

# **MORE HOUSE SCHOOL**

## **Health & Safety at Work etc Act 1974**

### **Policy and Statement of Responsibilities**

#### **The Governing Body**

The Governing Body (being the Board of Directors of More House Trust Limited) has the ultimate responsibility for the implementation of the Health and Safety Policy ("the policy") and, through the Chairman, will ensure that all the relevant requirements of health and safety legislation are established. This policy has been drawn up with due regard DCSF Guidance 'Health and Safety: Responsibilities and Powers'.

The Governing Body requires the Senior Management of the School to display a positive attitude and commitment to health and safety and to ensure compliance with the policy within their areas of authority. Accordingly, members of Senior Management have a responsibility to consider the health and safety implications of their decisions. The Governing Body also requires all members of staff to comply with the policy and any other guidance and procedures established for the protection of themselves and others for whom they are responsible.

The Governing Body will ensure that sufficient funds and other resources are made available for the implementation of all measures which may reasonably practicably be taken to ensure the health and safety of all employees (including visiting teachers), pupils, visitors, contractors and members of the public.

#### **The promotion of Health and Safety**

The Governors have delegated the responsibility for administration of Health and Safety to the Bursar through a Health and Safety Committee. Their expectations are that the Committee will:

- promote health and safety within the School and on trips, visits and excursions organised by or on behalf of the School
- recommend and progress improvements in the health and safety systems operated by the School

- consider any matter relating to health and safety brought to its attention by any body or individual

The issue of Health and Safety will be an agenda item in both the Heads of Department and Full Staff meetings at least one a term.

### **The Headmaster**

The Governing Body has delegated to the Headmaster the overall responsibility for the implementation of the policy within the School. Any matters concerning health and safety which can not be resolved by the Headmaster must be referred to the Chairman of the Governing Body immediately.

The Headmaster will ensure that staff are encouraged to keep up to date with current legislation and developments in health and safety and will ensure that staff are able to attend internal or external courses of instruction, as appropriate.

The Headmaster will impress upon all staff and appropriate visitors that a School is a location where children are educated and staff should be aware that children can not be expected to exercise the same judgment as adults on matters of health and safety.

### **The Bursar**

The Governing Body and the Headmaster have delegated to the Bursar the responsibility for the implementation of the policy in the non-academic areas of the School. This will include, but is not limited to, responsibility for:

- undertaking fire drills at least once each term and keeping appropriate records
- ensuring that all fire and other safety equipment is adequate and regularly serviced and that other precautions are appropriate
- ensuring that all electrical equipment is checked in accordance with statutory and insurance requirements
- ensuring that all plant and machinery is checked in accordance with statutory and insurance requirements
- ensuring that the School building is used in an appropriate manner and that no hazards are unnecessarily present
- ensuring that all non-academic staff and contractors are aware of the policy and their obligations under it and all related documents

- ensuring that contractors' health and safety policies are adequate, if appropriate, and that all work undertaken by contractors does not endanger the health, safety and welfare of others
- keeping statutory records and advising the Health and Safety Executive of all incidents required by law
- keeping a file of risk assessments undertaken
- ensuring that up to date, relevant information relating to health and safety is available within the School
- being available to discuss any health and safety problems not resolvable by other members of staff
- taking appropriate action to remove or reduce actual or potential, including suspending or modifying inappropriate activities
- undertaking a visual inspection of the school before the start of each term to identify and remove potential hazards or to reduce the risks of injury or damage
- Chairing the Health and Safety Committee

### **The Deputy Head**

The Governing Body and the Headmaster have delegated to the Deputy Head the responsibility for the implementation of the policy in the academic areas of the School. This will include, but is not limited to, responsibility for:

- ensuring that all teaching and teaching-related staff are aware of the policy and their obligations under it and all related documents
- ensuring that Heads of Department undertake risk assessments for their department and that the relevant part of their departmental handbooks is current
- keeping a file of risk assessments undertaken relating to trips
- ensuring that up to date, relevant information relating to health and safety is available within the School
- being available to discuss any health and safety problems not resolvable by other members of staff
- taking appropriate action to remove or reduce actual or potential, including suspending or modifying inappropriate activities
- producing a policy on school trips and visits to reduce or eliminate the risks health and safety of staff and pupils when away from School premises
- Liaising with the Bursar in relation to Fire Safety

## **Heads of Department**

Heads of Department are responsible for the health and safety of all members of staff and pupils undertaking work and/or tuition in their department. They are responsible for:

- promoting health and safety in their department
- producing health and safety guidelines and safe systems of work for their department and incorporating such guidelines etc in the departmental handbook
- ensuring that all staff and, where relevant, pupils and visitors are aware of the school policy and departmental guidelines and safe systems of work
- producing risk assessments, as appropriate, and keeping records of such assessments
- ensuring that risks are eliminated or reduced within their department
- ensuring compliance with appropriate legislation (eg COSHH)
- reporting all accidents or dangerous incidents to the Bursar
- ensuring that all equipment in their department is safe to use; removing equipment which is not safe to use until the defect is remedied or the equipment disposed of
- producing documents as may be reasonably required by the Headmaster, Bursar or Deputy Head

## **All members of staff**

Section 7 of the Health and Safety at Work etc Act 1974 (“the Act”) places a duty on all employees, whilst at work, to take reasonable care of themselves and of anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the Governing Body and Headmaster so that they can comply with their duties under the Act.

Section 8 of the Act requires that, unless proper authority has been given, no-one shall interfere with or misuse anything provided by the School in the interests of health and safety (e.g. fire alarms, extinguishers, machine guards, first aid boxes). It should be noted that this section applies to all individuals and is not restricted to staff.

Deliberate failure to comply with health and safety instructions and procedures or unauthorised interference with safety equipment may be regarded as serious

misconduct for which individual members of staff may be liable to summary dismissal

The Management of Health and Safety at Work Regulations 1992 also oblige employees to:

- use any equipment, protective clothing etc provided in the interests of safety
- follow health and safety instructions
- report anything which they consider to be a dangerous occurrence
- report any shortcomings in the protection arrangements for health and safety

The School operates a no-smoking policy throughout its site. Smoking by Staff in front of pupils when off-site, during a school-trip for example, is also not permitted. Smoking by pupils whilst on school trips is not permitted.

### **Teaching staff & Technicians**

All teaching staff and technicians have a duty to take reasonable care for the health and safety of themselves, other staff, pupils and visitors who may be affected by their teaching and other work-related activities. In particular, they must ensure that:

- school and departmental policies and guidelines are followed
- safe systems of work are taught
- sufficient information, instruction and training is given to pupils to enable them to work safely, including instruction about the use of safety equipment
- equipment and substances are used in a manner which will not adversely affect the health and safety of themselves, pupils, other members of staff or visitors
- equipment and substances are stored in appropriate containers so that inherent risks are minimised
- classrooms are tidied to an acceptable standard at the end of lessons.

### **Non-teaching staff**

All non-teaching staff have a duty to take reasonable care for the health and safety of themselves, other staff, pupils and visitors who may be affected by their work-related activities. In particular, they must ensure that:

- safe systems of work are used; for example, appropriate methods must be used to reach items stored above head height or lift heavy or cumbersome objects
- tools, substances and other equipment are stored in appropriate containers and locations when not in use

*Policy next due for review July 2011.*