

PART 2: ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

2. General

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

2.1 Board of Governors (“The Board”)

2.1.1 The Board has 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 the Health and Safety 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. 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 Board of Governors in carrying out its duties.

2.2 Head

2.2.1 The Head will assist the Board in directing the overall management and development of the Health and Safety Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also ensure a report is made to the Board on health and safety performance and assist the Board in implementing changes in the Health and Safety Policy which the Board has approved.

2.3 Bursar

2.3.1 The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

2.3.2 The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Head and the Buildings Committee on maintenance requirement
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the School and raising concerns with the Head
- Liaising with the School's architect regarding compliance with the Construction (Design and Management) Regulations as and when required
- Chairing the School Health and Safety Committee
- Investigating accidents and incidents and recording the same.

2.4 Senior Leadership Team

2.4.1 The senior leadership team will support the Head with regard to the overall management of health and safety in the school. This includes:

- Providing leadership by ensuring health and safety is considered as part of every decision
- Considering the health and safety impact of new initiatives
- Informing the Head about any health and safety issues that affect the school
- Agreeing strategic health and safety initiatives
- Monitoring the overall implementation of the school's health and safety policy in their areas of control.

2.5 Members of Staff with Special Responsibilities

(These include Heads of Department, Subject Co-ordinators, Form Teachers, I.T. Network Manager; Managers of Support Staff, Catering Manager, Caretakers and Domestic staff)

2.5.1 Members of staff with special responsibilities must ensure, so far as is reasonably practicable, the health and safety of those affected by the activities under their control. They must also ensure that appropriate safe working procedures are brought to the attention of all staff under their control. They should carry out regular inspections of their areas of responsibility and report/record any concerns.

2.5.2 They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements include but are not limited to:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Drama
- Art, Design & Technology (including harmful substances and flammable materials) - Head of Art, Design & Technology
- Music - Head of Music
- Outdoor lessons – Subject Co-Ordinators/Form Teachers
- Trips and visits – Leader of trip/Form Teachers
- Catering – Catering Manager
- Cleaning functions – Domestic staff/Caretakers

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

2.5.3 The Caretakers will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- 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

2.6 External Health and Safety Advisors

2.6.1 The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include the following:

- Structural surveyors - retained to give advice on the external fabric of the school as required.
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists, annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated whenever 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 and extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports on the arrangements for health and safety in all lessons, support areas, public spaces and sports facilities.
- The School has a suitable and sufficient risk assessment for legionella, every two years and a water sampling and testing regime is in place.
- The School maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Bursar is also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.

2.7 All Members Of Staff

2.7.1 The co-operation of all staff is essential to the success of the Health & Safety Policy. All members of staff are responsible for:

- 2.7.1.1 taking care of their own health and safety and the health and safety of others affected by their actions
- 2.7.1.2 co-operating with the Board of Governors by following the school's safe working procedures and meeting responsibilities laid down in this policy
- 2.7.1.3 reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager, the Bursar or the Head
- 2.7.1.4 undertaking any health and safety training/development identified as necessary
- 2.7.1.5 using work equipment in accordance with safe working procedures, instructions and training
- 2.7.1.6 not making unauthorised or improper use of equipment
- 2.7.1.7 ensuring a risk assessment is undertaken when carrying out projects or new activities
- 2.7.1.8 reporting health and safety incidents, and near misses, in accordance with the School's reporting procedures

2.8 Arrangements for Implementing the Policy

2.8.1 Consultation with Staff

It is an employer's duty to inform employees of all relevant regulations and a notice is on display in the School Office and the Staff Room entitled "Health and Safety Law - What you need to know"

2.8.2 Health and Safety Committee

The School has a health and safety committee which meets once a term. It is chaired by the Bursar, who is the School Safety Coordinator, and includes other members of staff and a representative from the Board of Governors. The committee facilitates consultation on school-wide issues, such as codes of practice. It is also a forum where committee members can raise issues concerning health and safety and where unresolved issues can be addressed.

2.8.3 Health and Safety Training

All employees will be provided with:

- induction training in the requirements of the Health & Safety Policy
- update training in response to any significant change;
- training in specific skills needed for certain activities e.g. use of hazardous substances; manual handling; working at height
- refresher training where required.

2.8.4 Health and Safety Procedures

The school has drawn up a Health and Safety Policy containing safety procedures and arrangements covering school-wide issues. Procedures were drawn up on the basis of a risk assessment and include the following required control measures:

- Dealing with health and safety emergencies - procedures and contacts (Separate Disaster Policy)
- Fire safety and prevention, including testing of alarms and evacuation procedures (Parts 5 & 6)
- First Aid and supporting medical needs (Part 7)
- Occupational Health and Well-being of Employees:
- The school will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve this, the school will encourage line managers, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported to the Head. The school will operate reporting procedures with proper regard for confidentiality.
- Recording and reporting accidents to staff, pupils and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**) (Part 6)
- Policy and procedures for off-site visits, including residential visits and any school led adventure activities (Part 23)
- School security (Part 8)
- On-site vehicle movements and traffic management (Part 9)
- Control of Hazardous Substances (Part 10)
- Maintenance (and where necessary examination and testing) of plant and equipment (Part 41)

- Safe working with electricity (Part 11)
 - Smoking (Part 12)
 - Food Safety (Part 13)
 - Manual Handling (Part 15)
 - Work at Height (Part 16)
 - IT equipment (Parts 17 & 40)
 - Occupational health services and managing work-related stress (Part 18)
 - Management of Asbestos (Part 20)
 - Legionella (Part 21)
 - Workplace safety for teachers, pupils and visitors (All Parts)
 - Violence to staff (Part 19)
 - Slips and Trips (Part 14)
 - Selecting and managing contractors (Part 21)
- 2.8.5 The suite of documents also includes a Risk Assessment Policy (Part 24) and associates risk assessments for areas considered to carry higher risks (Parts 25 to 42), together with a separate assessment for the Early Years Foundation Stage (Part 43). This suite of documents is available from the School Office.
- 2.8.6 On an annual basis the Board of Governors of Stormont School request that all staff should familiarise themselves with those sections of the Health and Safety Policy which are relevant to the department in which they work.
- 2.8.7 All Parts of the H&S policy mentioned can be requested from the School Office.

Reviewed: November 2021