



## 1 Health and Safety

The Governors recognise and accept their responsibility as the employer for providing work places and work practices which are safe and healthy for employees, pupils, visitors, contractors and others who might be affected by their work, in accordance with the Health & Safety: Advice on legal duties and powers for Local Authorities, School Leaders, School Staff and Governing Bodies Feb 2014. In particular, care will be taken to provide and maintain:

- 1.1.1 • Safe places of work with safe access and egress
- 1.1.2 • Safe work processes
- 1.1.3 • Safe plant and equipment
- 1.1.4 • Safe arrangements for the use, handling, storage and transport of articles and substances
- 1.1.5 • Information, instruction, training and supervision for safety and safe systems of work
- 1.1.6 • Two way communications with employees
- 1.1.7 • A forum for the consideration of health and safety matters.

The day to day duty of ensuring health and safety rests with the Headmaster and will be administered by the Bursar who will work on behalf of the Governors by providing and interpreting policy.

The Governors will provide professional health and safety advice and additional resources when required.

The Headmaster will report to Governors at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy. Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

## 2 Duties of the Trustees

In the discharge of our duty the Board of Trustees will:

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- 2.1.1 Make ourselves familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at work Regulations 1999 (S1 1999 No 3242)
- 2.1.2 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- 2.1.3 Periodically assess the effectiveness of this policy and ensure that any necessary changes are made, including adherence to new legislation

### **3 Smoking**

The school is a no smoking establishment. No smoking is allowed in the school and staff and visitors who wish to smoke should do so on the public road below the school.

## **4 Organisation for the Management of Health and Safety**

### **4.1 Duties of the Headmaster**

The Headmaster has responsibility to ensure compliance with the Health and Safety policy

In particular, the Headmaster will:

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- 4.1.1 Ensure compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to Governors at least annually.
- 4.1.2 Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities.
- 4.1.3 Consult with members of staff, including any safety representative on health and safety issues.
- 4.1.4 Ensure that information, training, instruction and supervision is provided and that systems of work are safe.
- 4.1.5 Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires.
- 4.1.6 Appoint first aid personnel and have first aid provision checked regularly.
- 4.1.7 Assess risks and commit Risk Assessments to writing.
- 4.1.8 Ensure that work in all its aspects is safe and without risks to health.
- 4.1.9 Make proper provision for occupational and pupil health.
- 4.1.10 Post warning signs and notices.
- 4.1.11 Ensure that the conditions of licences are observed.
- 4.1.12 Ensure the safe disposal of hazardous wastes.
- 4.1.13 Ensure that fire safety risk assessments are comprehensive and that their requirements are satisfied.

The Headmaster will take all practicable steps to fulfil this responsibility through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate. In particular, the responsibility for items 4.1.5 to 4.1.13 above are delegated to the appropriate staff as set out below.

### **4.2 Duties of the Deputy Bursar**

The Deputy Bursar has the responsibility delegated to her by the Head to ensure compliance with the Health and Safety policy in the following whole school areas:

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- 4.2.1 Maintenance of the property
- 4.2.2 Suitability of the accommodation to meet ISSR Part 5 (independent schools standards regulations)
- 4.2.3 Maintenance of site security
- 4.2.4 Maintenance of the fire precaution systems
- 4.2.5 Maintenance of plant and machinery
- 4.2.6 Risk Assessments for buildings and grounds
- 4.2.7 Risk Assessments for machinery
- 4.2.8 Compliance with Display Screen regulations
- 4.2.9 Asbestos control
- 4.2.10 Legionella control
- 4.2.11 Substances Hazardous to Health regulations
- 4.2.12 Minibus management
- 4.2.13 Hazardous waste disposal
- 4.2.14 Arrangements for contractors
- 4.2.15 Accident recording and investigation
- 4.2.16 Accident and illness reporting to HSE (RIDDOR)
- 4.2.17 Maintain and label drinking water facilities

### **4.3 Duties of the Safety Officer**

The Safety Officer has the following areas of responsibility:

- 4.3.1 To be responsible for the risk assessments
- 4.3.2 To be responsible for the statutory fire protection checks
- 4.3.3 To be responsible for the statutory hot and cold water checks required for the Legionella controls and meeting ISSR part 5.
- 4.3.4 To ensure that all risk assessments required are completed
- 4.3.5 To assist in the general Health and Safety duties of the Headmaster and particularly in assisting the supervisory staff in completing risk assessments and the educational visits procedure.
- 4.3.6 In addition, the Safety Officer will monitor the Health and Safety Communication Book and take appropriate action to each entry.

### **4.4 Duties of Supervisory Staff**

Supervisory staff have the responsibility delegated to them by the Head to ensure compliance with the Health and Safety policy in those areas of their special function. All staff in a supervisory capacity will make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their areas of responsibility. In particular they have responsibility for:

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- 4.4.1 Risk Assessments for all activities
- 4.4.2 Risk Assessments for use of any specialist equipment
- 4.4.3 Proper storage of hazardous material
- 4.4.4 Maintaining Fire exit routes clear of clutter
- 4.4.5 Compliance with licencing requirements (e.g. radiation protection and hazardous chemicals)
- 4.4.6 Staff, pupils and others in their care are instructed and monitored in safe working practices
- 4.4.7 New employees working within their department are given instruction on safe working practice
- 4.4.8 Regular safety inspections are made of their area of responsibility as required by the Headmaster or as necessary
- 4.4.9 Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- 4.4.10 Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- 4.4.11 All the signs used meet the statutory requirements

### **4.5 The Duties of All Members of Staff**

All employees, all pupils and all other persons entering onto school premises or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this health and safety policy. Each individual must:

- 4.5.1 Make sure that work is carried out in accordance with this policy, procedures and risk assessments
- 4.5.2 Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- 4.5.3 Adhere to training and instructions
- 4.5.4 Inform their immediate line manager, head of department or supervisor of any new hazards identified
- 4.5.5 Give their visitors (including contractors) a named contact with whom to liaise
- 4.5.6 Offer any advice and suggestions that they think may improve health and safety
- 4.5.7 Report all accidents, ill health, fires, incidents and defects as soon as practicable
- 4.5.8 Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire fighting equipment

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If any individual is in doubt about any safety matter they must consult their line manager.

### **4.6 The duties of Hirers, Contractors and Others**

The Headmaster or School Safety Representative will ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

When the school premises or facilities are being used during school holidays for a school-sponsored activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Trustees, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Trustees and that they will not, without the prior consent of the Headmaster:

- 4.6.1 Introduce equipment for use on the school premises,
- 4.6.2 Alter fixed installations,
- 4.6.3 Remove fire and safety notices or equipment,
- 4.6.4 Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at work, etc Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headmaster will take such actions as are necessary to prevent persons in his or her care from risk of injury.

The Trustees draw the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at work, etc. Act 1974, which states that no person shall, intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.



## **5 Staff Consultative Arrangements**

The Trustees, through the Headmaster, will make arrangements to incorporate agenda items on health and safety matters into existing consultative groups.

A Communication Book will be made available in the school office where concerns regarding H&S or suggestions and queries should be raised. Or by direct contact to the H&S Officer by e-mail.

A Safety Committee will be established and meet each term to consult with employees on matters concerning health and safety. It should discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports (RIDDOR is the system of reporting injuries, diseases and dangerous occurrences), monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy.

Recommendations for the agenda are:

- Minutes of last meeting
- Matters arising
- Accidents/incidents/ill health/serious defects since last meeting
- Matters raised by employees/others
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.

Detailed minutes must be kept.

Representation on this committee will be available to representatives of each accredited trade union or staff association who should decide amongst themselves which individuals should sit on the committee.

## **6 Codes of Practice and Safety Rules**

In consultation with the Trustees (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as SEAC, will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, which will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Trustees that he or she has already introduced codes of



practice and methods of working which achieve a similar or higher standard of health and safety.

## **7 Risk Assessment**

The Headmaster will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Trustees.

### **7.1 Slips and Trips**

The site is assessed for slips, trips and falls in the Risk Assessment system. If an accident occurs then the cause should be brought to the attention of the maintenance team. If the injury requires the attention of the nurse then the cause will be picked up through the accident system. If the injury is minor, requiring no attention, or a near miss then it should be reported through H&S communication book in the School office.

## **8 Training**

Training will be carried out on health and Safety to enable all staff to carry out their work and responsibilities safely. Topics covered will be:

- 8.1.1 Child Protection
- 8.1.2 Risk Assessment
- 8.1.3 First Aid
- 8.1.4 Fire Safety
- 8.1.5 Other specialist training as required

Staff will be kept up to date on H&S by the notices and items at staff meetings.

## **9 Grounds**

Grounds are provided for sports and recreation and will be maintained safe for use by the use of the Risk Assessment system.

## **10 Traffic**

Vehicles used on the school site will be properly licensed (if required) and maintained. Their use is subject to a risk assessment being completed for the tasks.





At school bus drop off and collection periods on the public roads through the school a member of staff will be on supervisory duty.

## **11 Asbestos Control**

A survey will be made of the site by a professional consultant to establish the use or not of asbestos. This survey will be kept in the Bursars & Health & Safety Officers office.

When any building work is planned the survey will be referred to and if there is a possibility of asbestos in the construction then a suitably licenced contractor will be used in the works.

## **12 Legionella**

A survey will be made of the site Water Systems by a professional consultant to advise on any control methods needed to reduce the risk of contracting Legionella to a minimum. The Maintenance Manager is appointed as the "responsible person" to ensure that the necessary actions are carried out.

Risk Assessments will be carried out for all the systems and a scheme of work put in place to manage and monitor the risks. Both the RAs and Scheme of Work will be reviewed annually, or if changes are made to the system or use of the system.

A file will be kept in the Health & Safety office with the following:

- 12.1.1 The survey
- 12.1.2 The scheme of work
- 12.1.3 The results of monitoring
- 12.1.4 Any remedial work carried out

## **13 Emergency Plans**

The Headmaster will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- 13.1.1 save life,
- 13.1.2 prevent injury,
- 13.1.3 reduce loss

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A H&S emergency is an event which will cause disruption to the school due to fire, flood, contagion loss of power supply, loss of water supply and unforeseen reasons.

When such an event occurs the duty team should be informed immediately and they will decide how to classify the emergency and who needs to be called to form a response team.

The Emergency box in the staff room contains torches, a whistle, the school roll, staff contact details, clip boards and no-road tape for use if appropriate or necessary.

Actions taken should be recorded and after control is gained a more coherent record should be made.

The incident will be reviewed by the Health and Safety Committee and addition and changes made to the system as necessary. Minute of this meeting are always kept.

### **14 Violence against Staff**

The school is aware that there is a risk of violence to staff which is monitored and reviewed in the Violence against Staff policy.

### **15 Review**

The Trustees will review this policy statement annually and update, modify or amend it as they consider necessary to ensure the health, safety and welfare of staff and pupils.

### **16 Appendix**

#### **16.1 Appendix 1 - Organisational**

This appendix to the Health and Safety Policy defines the agreed areas of responsibility.

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Under "The duties of Supervisory staff" section 3.3, staff have a responsibility to "... familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk." If you have an area of responsibility you should take particular notice of this area and report any problems to the Health and Safety Officer.

### HEALTH and SAFETY RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of

#### **Chair of Trustees**

1.1 Day to day responsibility is delegated to

Teaching	<b>Steve Allen</b>
All other areas	<b>Steve Allen</b>

And the H&S Officer, Charles Harland, ensures that the policy is put into practice.

1.2 To ensure Health and Safety standards are maintained, the following people have responsibilities in the following areas:

Maths Rooms	Mr P Walsh
English Rooms	Mr C Thomas
Geography Room	Ms A Gilmour
Barn and Projector Room	School Maintenance Manager
Chemistry Lab.	Dr I Richardson
Physics Lab.	Mr A Instone
Biology Lab.	Mr S Barrett
Junior Science lab.	Mr m Coats
Music and Drama Class	Ms H Swain
Art Rooms	Ms H Gilling's
Special Educational Needs	Ms H English
IT Suite	Mr P Wheeler
MFL Classes	Ms R Trotter
Sports Hall and Sports Studies Class	Mr M Coates
Junior School	Ms A Freer
Main House Boarding	Ms E Anders
6th Form Study Room	School Maintenance Manager
Mulgrave Boarding	Mr J Mayne
Ramsdale Boarding	School Maintenance Manager
Woodside Boarding	School Maintenance Manager
6th Form Common Room	School Maintenance Manager
Mixed Common Room (Dungeon)	School Maintenance Manager
Admin Areas	Ms H Blackie
Staff Room	School Maintenance Manager
Laundry	Ms E Anders/ Mr C Harland
Kitchen & Dining Room	Ms K Morley
Medical Room	Ms M Estill

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Woods & Grounds above road	School Maintenance Manager
Gardens	Mr T McIntosh
Pavilion	Mr M Coates
Games Field	Mr M Coates
Workshop	School Maintenance Manager
Stables	School Maintenance Manager
Staff Accommodation	Residents
Cottages	Residents

#### 4 **RISK ASSESSMENTS**

4.1 Risk assessments will be undertaken

Teaching **Teachers**  
All other Areas **Line managers**

4.2 The findings of all risk assessments will be reported to  
**Charles Harland**

4.3 Action required to remove or control risks will be approved by  
Teaching **Steve Allen**  
All other areas **Steve Allen**

4.4 Person responsible for ensuring the action required is implemented  
**Charles Harland**

4.5 Persons responsible to check that the implemented actions have removed  
or controlled the risk: **Teachers and Line managers**

4.6 Risk assessments will be reviewed when an activity changes or after one  
year

#### 5. **CONSULTATION with EMPLOYEES**

5.1 Union appointed safety representatives  
**None at this time**

5.2 Consultation with employees is provided by communication book in office  
**The SMT have an open door policy on safety communication.**

#### 6. **SAFE PLANT and EQUIPMENT**

6.1 Person responsible for identifying all equipment needing maintenance  
**School Maintenance Manager**

6.2 Person responsible for ensuring that effective maintenance procedures are  
drawn up: **School Maintenance Manager**

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6.3 Person responsible for ensuring that all identified maintenance is carried out. **School Maintenance Manager**

6.4 Any problems found with plant and equipment should be reported to **Steve Allen**

6.5 Person responsible for ensuring that new equipment meets Health and Safety standards. **School Maintenance Manager**

### 7. **SAFE HANDLING and USE of SUBSTANCES**

7.1 Persons responsible for identifying substances which need a COSHH assessment

Teaching	Art teachers, technology teachers, science technician
All other areas	line managers

7.2 Person responsible for undertaking COSHH assessments  
**Charles Harland**

7.3 Person responsible for ensuring that all actions identified in the assessments are implemented.  
**Charles Harland**

7.4 Person responsible for ensuring that all relevant employees are informed about the COSHH assessments.  
**Charles Harland**

7.5 Persons appointed to check that new substances can be safely used before they are purchased.  
**Line managers**

7.6 COSHH assessments will be reviewed when an activity changes or every year

### 8 **INFORMATION, INSTRUCTION and SUPERVISION**

8.1 The Health and Safety Law poster is displayed in the Staff Room

8.2 Health and Safety advice is available from

**Headmaster, Charles Harland**

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8.3 Supervision of trainees will be arranged and monitored by  
**Charles Harland**

8.4 Person responsible for giving relevant Health and Safety information to Fyling Hall employees working at the premises of other employers  
**Steve Allen**

### 9. **COMPETANCY for TASKS, and TRAINING**

9.1 Induction training will be provided for all employees by  
**Charles Harland**

9.2 Job specific training will be provided by  
**Line manager**

9.3 Specific jobs requiring training  
**None identified at this time**

9.4 Training records are kept at  
**School office**

9.5 Training will be identified, arranged and monitored by  
Teaching **Steve Allen**  
All other areas **Steve Allen**

### 10. **ACCIDENTS, FIRST AID and WORK-RELATED ILL HEALTH**

10.1 The first aid stations are located at  
**See school plan**

10.2 The appointed first aiders are  
**See school handbook**

10.3 All accidents and cases of work related ill health must be recorded. The person responsible for keeping the records is

10.4 The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is  
**Steve Allen**

### 11. **MONITORING**

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- 11.1 To check our working conditions, and ensure our safe working practices are being followed, we will

Investigate incidents and record findings and action taken.

- 11.2 Person responsible for investigating incidents is  
**Charles Harland**

- 11.3 Person responsible for investigating work related causes of sickness absence is  
**Steve Allen**

- 11.4 Persons responsible for acting on investigation findings to prevent a recurrence  
**Steve Allen**

## 12 **EMERGENCY PROCEDURES – FIRE and EVACUATION**

- 12.1 Person responsible for ensuring that fire risk assessments are undertaken and implemented  
**Charles Harland**

- 12.2 Person responsible for checking escape routes, and frequency  
**Charles Harland, Quarterly**

- 12.3 Fire extinguishers are checked and maintained by Service agent every six months

- 12.4 Alarms are tested weekly by  
**Maintenance Manager, & H&S Officer**

- 12.5 Emergency evacuation will be tested every term by  
**House masters, Matrons**

## **16.2 Appendix 2 – Procedural**

This appendix to the health and safety policy covers brief statements of methods of work, routines and procedures and codes of practice for the following subjects:

### **16.2.1 Emergency Procedures**

- a) To evacuate the building and sound the fire sirens.



b) In a catastrophic failure of the buildings, or compromise of the safety of school, all staff, pupils and others on the site should be evacuated to the local village hall.

### **16.2.2 School Journeys**

a) Should only be undertaken by qualified staff after writing a risk assessment and obtaining approval.

b) Or approved providers

(i) Bay Taxis

(ii) Coastal & Country and Esk Valley Coaches

### **16.2.3 First Aid**

a) General Procedures to be followed by the School Matrons or a qualified First Aider.

b) Precaution against any notified infectious disease. Personal protective equipment (P.P.E.) to be worn at all times when there is a likelihood of coming into contact with bodily fluids.

c) Personal Medicines are only to be administered by the prescribed person or a qualified member of staff.

d) Chronic Conditions, e.g. asthma The School Matron or other qualified member of staff should assess the severity of the illness and treat accordingly.

### **16.2.4 Traffic Management**

Buses are to be supervised by a member of staff when dropping off or picking up pupils. Cars to be parked in designated areas only.

#### **16.2.5 Storage of Flammable Materials**

Flammable materials are only to be stored in the designated areas where they can be secured and used only by authorised personal.





### **16.2.6 Storage of Hazardous Materials**

Hazardous materials are only to be stored in the designated areas where they can be secured and used only by authorised personal.

### **16.2.7 Waste Disposal**

Waste is only to be disposed of in the designated areas.

### **16.2.8 Accident and Incident Procedures**

All accidents, incidents or near misses should be reported to the School Matron or the Health & Safety Officer without delay.

### **16.2.9 Contingency Plan**

The Headmaster will implement the contingency plan as and when necessary

### **16.2.10 Contractors**

Contractors are to be given a copy of the schools health and safety policy and appendices and sign to confirm that they will work to their own industries codes of practice and safe working methods as well as the schools.

### **16.2.11 Dual Use**

Groups, hirers and others who use the school site, its building or grounds are to be given a copy of the schools health and safety policy and its appendices and sign to say they will follow its guidelines.

## **16.3 Appendix 3 - Records**

This appendix indicates where records of the following can be found.

16.3.1 Staff Training  
Office

16.3.2 Risk Assessments  
Fire Risk Assessments, on the /Teachers /Health & Safety/FireRisk Assessments.

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Legionella Risk Assessments, on /Teachers/Health & Safety/Legionella  
All other Risk Assessments in /Teachers/Risk Assessments.

### 16.3.3 Performance Indicators

The School Matron or the Health & Safety Officer

### 16.3.4 COSHH Sheets

Staff Room

### 16.3.5 Reviews

The Health & Safety Officer or the Health & Safety Committee minutes

### 16.3.6 Accidents or Incidents

The School Matrons Records

Policy updated 5<sup>th</sup> October 2022 – Charles Harland

To be checked annually by Trustee with responsibility for Health & Safety:

Mr John Jeakins (Done October 2021)

To be reviewed October 2023.