



# Greater Grace School of Christian Education

## Health and Safety Policy

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted, and the arrangements set out below are designed to implement the general aims of Greater Grace School.

Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4:  
<http://www.legislation.gov.uk/ukpga/1974/37/section/3>

Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.  
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

### **GENERAL GUIDELINES**

It is the policy of the Trustees, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of enough information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the Trustees and Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties where appropriate

## **RESPONSIBILITIES OF THE TRUSTEES**

The Trustees are responsible for ensuring health and safety management systems are in place and effective.

A Health & Safety Trustee, Andrew Bailey, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Trustees will receive regular reports from the Head Teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Trustees will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

The Trustees as the employer provides access to competent H&S advice via Andrew Bailey as required by the Health and Safety at Work Act 1974

## **RESPONSIBILITIES OF THE HEAD TEACHER**

Overall responsibility for the day to day management of health and safety in accordance with the Trustees' health and safety policy and procedures rests with the Head Teacher.

The Head Teacher has responsibility for:

- Co-operating with the Trustees to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Trustees on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

**Whilst overall responsibility for health and safety cannot be delegated, the Head Teacher may choose to delegate certain tasks to other members of staff.**

## **RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices and set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, act on criticism of health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
- Be aware of the practical guidelines for working at height within the school. (See separate appendix).

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher.

## **RESPONSIBILITIES OF ALL EMPLOYEES**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Co-operate with the Head Teacher and others in meeting statutory requirements; not

interfere with or misuse anything provided in the interests of health, safety and welfare;

- Always comply with the school's health and safety policy and procedures, and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head Teacher;
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Head Teacher.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons, ensuring that tools and equipment are in good condition and report any defects to the Head Teacher
- **Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher**
- Be aware of the practical guidelines for working at height within the school.

## **RESPONSIBILITIES OF PUPILS**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not willfully misuse, neglect or interfere with things provided safety purposes.

N.B. Pupils will be made aware of these responsibilities through direct instruction, and notices.

## **SMOKING**

Greater Grace School operates a no smoking policy. Smoking is not allowed anywhere on the premises at any time.

Policy Adopted by Trustees: 01/09/2013

Policy v 13 Last Reviewed: 25/01/2021

Policy Due for Review by: 30/01/2023

## **OTHER RELATED PROCEDURES AND POLICIES**

*The following key elements of a Health and Safety policy are covered in separate policies; please see the policies named below:*

- Risk Assessment Policy which includes Statutory Tests
- Educational Visits Policy including offsite visits and risk assessments, and transport
- Fire Safety Policy, Evacuation and other Emergency Arrangements including Fire Prevention, Testing of Equipment
- First Aid and Medication

*The following key elements of a Health and Safety policy are covered below:*

Appendix 1	-	Accident Reporting Procedures
Appendix 2	-	Health and Safety Information and Training
Appendix 3	-	Personal Safety / Lone Working
Appendix 4	-	Premises and Work Equipment
Appendix 5	-	Flammable and Hazardous Substances
Appendix 6	-	Asbestos
Appendix 7	-	Legionella
Appendix 8	-	Moving and Handling
Appendix 9	-	Contractors
Appendix 10	-	Work at Height
Appendix 11	-	Display Screen Equipment
Appendix 12	-	Shared use
Appendix 13	-	Work Experience

Hertfordshire Grid for Learning has an excellent resource for schools to use regarding Health and Safety risk assessments, guidance and general information. Although aimed at maintained schools, the resources can be adapted for use by all schools.

The Hertfordshire Grid for Learning *Health and Safety Manual: Policy and Guidance for Schools* can be found at:

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

## Appendix 1

### ACCIDENT REPORTING PROCEDURES

#### Accidents to Employees

All employee accidents, no matter how minor, must be reported to the Head Teacher, who will make a report to the Trustees

#### Accidents to Pupils and Other Non-Employees (Members of Public/Visitors to Site etc.)

A local accident book kept with the First Aid Box in the Kitchen is used to record all minor incidents to pupils and non-employees. More significant incidents as detailed below must also be reported to the Head Teacher, who will make a report to the Trustees

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises/equipment defects.

All major incidents will be reported to the Head Teacher, who will make a report to the Trustees.

Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Trustees as necessary.

The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

#### Reporting to the Health and Safety Executive (HSE)/RIDDOR

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Head Teacher and Trustees

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays).

**Any incident notified to the HSE must also be reported to the Head Teacher and Trustees**

## Appendix 2

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

The Trustees meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

### **Communication of Information**

The Health and Safety Law poster is displayed in the office.

The Trustees as the employer provides access to competent H&S advice via Andrew Bailey as required by the Health and Safety at Work Act 1974

### **Health and Safety Training**

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records will be kept Anne Mulligan in a computer file. Paper copies of certificates are kept in the secure cabinet in the office

Anne Mulligan is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## Appendix 3

### PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

Staff will report any such incidents to the Head Teacher. The school will work in partnership with the police where inappropriate behaviour/individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

#### Lone Working

Work to be carried out unaccompanied or without immediate access to assistance should be risk assessed by the staff member to ensure that there is minimal risk to their personal safety, and **“When in doubt, don’t!”** Staff should ensure they always have means to summon help in an emergency e.g. access to a telephone or, preferably, a mobile phone.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

Although lone working off site is a rare occurrence, e.g. for staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visit details, expected time of return/end time and arrangements for contacting etc. Where there are known risks which may affect staff safety, staff should not visit alone



## **Appendix 4**

### **PREMISES AND WORK EQUIPMENT**

All staff are required to report to Diane Bailey any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Diane Bailey is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised/have received specific training is detailed in the register held in the office.

### **Planned Maintenance/Inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be by Anne Mulligan in the office.

### **Curriculum Areas**

Supervisors are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Anne Mulligan, or directly to Andrew Bailey, designated trustee for H&S.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Reaction Group annually.

Anne Mulligan is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Reaction Group every 5 years (or 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5-year period).

### **Gas Equipment**

All gas equipment will be checked annually.

## Appendix 5

### FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

Within curriculum areas (in particular science and DT) Supervisors are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person responsible for substances hazardous to health is Diane Bailey

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children and all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Diane Bailey is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and decorators, flooring specialists, etc.*).

## Appendix 6

### ASBESTOS

An asbestos survey and management plan are in place for the school.

The school's most recent asbestos management survey was conducted on 8 April 2019.

The school's asbestos log (including school plans, asbestos survey data and site-specific management plan) is held by Anne Mulligan in the H&S Folder in the office (and in the Premises computer file) on behalf of Andrew Bailey, designated trustee for H&S, who has received appropriate training.

The Head Teacher will ensure that all school staff (including volunteers who clean) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.** (Even stapling/pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to Andrew Bailey who will arrange for its disposal, contacting the local council if necessary.

The school's asbestos authorising officer is Andrew Bailey, and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boiler, etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Head Teacher shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are logged

## Appendix 7

### LEGIONELLA

See HSE document '*Legionnaires' disease - The control of legionella bacteria in water systems,*

*Approved Code of Practice and guidance on regulations*':

<http://www.hse.gov.uk/pubns/priced/l8.pdf>

A water risk assessment of the school has been completed by Clearwater Technology Limited, and Andrew Bailey, designated trustee for H&S, who has received appropriate training is responsible for ensuring that the identified operational controls will be conducted and recorded in the school's water log book where necessary.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60 deg. C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis

## Appendix 8

### LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to Diane Bailey and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

## **Appendix 9**

### **CONTRACTORS**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and any other related information.

*Anne Mulligan is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls/risk assessments are in place and working effectively.*

## **Appendix 10**

### **WORKING AT HEIGHT**

Working at height can present a significant risk, where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders/stepladders using the following guidance: <http://www.hse.gov.uk/pubns/indg455.pdf>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. maintenance staff, drama, ICT technician etc.

The school's nominated person responsible for work at height is Diane Bailey

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained, and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

## **Appendix 11**

### **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

## **Appendix 12**

### **SHARED USE OF PREMISES**

Greater Grace School was founded in September 1998 by Greater Grace Evangelical Church - a non-denominational, family-oriented local church and a member of the Evangelical Alliance.

The Church is the only external body to use the school premises and does so only outside of school hours. The school has obtained Enhanced DBS checks (with Regulated Activity where appropriate) for the Pastor, Sunday School workers, and other key leaders. There are arrangements in place to co-ordinate with the school on safeguarding matters.

## Appendix 13

### WORK EXPERIENCE

#### Secondary level only

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

Diane Bailey is responsible for managing and co-ordinating such activities, hereafter the placement organiser.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

- The placement organiser will always assist and guide the young person undertaking the work placement .
- It is the responsibility of the placement organiser to take responsibility for the young person's health and safety.
- All students should be briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The placement organiser should arrange an interview prior to the placement to discuss conduct at work, procedures, timings and health and safety issues.
- An escorted walk of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken
- Information on the accident reporting system and location of First Aider should be given.
- A disclaimer form should be signed by the young person following this briefing.
- Regular checks should be made to ensure that the young person is able to cope with the hours of work required.
- If at any time the individual is concerned about any issue they should feel free to voice that immediately to their placement organiser.
- Any incidents involving students on work placement activities should be reported to the placement organiser at the earliest possible opportunity.

