priority to ensuring that all the operations within the Schools' 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.

1.2 The Governors 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 that health and safety is a responsibility of key and central importance to that of any other function of the Schools.

The H & S at Work Act 1974 also puts obligations on employees to be responsible for their own safety.

1.3 The Governors delegate day-to-day responsibility for the management and operation of health and safety at the Schools to the Senior Executive Team through the Principal. The Governors will issue guidance and review the practices of the SET and of other employees to ensure that they fulfil their respective responsibilities in taking all such steps as are reasonably practicable to ensure appropriate systems and processes are in place, including:

1.3.1 The maintenance of a 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 are exposed to foreseeable work hazards;

1.3.2 The provision and maintenance of a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;

1.3.3 The provision for all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;

1.3.4 The development of safety awareness amongst all employees and pupils and, because of this, create individual responsibility for health and safety at all levels;

1.3.5 The provision of a safe environment for all visitors to the Schools' premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Schools' environment;

1.3.6 The effective control of the activity of all outside contractors when on the Schools' premise and observe the requirements of the Construction (Design and Management) Regulations 2015;

1.3.7 The encouragement of a full and effective two-way consultation on health and safety matters by utilising the management structure of the Schools and the Schools' Health and Safety Committees;

¹ The detailed health and safety arrangements and procedures are contained in the health and safety procedures and guidance, available on Sharepoint.

² In this document the Stamford Endowed Schools will be abbreviated to the term the Schools and refers to Stamford Junior School (including the Nursery), Stamford High School and Stamford School and any legitimate activities that may take place away from the school sites.

- 1.3.8 The assurance that this Policy is used as a practical working document and that its contents are publicised fully;
- 1.3.9 The Review of this Policy annually and revise it as necessary.
- 1.3.10 The selection from amongst their body a Governor with specific responsibility for Health & Safety whose Terms of Reference shall be set out in the annually published SES Governors Guidelines.
- 1.4 The Schools are conscious of the external environment that may be affected 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.
- 1.5 The Schools will meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. The Schools will follow the advice given in the guidance documents for *Fire Risk Assessment - Education Premises* and *Fire Risk Assessment - Sleeping Accommodation* issued by the Department for Communities and Local Government.
- 1.6 The Schools recognise the guidance contained in [Health & Safety: Advice for Schools](#) prepared by the Department for Education February 2014 and intends to follow the good practice recommendations it makes. This advice can be found on SharePoint.
- 1.7 The Schools will provide and maintain a written Risk Assessment of the risks to the health and safety of its employees whilst they are at work as required by the Management of Health and Safety at Work Regulations 1999. The Health, Safety and Environment Manager will sign off all [Risk Assessments](#), which may be prepared by other members of staff.
- 1.8 The Governors have appointed Hettle Andrews Ltd as Competent Persons to provide the necessary legal, technical, and practical health and safety assistance and information and to provide an independent monitoring service of the activities of the Schools.
- 1.9 A strategic overview of Health & Safety matters will be maintained by the SET drawing on the key themes emerging from the respective Health & Safety Committees held at each School every term. A report on Health & Safety matters shall then form part of the Agenda for termly meetings of the full Governing Body.
- 1.10 This Policy is brought to the attention of all employees.

Signed: 
SES Chair of Governors

Date: 2/9/16

Signed: 
SES Principal

Date: 22/08/16

Annexes:

- A. SES Responsibilities and Organisation for Health and Safety.
- B. Steps to be Taken to Ensure that the Health and Safety Policy is Implemented.

ANNEX A**SES RESPONSIBILITIES AND ORGANISATION FOR HEALTH AND SAFETY****2.1 The Governors**

The Governors have responsibility for Health and Safety within the Schools and they will monitor the effectiveness of the implementation of this Policy and advise the SET that changes are necessary as a consequence of this. The SET, through the Principal, is responsible for the implementation of this policy and the SLTs in the separate schools will ensure that any changes in this Policy will be drawn to the attention of all employees.

2.2. The Principal

The Principal will be responsible to the Governors for the safe functioning of the Stamford Endowed Schools. He will:

- 2.2.1 regularly monitor the implementation and effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate;
- 2.2.2 consult with the Heads and Director of Operations as necessary;
- 2.2.3 ensure the co-operation of all staff and pupils at all levels as regards working to this Policy;
- 2.2.4 be responsible for ensuring that all Heads and members of the Senior Leadership Teams fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- 2.2.5 take steps to ensure that any changes in curriculum and changes in systems of work within support services re considered for their health and safety implications.

2.3 Heads

Heads will be responsible to the Principal for the safe functioning of all individual activities in their school. They will:

- 2.3.1 constantly monitor the implementation and effectiveness of the Policy as regards both academic and non-academic work and report back to the Principal as appropriate;
- 2.3.2 consult with the Director of Operations, the Estates Manager, the Site Manager/Site Supervisors, and the Health, Safety & Environment Manager;
- 2.3.3 recommend changes in the Health and Safety Policy in the light of experience;
- 2.3.4 ensure the co-operation of all staff and pupils at all levels as regards working to this Policy;
- 2.3.5 be responsible for ensuring that all Heads of Department, Houseparents and all staff fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- 2.3.6 chair their respective School's Health and Safety Committee;
- 2.3.7 take steps to ensure that any changes in curriculum and changes in systems of work are considered for their health and safety implications.

2.4 The Director of Operations

The Director of Operations will:

- 2.4.1 monitor the implementation and effectiveness of this Policy and report back to the Principal and the Heads as appropriate;
- 2.4.2 recommend changes in the Health and Safety Policy in the light of experience;
- 2.4.3 raise any items of concern at the weekly Senior Executive Team meeting with the Principal and Heads;
- 2.4.4 line manage the Schools' nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the Schools via the normal line management structure;
- 2.4.5 be the liaison point with the [Schools' Health and Safety Consultants](#) and ensure that their services are used fully to obtain the above information;
- 2.4.6 in a line management function, be responsible for the safe working practices of all administrative, maintenance, and domestic staff;
- 2.4.7 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Schools' functions are fully used and kept up to date;
- 2.4.8 where individual employees in the various domestic functions listed above are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given;
- 2.4.9 attend or be represented at the Schools' Health and Safety Committees;
- 2.4.10 monitor the operation of the Schools' Health and Safety Committees as appropriate;
- 2.4.11 be responsible for updating this policy or any procedures through changes in the law.
- 2.4.12 establish a system for the reporting back of all accidents, dangerous occurrences, near misses and damage to the Schools' property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed at the Schools' Health and Safety Committees;
- 2.4.13 ensure that the decisions taken on ordering of all substances covered by COSHH regulations are considered fully with regard to the regulations, and additional assessments made as necessary;
- 2.4.14 be responsible for liaising with outside bodies who may from time to time use the facilities of the Schools, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the Schools' procedures and that the Schools themselves are appropriately indemnified;
- 2.4.15 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the Schools' premises, and in this context liaise fully with the Schools' architects or other design professionals;

- 2.4.16 be responsible for co-ordinating the School's preparation of statutorily required assessments, including without limitation Risk Assessments, [Manual Handling Assessments](#), [Personal Protective Equipment Assessments](#) and [Display Screen Equipment Workstation Assessments](#);
- 2.4.17 delegate his listed responsibilities as deemed appropriate.

2.5 Heads of Department/ Members of SLT

Each Head of Department and member of a School's SLTs will be responsible to the Head for the following:

- 2.5.1 ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the Schools;
- 2.5.2 ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 2.5.3 ensuring that these teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- 2.5.4 notifying the Head of any matters within this field that they feel are beyond their competence to deal with;
- 2.5.5 reporting to the Site Manager/Site Supervisor any accidents, incidents, near misses or damage for appropriate investigation;
- 2.5.6 ensuring adequate supervision for pupils both inside the Schools, during normal teaching activities, and on external trips as detailed in the External Visits Policy;
- 2.5.7 with regard to the COSHH Regulations, notifying directly to the respective Site Manager/Site Services Supervisor & Health, Safety & Environment Manager any new substances that are required to be purchased by their department;
- 2.5.8 ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies;
- 2.5.9 any overlap in duties between Heads of Departments and members of the SLT is accepted

2.6 Health, Safety & Environment Manager

The Health, Safety & Environment Manager, who may hold other duties, is responsible to the Director of Operations for advising and monitoring health & safety procedures, which are to include the following actions:

- 2.6.1 acting as a member and secretary of the Schools' respective Health & Safety Committees.
- 2.6.2 assisting the Heads in convening their termly Health & Safety Committee meetings.
- 2.6.3 bringing to the attention of the Site Services Staff any remedial work required.
- 2.6.4 advising departments on matters concerning health & safety.
- 2.6.5 maintaining a working knowledge of current health & safety legislation.

- 2.6.6 liaising with SES' external Health & Safety Consultants on matters of health & safety, and assisting in their annual inspection.
- 2.6.7 carrying out risk assessments as required.
- 2.6.8 maintaining a register of all recorded risk assessments.
- 2.6.9 reviewing risk assessments.
- 2.6.10 initiating a review of Control of Substances Hazard to Health (COSHH) assessment sheets
- 2.6.11 keeping a record of all COSHH sheets.
- 2.6.12 on the instruction of the Director of Operations, investigating and reporting on accidents or near misses.
- 2.6.13 bringing to the attention of the Director of Operations failures in any health & safety procedures.
- 2.6.14 ensuring that regular testing of all fire systems takes place.
- 2.6.15 ensuring that [Fire Risk Assessments](#) are reviewed annually.
- 2.6.16 annually reviewing health & safety procedures and guidance.
- 2.6.17 through Heads of Department, conducting an annual review of all risk assessments and COSHH assessments, ensuring in the process that all staff read and sign as having read the risk assessments and COSHH that apply to them.
- 2.6.18 assisting in arranging and co-ordinating any health and safety training that is required within SES. This does not remove the responsibility of the Heads and the Director of Operations in ensuring that their staff are appropriately trained in health and safety matters.
- 2.6.19 undertaking any further responsibilities allocated within health & safety procedures and guidance.

2.7 Estates Manager

The Estates Manager, is responsible to the Director of Operations for co-ordinating preparation of statutorily required assessments, as follows:-

- 2.7.1 [asbestos surveys](#), registers and management plans;
- 2.7.2 [legionella risk assessments](#);
- 2.7.3 [fixed wire electrical installations](#);
- 2.7.4 [portable appliance testing](#);
- 2.7.5 [control of contractors](#);
- 2.7.6 [local exhaust ventilation](#);
- 2.7.7 pressure systems;
- 2.7.8 [lifts](#);

- 2.7.9 ensuring that all health and safety documentation for SES which is required to be kept available for inspection is maintained in a current condition and is readily available;
- 2.7.10 undertaking any further responsibilities allocated in the health & safety procedures and guidance.

2.8 Site Manager/Site Supervisors

The Site Manager at Stamford School and the Site Supervisors at Stamford High School and Stamford Junior School shall:

- 2.8.1 act as the Health & Safety focal point for all support staff and activities
- 2.8.2 act as the Fire Safety Officer for the School
- 2.8.3 ensure that fire practices, to meet the current regulations, are conducted
- 2.8.4 maintain up to date risk assessments for all activities and areas of the School
- 2.8.5 advise of changes to the Health & Safety Policy as and when necessary.
- 2.8.6 undertaking any further responsibilities allocated in health & safety procedures and guidance.

2.9 Line Managers

For the purposes of health & safety procedures and guidance the term Line Managers includes; Subject Co-ordinators, SES Catering Manager, SES Head of Grounds, SES IT Services Manager etc. These Line Managers are responsible to their immediate Line Manager or, the Head for:

- 2.9.1 ensuring that their Department are run according to the standards laid out in the [SES Health & Safety Procedures Manual](#) and other appropriate standards which may be set by individual SES Schools.
- 2.9.2 ensuring that all Staff working for them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 2.9.3 the preparation and maintenance of [Risk Assessments](#) related to their department, workplace or area of responsibility;
- 2.9.4 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;
- 2.9.5 notifying the School Health & Safety Co-ordinator of any matters within this field which they feel is beyond their competence to deal with;
- 2.9.6 reporting to the School Health & Safety Co-ordinator any accidents, incidents, near-misses or damage for appropriate investigation;
- 2.9.7 where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and also on external trips ([see Educational Visits Policy](#))

- 2.9.8 notifying directly to their School Health & Safety Co-ordinator any new substances that are required to be purchased by their Department in order that the School Health & Safety Co-ordinator can implement the required COSHH Assessments ([see COSHH Policy](#)).
- 2.9.9 ensuring that staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.
- 2.9.10 undertaking any further responsibilities allocated in health & safety procedures and guidance.

2.10 Employees

For the purpose of this SES Health & Safety Procedures Manual the term 'Employees' includes **ALL** employees who work for the SES. Each and every member of Staff is responsible for ensuring that:-

- 2.10.1 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 and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

- i) **HSW Act, Section 7** - *it shall be the duty of every employee while at work -*
 - a) *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*
 - b) *as regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*
- ii) **HSW Act, Section 8** - *no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*
- iii) **Management of Health & Safety at Work Regulations 1999, Regulation 14**
 - a) *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.*
 - b) *very employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -*
 - i) *of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
 - ii) *of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,*

in so far 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.

- 2.10.2 they wear and use all Personal Protective Equipment and safety devices that are provided by SES and its Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act;
- 2.10.3 they observe all Safety Rules and Regulations, both statutory, SES and individual Schools, and conform to any Systems of Work that are developed;
- 2.10.4 they report all accidents, incidents and damage to their immediate Supervisor.

2.11 Boarding House Parents

Apart from the normal supervisory role, House Parents will have specific duties, as follows:

- 2.11.1 To know exactly what personnel, including pupils and staff, are present overnight in each respective house.
- 2.11.2 to ensure that all fire doors are kept closed at night, this duty cannot be delegated to pupils.
- 2.11.3 to make arrangements for night-time fire practices at the agreed frequency (*see [Fire Safety Policy](#)*).
- 2.11.4 to ensure that all pupils and sleeping-in domestic staff in the house are fully familiar with all fire instructions.
- 2.11.5 to monitor all the dormitories and rooms as to correct use of electrical equipment.
- 2.11.6 to ensure that all means of escape in case of fire are at all times kept free and unobstructed.
- 2.11.7 to inform the Site Manager if there are any problems with the location and allocation of fire extinguishers.
- 2.11.8 to ensure that fire arrangements in their domestic accommodation are such as not to prejudice means of escape from the boarding house.
- 2.11.9 to monitor the dormitories/rooms to ensure that no drapes or soft furnishings are brought in which might prejudice the fire integrity of sleeping areas.

2.12 Educational Visits Co-ordinator

The Educational Visits Co-ordinator (EVC) is an important role which is defined within the educational Visits Policy and will:

- 2.12.1 vet on behalf of the Heads, applications, including risk assessments, submitted by members of staff for off-site activities.
- 2.12.2 recommends off-site activity applications for approval by the Heads, Principal or Governors as appropriate.
- 2.12.3 ensure staff comply with the requirements of the '[SES Educational Visits Policy](#)'.
- 2.12.4 carry out an annual review of all 'visits' procedures and monitor their use.
- 2.12.5 assist staff with the production of [Visit Risk Assessments](#).
- 2.12.6 keep records of individual visits including reports of accidents.

2.13 Members of the Schools' Health & Safety Committees

The Members of the School Health & Safety Committee are a vital link in the flow of information required between management and workplace by the Management of Health and Safety at Work Regulations 1999; their responsibilities include:

- 2.13.1 attending meetings of the [Health & Safety Committee](#) as required once a term
- 2.13.2 acting as a conduit for views and information between their area of responsibility and the School management both in and out of committee
- 2.13.3 problems arising in the field of Health & Safety
- 2.13.4 reviewing Risk Assessments which affect their area of responsibility on an annual basis.

2.14 Medical Staff

Each school has their own dedicated first aid room which is staffed by a qualified nurse during normal timetabled school hours. Their responsibilities include:

- 2.14.1 being the primary point of contact for first aid provision during timetabled school hours
- 2.14.2 the administering and recording of medicines.
- 2.14.3 recording of accidents that are presented to them using the internal electronic reporting system.
- 2.14.4 checking and replenishing of first aid kits throughout the school in which they work
- 2.14.5 monitoring standards of cleanliness and advising on issues of infection control
- 2.14.6 advising on issues relating to [SES First Aid Policy](#) and issues of best practice within the provision of medical care at SES.
- 2.14.7 maintaining, in conjunction with the Health, Safety & Environment Manager, an up to date register of first aid trained staff.
- 2.14.8 providing training, where appropriate, for the treatment of pupils with severe allergic reactions including the use of epipens.

Associated Policies

[COSHH Policy](#)

[Educational Visits Policy](#)

[First Aid Policy](#)

[Fire Safety Policy](#)

[Risk Assessment Policy](#)

[Health & Safety Procedures Manual](#)

Appendix:

1. [SES Health and Safety Organisation Chart of Responsibilities.](#)

ANNEX B**3.0 STEPS TO BE TAKEN TO ENSURE THE HEALTH AND SAFETY POLICY IS IMPLEMENTED**

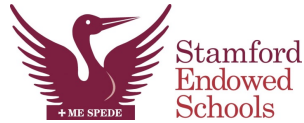
Following a strategic review between the Health & Safety Governor, the Principal, the Principal (Designate) and the Director of Operations in March 2016 and subsequent review by the G&NC, it was agreed that:

- 3.1 The Director of Operations and Health, Safety & Environment Manager with the Estates Manager, relevant Site Managers and Operations Staff Heads of Department will conduct an internal audit to map out against each key area of the respective Health & Safety functions the latest Policy and Regulatory requirements, the maintenance of the appropriate Records, the conduct of the relevant Training and the necessary Assurance. This work has been initiated and will be assessed externally during the annual visit of Hettle Andrews Ltd in November 2017 for subsequent presentation at the CPSC in January 2018.
- 3.2 The SET and respective SLTs will continue to reinforce a culture of all personnel being aware of and engaged in Health & Safety starting with a 100% return on the personal reading of the Risk Assessments relevant to each member of staff.
- 3.2 Work would be undertaken towards achieving additional capacity for the Health, Safety & Environment Manager to conduct Assurance.
- 3.3 The key themes from the three respective Schools' Health & Safety Committees each term will be collated and reported into the SET by the Director of Operations for strategic review and discussion.
- 3.4 Key issues would then be reported into Full Governors each term, with a full summary and assessment for the Summer Term.
- 3.5 Consideration would be given to sourcing external support with the associated funding costs:
 - To help us understand our current situation and where we need to go
 - To help and advise us such as establishing an ongoing relationship with the HSE or liaising with ROSPA.

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For review June 2018

Appendix 1



Health & Safety Organogram of Responsibilities

