

COGNITA
TEACHING EXCELLENCE



Duncombe
School

An Independent Preparatory
School and Nursery

Health and Safety Policy

September 2016

PART ONE - STATEMENT OF INTENT

INTRODUCTION

The School believes that ensuring the health and safety of staff, pupils and visitors and positively promoting health and safety is essential to the success of the School.


We are committed to:

- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff (including teaching and non-teaching staff, peripatetic workers and students undertaking work experience) and pupils
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation of articles and substances
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the School
- Providing adequate information, instruction, training and supervision to staff and pupils
- Consulting with staff, pupils and their representatives on health and safety matters
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement
- The regular monitoring and review of health and safety procedures and systems (to include risk assessments, accident records and health and safety related issues and complaints etc)
- Ensuring adequate welfare facilities exist throughout the School
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The School will establish a Health and Safety Management System to ensure the above commitments can be met. Cognita Schools Ltd, the Headmaster, staff and pupils will play their part in its implementation.

NAME: Mr Andy Moorhouse

SIGNATURE:



(Operations Director UK)

DATE: 5th September 2016

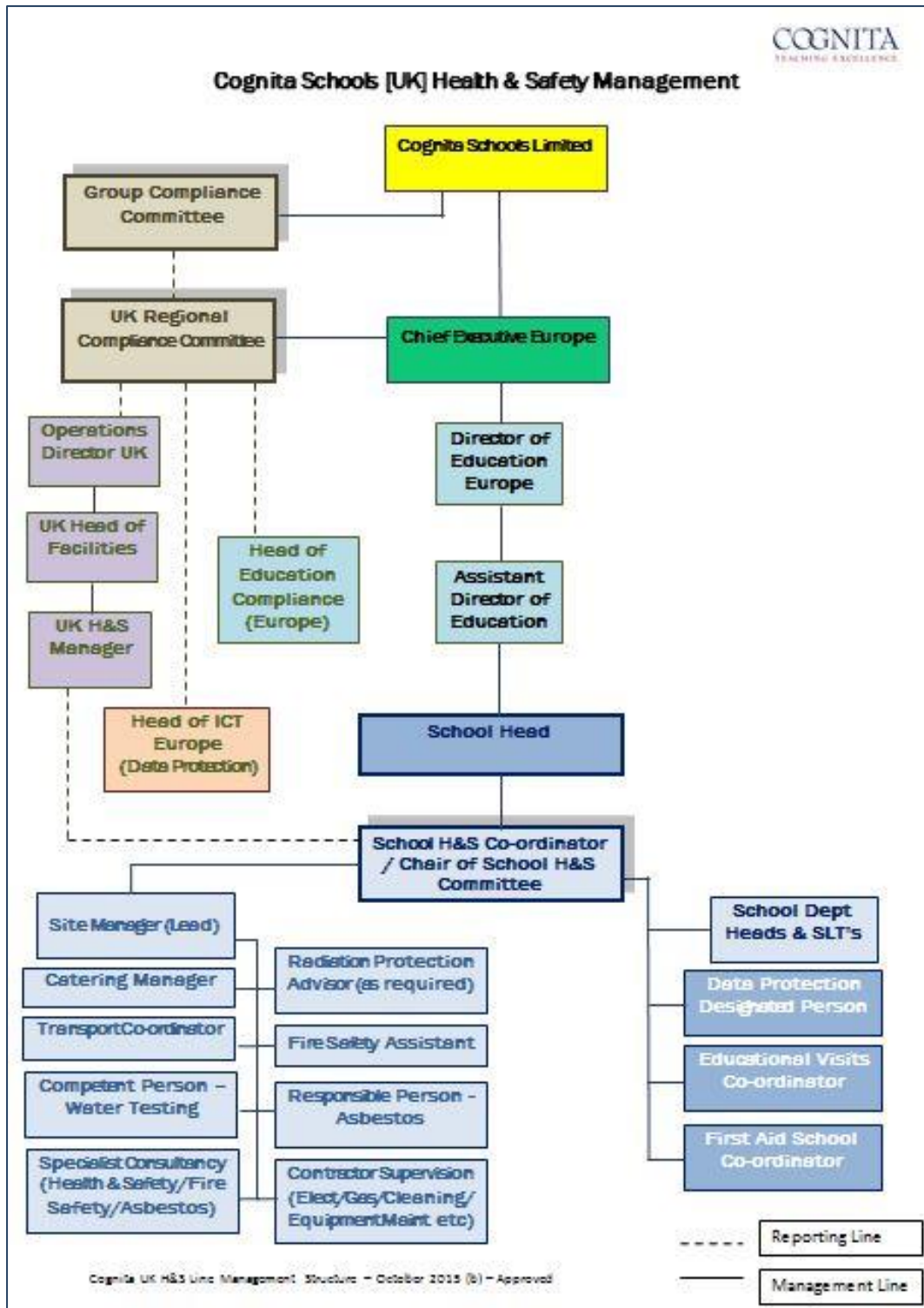
NAME: Mr Jeremy Phelan

SIGNATURE:



DATE: 5th September 2016

(Headmaster)



PART TWO - ORGANISATION

INTRODUCTION

The Board of Directors of Cognita Schools Ltd are responsible for ensuring the implementation of this Health and Safety Policy.

The Directors delegate responsibility for health and safety management to the Assistant Director of Education and to their Headmaster.

In order to ensure compliance with the law and the School's Statement of Intent the Headmaster will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy.

HEADMASTER WILL ENSURE:

- The promotion of a health and safety culture within the School and on off-site visits in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, relevant HSE and DfE and other appropriate guidance and guidance from Cognita.
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of the School's activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and pupils and others such as contractors, where appropriate.
- The establishment of a School Compliance H&S Committee which is representative of the operation and structure of the School and which meets at least Termly.
- That arrangements are in place for the effective consultation with staff, nominated trade union representatives and pupils regarding health and safety matters.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.

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- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the School.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.
- The School complies with its reporting and record keeping obligations.
- Accidents, incidents, absence and complaints pertaining to matters of health and safety are properly investigated, if required, and that the School co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.
- The School's health and safety policy and performance is reviewed and monitored regularly and a Termly report on the health and safety performance of the School is prepared for the Chair of the School Governance Panel.

SCHOOL H&S CO-ORDINATOR WILL ENSURE:

- The promotion of a positive health and safety culture within the School.
- The implementation of a clear, written School Health and Safety Policy that has been developed from the approved Cognita (UK) model policy and is communicated and regularly updated in accordance with legal obligations (alongside other appropriate guidance and updates from the Cognita Group).
- Maintained liaison with other specialist health, safety and fire safety roles appointed within the School, to co-ordinate compliance actions and provide a central point of contact [please note separate Cognita UK Compliance Line Management structure].
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and other key parties within the School are included.
- The co-ordination of the School's H&S Compliance Meetings, ensuring these are conducted in accordance with the Cognita Group Terms of Reference.
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out
- Liaison with all School Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, HPA, local authority and fire authority, as required.

- Systems are established to allow staff (both teaching and non-teaching) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the School identified Training Co-ordinator.
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Headmaster.
- Routine monitoring is established at the School including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.
- Termly updates are provided to the School Board of Governors detailing the School's progress with identified compliance issues and areas of focus.

HEAD OF DEPARTMENT AND MEMBERS OF THE LEADERSHIP TEAM WILL ENSURE:

- Application of the School's Health and Safety Policy to their own department or area of specialism.
- Development and dissemination of a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy (this may require reading trade journals, ESIS, British Standards, CLEAPSS).
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control (to include supply teachers and work experience students) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are displayed in their specialist area.
- Adequacy of first aid provisions, protective clothing and equipment, registers and log books are available for use in their specialist area.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Headmaster.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- So far as is reasonably practicable, that the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigation of any accidents, which occur within their sphere of responsibility.
- Monitoring of the health and safety of his/her department or area of responsibility (including records of risk assessments, health and safety related issues and complaints, and records of accidents) regularly) and prepare an annual report for the Headmaster on the health and safety performance of his/her department or area of responsibility.
- Inclusion with the health and safety at departmental/team meetings.

CLASS TEACHERS WILL ENSURE:

- Co-operation with the Headmaster, their Head of Phase and their Line Manager on health and safety matters.
- Taking reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request for the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to their Headmaster or Head of Phase on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with Curriculum requirements for safety education.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the School without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to their Headmaster or Head of Phase.

NON-TEACHING STAFF WILL ENSURE:

- Co-operation with the Headmaster, their Head of Phase and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the School.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by Cognita, the School or any other person delegated to be responsible for a relevant aspect of health and safety at the School.
- Implementation of safe working practices which comply with the approved Cognita and School policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
- Tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting of any defects in tools and equipment and actual or potential hazards to their Line Manager or the Headmaster and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Headmaster.
- Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.

- If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.
- Minimisation of the occasions when an individual is required to work or study in isolation.
- No interference with or misuse anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

PUPILS (IN ACCORDANCE WITH THEIR AGE AND APTITUDE) WILL ENSURE:

- Co-operation with the Headmaster and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the School.
- Observation of the School rules, standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Headmaster.

HIRERS:-

All hirers of the School must, in addition to the responsibilities of visitors below, ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

VISITORS AND CONTRACTORS:-

All visitors and other users of the School premises (to include contractors, delivery people and visitors to the School) must:

- Co-operate with the with School on health and safety matters and in particular follow the instructions of staff in the event of an emergency.
- Observe the rules of the School.
- Ensure that they comply with the School's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the School site and the host arrangements whilst on site.
- Ensure that they are familiar with the School's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).

HEALTH AND SAFETY POLICY

PART THREE – ARRANGEMENTS (PLANNING AND IMPLEMENTATION)

The following procedures and arrangements have been adopted to ensure compliance with the Statement of Intent.

EMERGENCY & FIRST AID RELATED POLICIES AND PROCEDURES

School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Accident and Incident Reporting	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2018</i>
First Aid Policy	<i>Ian Thomas</i>	<i>Feb 2016</i>	<i>Spring 2017</i>
Critical Incident Management Plan	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Prevention and Control of Infection and Communicable Diseases Procedures	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Fire Risk Management Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Fire Risk Strategy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Serious Incident Reporting Procedure	<i>Ian Thomas</i>	<i>Nov 2016</i>	<i>Nov 2017</i>

FACILITIES RELATED POLICIES AND PROCEDURES

STANDARD REQUIRED FACILITIES RELATED POLICIES			
Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Adverse Weather Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Asbestos Management Plan	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Caretaking and Site Staff Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Catering Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Cognita TOR Group Compliance			

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Control of Contractors Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
COSHH (Control of Substances Hazardous to Health) Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Display Screen Equipment Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Electrical Safety Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Group Transport Policy and Guidelines	<i>Ian Thomas</i>	<i>Nov 2016</i>	<i>Nov 2017</i>
Legionella Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Lone Working Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Machinery, Plant and Equipment Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Manual Handling and Lifting Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Risk Assessment Policy	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Autumn 2019</i>
Premises Management Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Security, Workplace Safety and Protection from Violence	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>
Sun Protection Policy	<i>Ian Thomas</i>	<i>May 2016</i>	<i>Summer 2017</i>
Welfare Policy	<i>Ian Thomas</i>	<i>Sept 2015</i>	<i>Sept 2017</i>
Working at Height Policy	<i>Ian Thomas</i>	<i>June 2016</i>	<i>June 2017</i>

RISK ASSESSMENTS

STANDARD REQUIRED RISK ASSESSMENTS			
Cognita Approved Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Administration and Faculty Office Areas	<i>Lead Administrator in Work Area</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Art Class Rooms	<i>Sean Foley</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Cleaning Activities	<i>Premier Support Services</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Early Years Foundation Stage	<i>Katie Copeman</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Eating Facilities	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>

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Events	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
External Grounds and Play Areas	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Fire Risk Assessment	<i>Ian Thomas</i>	<i>Summer 2015</i>	<i>Summer 2017</i>
General Caretaking Activities			
General Class Rooms	<i>Class Teacher</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Learning Support and SEN Class Rooms	<i>Sue Howes</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Library	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Lone Working	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Main Reception Area	<i>Emma Webb</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Music Studio	<i>Jo Sutton</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
School Assembly Areas	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Science Laboratories	<i>Judith Marrion</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Staff Rooms	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Stairs and Communal Areas	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Storage Rooms	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Toilets and Welfare Areas	<i>Ian Thomas</i>	<i>Sept 2016</i>	<i>Sept 2017</i>
Traffic Management	<i>Ian Thomas</i>	<i>Dec 2016</i>	<i>Dec 2017</i>

NAME: Mr Jeremy Phelan SIGNATURE:



DATE: 5th September 2016 (Headmaster)

Effective date of the policy 5th September 2016

Circulation [School Assistant Director of Education /Chair of the School Safeguarding Committee/teaching staff/all non-teaching staff]

Status Complies with requirements of the Health and Safety at Work etc Act 1974

Health and Safety Policy

Ownership and consultation	
Document sponsor (role)	Andy Moorhouse
Document author (name)	Greg Warwick and Melissa Jones
Specialist Legal Advice	n/a
Consultation	n/a

Compliance	
Compliance with	Health and Safety at Work etc Act 1974

Audience	
Audience	Headmasters

Document application	
England	Yes
Wales	Yes
Spain	No

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Related documentation	
Related documentation	Emergency and First aid related policies and procedures Facilities related policies and procedures