



# HEALTH & SAFETY POLICY

Policy Owned By:	Bursar	Spring 2024
Reviewed By:	Leadership Team	Spring 2024
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## Contents

Revision History.....	3
Abbreviations, Acronyms and Definitions.....	3
Aim / Objective / Statement of Intent .....	4
Responsibilities.....	4
The Duties of Staff.....	7
Consultation with Staff.....	8
Engagement with pupils.....	9

Monitoring and Reviewing ..... 9  
Training..... 9  
Appendix A – Manual Handling Guidance..... 9  
Appendix B – Slips & Trips..... 13  
Appendix C – On-site Vehicle Movement ..... 15  
Appendix D – Control of Substances Hazardous to Health (COSHH) ..... 16  
Appendix E – Maintenance, Examination and Testing of Plant & Equipment..... 21  
Appendix F – Working at Height ..... 24  
Appendix G – Display Screen Equipment (DSE) ..... 26  
Appendix H – Animals on site..... 28  
Appendix I – Trees ..... 29  
Appendix J – Risky Areas ..... 30

## Revision History

Revision	Revision
November 2017	
Spring 2021	
Spring 2022	Change “Headmaster” to “Head”, “Bursar” to “Bursar & COO” and “his/her” to “their”; minor changes to various bullet-points
Spring 2024	Clarification of roles of Bursar, Director of Estates and Facilities, and Governors; inclusion of H&S Steering Committee and its functions; deletion of appendices which are not appropriate to a policy document

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
HSE	Health & Safety Executive
INSET	In Service Education and Training (Dedicate training sessions for staff)
NICEIC	National Inspection Council for Electrical Installation Contractors
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

## **Aim / Objective / Statement of Intent**

- The Board of Governors (the “Governors”) of the Yehudi Menuhin School recognise and accept that it is the School’s responsibility, as far as it is reasonably practicable, to ensure the provision of safe and healthy conditions in the working environment (a) for all staff to carry out their roles and responsibilities safely, (b) for all visitors and contractors, and (c) for all pupils to live, work and learn comfortably and safely. They accept their responsibility to take all practical steps to secure the health and safety of staff, pupils, contractors and all others using the School premises.
- The Governors believe that only the adoption of safe methods of work and good practice by every individual can ensure the personal health and safety of everyone. The Governors will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others depends on their individual conduct and vigilance while on the School premises.
- A successful health and safety policy therefore depends on the cooperation of all in the School, and the Governors encourage all staff, who themselves have a duty under the Health & Safety at Work etc. Act 1974 and The Management of Health & Safety at Work Regulations 1999, to take reasonable care for their own safety and for that of all others who may be affected by their actions or omissions at work.
- This policy should be read in conjunction with the following policies:
  - P2.2 Safeguarding & Child Protection Policy
  - P3.3 Catering Policy
  - P3.7 Bounds Policy
  - P4.6 Flexible Working Policy
  - P5.2 Risk Management Policy
  - P5.3 Management of Asbestos Policy
  - P5.4 Offsite Activities Policy
  - P5.5 First Aid, Health Care & Medicines Policy
  - P5.8 Fire Safety & Emergency Evacuation Policy
  - P5.10 Swimming Pool Operation Procedure
  - P5.11 Security Policy
  - P5.12 CCTV Policy
- This policy has regard to the non-statutory advice *Health and Safety: responsibilities and duties for schools (2018)* and the Health and Safety at Work etc. Act 1974.

## **Responsibilities**

- The **Governors** have overall collective responsibility for health and safety within the School. They have a responsibility to ensure that health and safety issues are considered and addressed and that this Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Governors in carrying out their duties. The Governors will hold the Head to account in respect of the requirements set out in this policy.
- The **Health and Safety Steering Committee**, which reports into the **Risk Committee** on behalf of the Governors, has general oversight of compliance with Health & Safety Regulations. **The Head**, on behalf of the School, will have day to day responsibility for controlling health and safety within the School and is responsible to the Governors for ensuring compliance with Health & Safety arrangements at the School. The Head will take all reasonably practicable steps to meet their responsibilities and particular attention will be paid to the duties placed upon the School, as employer, to provide the following:
  - ensuring there is sufficient resource deployed to meet health and safety requirements.
  - ensuring that health and safety training is deployed as required.
  - ensure that accidents are suitably and appropriately investigated and recorded.
  - assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School
  - implementation of an Emergency Plan.
  - Ensuring plant, equipment and systems of work that are safe and without risk to health;
  - Ensuring facilities for the safe use, handling, storage and transport of articles and substances;
  - sufficient information, including instructions supplied by manufacturers, and relevant training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
  - a safe and healthy place of work and safe access to and egress from it;
  - provision and maintenance of a safe and healthy working environment with adequate facilities and arrangements for employees' welfare at work.
- The Head delegates their responsibility for specific areas of Health & Safety management and day-to-day practice as detailed below.
- **The Bursar**, with the support of the Director of Estates and Facilities, will have delegated by the Head the day-to-day management responsibility for health and safety ensuring that, so far as is reasonably practicable, arrangements are in place for formulating, monitoring and implementing the school's policy to comply with the requirements of health and safety. The Bursar ensures that:

- all appropriate legislation, safety directives, procedures and safe working practices are reflected in the School's policy, and that relevant areas of the School are kept informed of any changes in legislation;
  - the School's Health & Policy Statement is in line with legislative requirements;
  - the Governors are advised as necessary on aspects of health and safety legislation, regulations, codes of practice and safe working practices;
  - any report necessary under RIDDOR is made in line with requirements;
  - the Director of Estates and Facilities completes activities required of him under this policy;
  - regular meetings of the Health & Safety Steering Committee are held and that actions are recorded, tracked and completed.
- **The Director of Estates and Facilities** will have delegated accountability for health and safety compliance throughout the School for ensuring that, so far as is reasonably practical, arrangements are in place for:
    - Safety and security
    - Fire Safety
    - Electrical Safety
    - Gas Safety
    - Water quality
    - Asbestos
    - Emergencies
    - Staff induction and training
    - The appointment of competent contractors
    - Advising the Bursar on maintenance requirements
    - Co-ordinating advice from specialist safety advisors and producing associated action plans
    - Co-ordinating and implementing training
    - Monitoring health and safety within the School and raising concerns with the Health and Safety Steering Committee
    - Charing to Health and Safety Steering Committee
    - all accidents resulting in injury to workers, pupils and members of the public or damage to plant and equipment, or 'near misses' are investigated, the cause determined and preventative action implemented where possible;
    - accident statistics and a summary report are provided to the Health & Safety Steering Committee on a termly basis;
  - The Director of Estates and Facilities will assist the Bursar with the implementation of the following:
    - building security
    - registration and control of visitors and management of contractors
    - site traffic movements
    - maintenance of school vehicles

- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
  - Good standards of housekeeping, including drains, gutters etc.
  - Control of hazardous substances for grounds maintenance activities.
- **All other members of the Leadership Team, alongside the Estates Maintenance Supervisor, School Nurse and Commercial Manager:**
    - are responsible for the day-to-day management of health, safety and security in accordance with the School's Policy in those areas of the School designated to them and for activities under their control;
    - will regularly review procedures ensuring adequate assessments of health and safety risks are incorporated;
    - will ensure that all staff, visiting teachers, other visitors and pupils are aware of such relevant procedures and that the necessary action is taken to implement them.

### **External Health and Safety Advisors**

- The Director of Estates and Facilities will have delegated responsibility to arrange as appropriate for external consultants to **advise** on matters of compliance and health and safety within the School. Such provision may include:
  - Engineers monitor and service the school's plant, equipment, including boilers, aircon, security, lifts annually.
  - The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated as and when required or when significant changes are made to the interior of buildings, or new buildings are bought or added.
  - In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a competent person.
  - The school has a suitable and sufficient risk assessment for legionella and a water sampling and testing regime in place.
  - The school maintains an asbestos register and the Director of Estates and Facilities is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
  - The school has current electrical test certificates for all its buildings. It uses qualified electrical contractors to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IET wiring regulations.
  - All work on gas boilers and appliances is carried out by registered Gas Safe contractors. All oil boilers are managed and maintained by a qualified contractor.

All lightning protection and earthing conform to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

### **Health and safety Steering Committee**

- The **Health and Safety Steering Committee** meets once a term and will be chaired by the Director of Estates and Facilities. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:
  - The Bursar
  - The Head
  - The Deputy Head (Pastoral)

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- encourage suggestions and reporting of defects by all members of staff.

## **School Nurse**

The School nurse will be responsible for:

- Maintaining a log of accidents and incidents
- Checking that all first aid boxes are replenished
- Management of first aid training

## **The Duties of Staff**

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify The Director of Estates and Facilities of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by their line managers, Leadership Team and Director of Estates and Facilities;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## **Consultation with Staff**

- Staff and pupils are encouraged to raise Health and Safety issues in different forums:
  - Termly meetings of the Health and Safety Operations Committee are held and are chaired by the Director of Estates and Facilities. Representatives from across the School are encouraged to attend Any member of staff may submit items for discussion at this meeting or may attend if they wish;



- The minutes from the Health & Safety Operations Committee are made available to all staff;
  - Staff may bring up Health and Safety issues at weekly staff meetings, INSET days or with any individual member of the Leadership Team or the Director of Estates and Facilities at any time;
  - Boarding staff may also bring up issues at the bi-weekly Boarding Staff Meetings;
  - Pupils may bring up issues at weekly House meetings, in termly School Council meetings or with Boarding Staff at any time.
- Maintenance Requests logged on the Every Compliance portal allow for identification of any issues that pose a risk to Health and Safety and must be dealt with urgently.

### **Engagement with pupils**

- We encourage pupils to be aware of health & safety issues via PSHE lessons, House meetings and via the School Council. Pupils are encouraged to raise any questions relating to Health & Safety with boarding house staff, or direct to the Head.
- Boarding, housekeeping, facilities & maintenance staff are expected to be vigilant to risks in pupils' bedrooms which are not accessible to the wider staff population. These include risks introduced by the pupils themselves, such as trailing wires, overloading extension sockets, leaving decorative lights on all day etc. When discovering any issues such staff should immediately make the item(s) safe and discuss the issue with pupils to improve their understanding.

### **Monitoring and Reviewing**

- Health and safety issues are monitored and reviewed by:
  - Health and Safety Steering Committee meetings
  - Health and Safety (Operations) Committee meetings
  - Pastoral and Boarding Team meetings (Head, Houseparents)
  - Governors' Risk Committee (meets termly)
  - Leadership Team meetings, including the termly review of the School's Risk Register
  - Education and Welfare Committee (meets twice yearly)
  - Full Council (meets termly)
- Health and Safety Inspections are carried out for each building throughout the year by the Director of Estates and Facilities and feed into the planned preventative and maintenance schedule and work is allocated accordingly.

### **Training**

- Health and safety training is critical in order that all members of staff understand how to manage the potential hazards associated with their roles. It is provided for all new members of staff as part of the induction process. In particular, new staff receive training in safeguarding, risk assessment, access to first aid on site and fire safety.
- First aid, minibuses, swimming safety, working at height, and manual handling training is arranged as necessary. Job-specific health and safety training is provided to all staff as required. Staff who work in isolation have their attention drawn to the lone working policy. Menuhin Hall stewards and volunteers are given specific training in their roles.
- All school staff are able to access a wide variety of Health & Safety training via an online portal, EduCare. Staff are directed to complete courses in line with their role as detailed in the training matrix and are free to complete additional courses if they wish. The School keeps records of all training and arranges required refresher training at regular intervals.