



## HEALTH AND SAFETY POLICY

### **General Statement of Health and Safety Policy**

As governors of Framlingham College we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, parents, visitors and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place. As a school, staff have a duty to ensure that students develop a sensible culture focused on informed risk taking.

The Governors of Framlingham College retain ultimate responsibility for Health and Safety matters at both the Senior and Prep Schools. This policy document sets out the manner in which this responsibility will be complied with. The policy is reviewed annually and is presented to the Governing Body for ratification.

The Governors are committed to ensuring that relevant legislation and regulation is complied with and will put into place roles, responsibilities and organisational structures to ensure this. The primary legislation is contained in the Health and Safety at Work Act 1974. Regard has been taken to more specific guidance for educational settings contained in the Department for Education publication "Health & Safety: responsibilities and duties for schools 2018" and in the HSE web guidance "Sensible Health and Safety management in schools".

### **Organisation**

#### **The Governing Body**

- The Governing Body is responsible for ensuring that:
  - Effective policies are maintained and implemented.
  - Safe systems of working ensure, so far as is reasonably practicable, the health and safety at work of all staff, pupils and visitors
  - Suitable information, training and equipment is provided.
  - Grounds, buildings and equipment are safe.
  - Facilities for the handling, storage and transport of articles and hazardous substances are adequate.
  - Facilities for providing First Aid are adequate.
- Health and Safety is a standing agenda item for Governor meetings and a report on H&S is delivered at least annually by the Health and Safety Group. The report will include commentary on accident and near miss statistics, training, fire safety, amendments to policies, results of checks on policies, procedures, record keeping and adherence to policies.

- Notes of H&S Group, H&S Steering Group and H&S Committee meetings are made available to all Governors.

### **Health and Safety Group**

- To ensure adequate focus in this area Governors have established a H&S Sub Group. The terms of reference are set by the Governing Body and provide for a Governor to Chair the Group together with at least one other Governor, working alongside senior staff. The remit of the group includes examining how H&S risks are managed and reporting at least annually to the Governing Body. The appointed Governors attend Steering Group meetings and visit the schools regularly to give advice to staff as well as providing a further communication channel to the Governing Body. The Risk Management and Governance Group provides separate detailed oversight of this and other Governor Groups to ensure risks are adequately addressed.

### **The Principal**

- The Principal is the key manager for Health and Safety and as such takes day-to-day responsibility for all health and safety matters in the School. In schools, the position of Principal/Headmaster also has specific legal responsibilities for the Health and Safety of pupils.

### **The Health and Safety Co-ordinator**

- The Health and Safety Co-ordinator acts as Chairman for the Health and Safety committees and, reporting to the Principal, is responsible for the day-to-day co-ordination of Health and Safety. As at October 2020 this role is filled by the Finance Director.

### **The Health and Safety Officer**

- Reports to the Health and Safety Co-ordinator, assisting with all Health and Safety matters, and specifically supervising security and fire safety (acting as the Fire Safety Officer) and offering advice on risk assessments. The H&S Group ensures the individual is competent to undertake this role and arranges suitable training as required.

### **Health and Safety Steering Group**

This body contains appointed representatives from across both senior and preparatory school sites, and across both academic and support functions. Membership is designed to cover specific areas of identified risk. It meets twice a year to consider matters of policy, to receive reports from the site specific committees and to ensure risk assessments are reviewed by department heads. It is chaired by the H&S Co-ordinator and is normally attended by at least one Governor from the Governors H&S Group and both Principal and the Head of the Prep School.

### **Health and Safety Committees**

Committees are in place at both the senior school and the preparatory school. Departments are represented by volunteers nominated or elected from the workforce together with management representatives. The committees are established to deal with everyday issues and ensure audits and inspections of each site take place. They also provide a mechanism for

consulting with staff and providing information between staff and management. Both committees are chaired by the H&S Co-ordinator and feed in to the steering group.

### **Educational and Support Department Heads**

- The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments and suitable policies within their areas of control.

### **Other Staff**

- All staff must take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work. In particular staff must:
  - take an active interest in promoting health and safety and suggest ways of reducing risks. This can be done either directly with line management or through the H&S Committees.
  - ensure safe procedures are followed by all – including pupils and visitors.
  - ensure 'the correct equipment/tool is used for the job' and that protective equipment/safety devices are used, as appropriate.
  - check that work areas and plant, machinery and equipment are adequately guarded and in good/safe working order before, during and after activities, reporting any deficiencies.
  - ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that potentially hazardous equipment is returned after use.
  - not interfere with, or misuse anything provided for their health, safety and welfare and must not make unauthorised or improper use of plant, machinery or equipment.
  - report all accidents and near misses using the established accident reporting procedure.
- The College will apply disciplinary procedures to any employee who is in breach of the H&S policy, including failure to comply with instructions, training or procedures designed to ensure safety.

### **Health and Safety Trade Union Representative**

- Although Trade Union representatives have no formal responsibilities within the College Health and Safety Policy the School recognises their wealth of experience in this area and will welcome, and seriously consider, submissions from health and safety representatives of recognised trade unions, through the Principal.

### **Hirers**

- Where the school allows others to use our facilities, the Events team will ensure that hirers are covered by appropriate insurance, and have the competence to ensure compliance with both general and any site specific health and safety requirements. Hirers will be issued appropriate documentation ensuring they are aware of their responsibilities for ensuring H&S compliance whilst using the site and facilities.

### **Contractors**

- The manager appointing contractors will be responsible for ensuring proper health and safety documentation is in place, the contractor is competent to carry out the task and that whilst on site the contractor follows H&S established procedures. Contractors are expected to work safely on school premises and not to endanger themselves, staff, pupils or visitors.
- The relevant manager must take immediate appropriate action if the contractor creates a hazard and refuses to eliminate it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

### **Students**

- Students are expected to take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work. Suitable policies and guidance are in place to assist students understand expectations of their behaviour and these are monitored by the Governor's Welfare Group.

### **Visitors**

- Basic H&S and specifically Fire Safety information is provided to visitors when they sign in at Reception.
- Visitors will often be unfamiliar with the school site and staff inviting them on site are expected to provide them with appropriate H&S advice and to accompany them whenever possible. Safeguarding procedures are in place to ensure visitors are not a risk to students.

### **Risk Management**

- There is a need to balance the desire to eliminate risks with the need to maintain a pleasant, welcoming school environment. Pupils should be able to attend exciting school trips, play freely and take part in sports. At all times the degree of risk and likely impact has to be balanced against the time, effort and cost involved in introducing preventative or risk-reducing measures. To this end a Risk Management Policy is in place together with a risk register of high level risks which is reviewed annually by the Governing Body. The Risk Assessment Policy is included in this H&S Policy.

### **Internal Monitoring and Evaluation**

- Minutes of Health and Safety meetings are accessible to Governors and staff and are displayed on staff noticeboards.
- An annual report on effectiveness of the policies and procedures for Governors is prepared by the Health and Safety Group.
- Staff are encouraged to report on issues to the Health and Safety Committee through their elected representatives.
- A number of other mechanisms have been established to monitor and evaluate the implementation and effectiveness of the School's Health and Safety policies, procedures and risk assessments. These are examined at the Safety Committees, Steering Group and Governors Group level as appropriate.
  - Physical site inspections.
  - Process audits (by internal and external experts).
  - High level audit of the sites by Insurers.
  - Annual review of departmental documentation, including review of Risk Assessments

- Review of external expert inspections of plant and equipment
- Review of external expert inspections of H&S related matters such as EHO and Council inspection of kitchens
- The results of Health and Safety Audits and Inspections are available to staff through their representatives on the Health and Safety Committees.
- The H&S Policy is available on the website and on H&S noticeboards. A copy is provided to all new staff.

### **External Monitoring and Evaluation**

- The fabric of the school, its plant, equipment and systems of work are surveyed and inspected by competent professionals.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).
- External expert advice is sought on fire safety issues as necessary.
- An external Legionella and water sampling and testing regime is in place.
- New buildings and plant are designed with H&S, accessibility and safeguarding principles in mind.

### **Training**

- All new staff are required to read the Health and Safety Policy. Part of their induction includes department specific H&S training.
- At least annual H&S training sessions are scheduled for all staff. All staff receive regular H&S training on Fire Safety, Working at Height and Manual Handling.
- First aid training is offered to all staff.

### **Accident Reporting**

- It is considered best practice to report all accidents and near misses to provide the opportunity to investigate and put in place measures to minimise future risks, and to allow an analysis of trends.
- Any serious incident, including accidents where a pupil visits hospital will be reported to parents. Minor incidents where treatment is administered only at the Medical Centre will not, as a matter of course, be communicated to parents, except for younger children at the Prep School where incidents will generally be noted and reported to parents at the end of each day.

### **Accident Book and Near Miss File.**

- In accordance with the *Social Security Act 1975* accident books are kept at the schools. These have been put together with a near miss incident file in the following locations:

#### **Senior School**

Reception  
 Science Office  
 Design School  
 Sports Hall office  
 Maintenance Hut  
 Housekeeping Office

#### **Prep School**

Common Room  
 Support Staff Rest Room  
 Matron's office  
 Grounds Staff Hut

Medical Centre  
Catering

- Staff are required to ensure all accidents and near misses are recorded and passed to the Health and Safety Co-ordinator, so that the Safety committees can analyse accident statistics to check for patterns, common causes, areas or times, and professional agencies can be consulted, where appropriate.
- Reportable incidents will be notified to the Health & Safety Executive by the Health and Safety Co-ordinator in accordance with the *Reporting of Injuries, Disease and Dangerous occurrences Regulations*.

### **Associated Policies**

The following are considered to be important policies or control measures that, where applicable, are monitored by the H&S Group and Steering Group:

- Medical Policy (including First Aid provisions) – principally under the control of the Welfare Group
- Risk Management Policy
- Risk Assessment (Health, Safety and Welfare)
- Fire Safety Policy
- Accessibility
- Asbestos
- Site security
- Control of Substances Harmful to Health (COSHH)
- Display Screen Equipment
- Slips and trips
- Out of School Visits (OOSV)
- Electrical Safety
- Electromagnetic Fields (EMF's)
- Emergency Situations
- Gas Safety - including LPG
- General Workplace Safety
- Hot Works
- Letting and Hiring
- Lightning Protection
- Maintenance and Inspection of Plant and Equipment
- Portable Appliance Testing (PAT)
- Manual Handling
- Minibus Use
- New and Expectant Mothers
- Noise
- Occupational Health
- Radon
- Security, workplace safety and lone working
- Stress
- Sun Protection
- Swimming Pools
- Vehicles and on-site movements
- Vibration
- Violence towards staff
- Water Quality (including Legionella)
- Work Experience for Pupils

- Working at Heights

## **Health and Safety Group**

### **Terms Of Reference**

#### **Purpose:**

On behalf of the Governing Body, to monitor, evaluate and advise on Health and Safety policies and procedures, ensuring compliance with regulation and legislation.

#### **Role**

- To keep abreast of the legal and regulatory responsibilities of the schools, undertaking training as necessary to ensure a full working knowledge of these requirements
- To monitor the schools' Health and Safety policies, ensuring they are compliant with the latest legal and regulatory requirements
- To seek evidence from the working life of the schools that Health and Safety policies are being implemented in line with approved policies
- To report annually to the full Governing Body on the above, offering informed opinion on the adequacy of Health and Safety policies and practice
- To support and advise the Headmasters and Chairman of Health and Safety Committees
- To consider all high level risks identified by the Risk Management and Governance Group, and ensure adequate plans exist to mitigate these.
- To report back at least annually to Governors on the suitability of school plans to mitigate the risks identified.
- To feedback to the Risk Management and Governance Group any new or modified risks identified by the work of the Group.
- To ensure aspiration to excellence is considered alongside risk management with the scope of the Groups sphere of influence.

#### **Powers**

- To report annually to the Governing Body
- To annually recommend adoption of the Health and Safety Policy

#### **Meetings**

- The Group shall meet formally at least twice per year
- Any one or more members may participate and vote at meetings by means of telephone or other communication equipment.
- Telephone or email / electronic communications may replace meetings where appropriate and especially where individual specific issues are being considered.
- Unless otherwise agreed or a matter is deemed urgent by the Chair, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member and any other person invited or required to attend no fewer than 7 days prior to the date of the meeting.
- It is the expectation of the Board that every member of the Group will make every effort to attend each meeting whether in person or otherwise.

#### **Membership**

- The group will be appointed by the Board and will comprise;

- A Chair elected by the Board of Governors
- At least one other Governor

The following staff should attend:

- Principal
- Head FCPS
- Chairman Health and Safety Steering Group
- The Group may invite any member of the Executive to attend meetings either regularly or by specific invitation. Invitees have no right to vote.

**Appointment/Term of Office of voting Governors:**

For a renewable period of 3 years.

**Minutes**

- The proceedings and resolutions of the Group will be minuted and circulated to all members of the Group and the Board
- As a standing item on the Agenda, the existence of any potential conflicts of interest will be requested and any identified will be dealt with in accordance with the provisions of the Bye Laws in the same way as they apply to meetings of the Board.

**Reports:**

**Out** The Board of Governors - Issues arising to be brought to the attention of the Governing Body at each of its meetings.

**In**

**Grievance / Disciplinary Action**

Removal, or censure, by a majority of Governors passed at a meeting

**Quorum**

At least one Governor by agreement with the other Governor. If only one Governor is in post then that Governor shall form a quorum until such time as second appointment is made.

**Chair of Health & Safety Group**

**Terms Of Reference**

**Role**

- Manage the H&S Group
- Set agenda for the H&S Group
- Act as first point of contact for the Executive on relevant matters of routine management that need discussion or decision.
- Duty to keep the Chairman of Governors and the Headmaster fully informed on all key issues relating to the Group
- Propose other members of the Group for approval by the Governing body

**Powers**

- Such powers as are required to enable the Chair of the Group to carry out the role set out above, on the proviso that, with the exception of emergency powers, all such powers are exercised in an advisory capacity
- Has a casting vote on the Group, the power to declare the result of a vote, the power to call a meeting at short notice and the power to adjourn and reschedule a meeting

**Frequency:** N/A

**Appointment / Term of Office**

For a renewable period of three years

**Reports:**

**Out** To Governing Body

**In** N/A

**Grievance / Disciplinary Action**

Removal, or censure, by a majority of Governors passed at a meeting

## Health and Safety Steering Group

### Terms of Reference

This is the main body responsible for ensuring

1. There is a clear and comprehensive whole school Health and Safety Policy in place
2. Health and Safety remains a “live” issue
3. There is a clear reporting mechanism to senior management and Governors
4. A system exists for addressing Health and Safety concerns

The membership of the group is drawn from across the senior and preparatory schools and from academic and support staff.

Specific tasks include

1. Maintaining the overall H&S Policy
2. Maintaining up to date policies for specified areas
3. Maintaining a record of all Risk Assessments
4. Producing recommendations for the Governing body
5. Rule on issues referred up by the H&S Committees except where Governors input is required.
6. Passing on relevant statutory and advisory information to staff
7. Receiving reports from the two H&S Committees, including the results of audits and Inspections
8. Setting and reviewing the timetable of audits and inspections

The Steering Group meets twice a year, in the Spring (May/June) and Autumn (October / November) terms.

In addition to the Principal and Head of FCPS, Finance Director, Operations Director and one or both Health and Safety Group governors, Heads of Department (or their deputies) from the following areas are required to attend:

- FCPS Educational Departments
- Design and Technology
- Science
- Sport and organised games
- Out-of-school visits
- CCF
- Medical and First Aid
- Boarding
- Catering
- Trading (including Fram Leisure and FCEL)
- Premises & General Issues (including Transport, Emergency Procedures and Fire)
- Domestic, Grounds and Maintenance (to attend on a rota basis)

Meetings are chaired by the Finance Director in the role of Health and Safety Co-ordinator.

## Health and Safety Committees

### Terms Of Reference

Two of these committees are established, covering the senior school and FCPS respectively.

Composition of these committees is split between management and staff representatives. The management representatives are appointed by the College and staff representatives are nominated or elected by their peers.

Meetings provide a chance for the representatives to air the views of their department on Health and Safety matters. The issues can either be dealt with here, or passed up to the Steering Group as necessary.

The meetings will check that Inspections and Audits are carried out to agreed timetables and formats, and will review any recommendations arising. Works required can either be actioned here or referred up to the Steering Group.

The frequency of meetings will vary but each will meet a minimum of once per year with a target of twice per year.

#### **Membership**

Each meeting will be chaired by the Finance Director, as Health and Safety Co-ordinator.

Each meeting will have the following composition:

Management representatives: One for Educational departments and One for Support

Staff representatives:

- Education
- Grounds
- Domestic
- Catering
- Maintenance
- Administration (including Finance, ICT, Medical etc)

Health and Safety Policy

Endorsed by:

Louise North, Principal

David Mallett, H&S Governor