



## HEALTH AND SAFETY POLICY

<b>REVIEWER:</b>	<b>BURSAR</b>
<b>REVIEW DATE:</b>	<b>MAY 2024</b>
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<b>APPROVED BY:</b>	<b>HEALTH &amp; SAFETY COMMITTEE MAY 2024</b>
<b>FULL GOVERNING BODY APPROVAL:</b>	<b>JUNE 2024</b>

### 1. General Policy Statement

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 our employees, pupils, contractors, parents and visitors. We believe that the health and safety of persons within the College or others who could be affected by our activities is of paramount importance.

In our role as employer we attach high priority to ensuring that all the operations within the College 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 first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of a College it is also important that adults recognise their additional responsibility for modelling safe practice for young people.

It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace. All Staff should note additional procedures relating to Accident, Hazard and Faulty Equipment Reporting contained at [Appendix 1](#).

It is the intent of the Principal and Governors of the College to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises.

We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Principal and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the College. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

Alongside the responsibilities of the Principal and Governors are the responsibilities of each person to reflect on good practice (e.g., risk assessments) and contribute to the development of safe routines and the Principal and Governors will also undertake to ensure compliance with legislative and other relevant guidance.

In order to achieve this, it is the responsibility of everyone to:

- challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone,
- to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again.

The Principal and Governors will ensure that adequate resources are identified for health and safety. We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the College. We require all staff to comply fully with this policy.

In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Principal and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum and working practices at all levels, where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

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 and Management of Health & Safety at Work Regulations 1999. 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".

## **2. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

### **2.1 The Governing Body**

The Governing Body will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g., contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- ensure that appropriate training for all staff on health and safety matters is provided, updated when necessary and that all staff will receive copies of all health and safety information. The Governors will also ensure that the College's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents.
- ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the College as outlined within policy and guidance.
- ensure, via reviewing risk assessments and inspection reports and through discussions with the College Principal and other H&S responsible persons, that there is adequate provision in staffing, facilities and resources to allow the College to meet both its legal and moral obligations with respect to health, safety and welfare.
- nominate a Health and Safety Governor.
- consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.
- Include Health and Safety as a standing agenda item for Governor meetings and ensure a report on Health & Safety is delivered at least annually by the Health and Safety Committee (see 3.13 below) to the Governors for their consideration and approval of appropriate matters and policies. 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 Health & Safety Committee meetings are made available to all Governors.

## 2.2 Principal

The Principal has overall responsibility for safety, policy, organization and arrangements throughout the College, however on a day-to-day basis a number of these responsibilities will be delegated to the Senior Operations Manager. The Principal will:

- provide liaison with the Inspectors: DfE and the Health and Safety Executive (HSE) with regard to safety aspects.
- budget for safety and health matters.
- review the Health and Safety Policy on an annual basis and when significant changes occur within the organisation of the College.
- nominate specific staff with designated safety roles, e.g., Health and Safety Coordinator, Health and Safety and Compliance Officer, throughout the College, and ensure that such nominees are appropriately trained/qualified.
- ensure, in conjunction with Heads of Departments, that health and safety is considered as an integral part of the curriculum and lesson planning.
- ensure that health and safety is considered as an integral part of teaching.
- instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, College Policies or health and safety legislation.
- ensure that emergency procedures and fire evacuation practices are in place within the College.
- have a general oversight of health and first aid matters.
- have specific legal responsibility for the health and safety of pupils.

The Bursar will assume these duties in the absence of the Principal and have the authority to make and implement decisions throughout the College at any level if there is:

- immediate danger, or,
- dangerous practice, or

- breach of the law.

### **2.3 Senior Operations Manager (Health & Safety Co-Ordinator)**

The Senior Operations Manager is responsible for the co-ordination of health and safety management on behalf of the Principal throughout the College and will:

- report safety matters to the Principal (assisted by Compliance Officer and Heads of Departments) and support the Principal in producing any reports for the Governing Body
- carry out inspections and safety audits
- investigate and advise on hazards and precautions
- develop and establish emergency procedures and organise fire evacuation practices within the College
- have a general oversight of health, safety and first aid matters
- make recommendations to the Principal or the Governing Body for matters requiring immediate attention, e.g. safety reports
- make recommendations to the Principal or the Governing Body on matters of safety policy in compliance with new and modified legislation
- publicise safety matters
- liaise with outside bodies concerned with health and safety
- monitor accidents to identify trends and introduce methods of reducing accidents.
- Chair the Health and Safety Management Group
- report on health and safety matters with respect to the College buildings and grounds
- ensure safety procedures are developed and adhered to for operations carried out within the College by staff and by outside contractors. In particular they must ensure work complies with the Construction (Design and Management) Regulations
- act as the College Fire Officer
- be responsible for the provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments

### **2.4 The Compliance Officer (Health and Safety Officer) will:**

- ensure records of hazards identified on site by staff are kept, along with the remedial action taken and when
- when liaising with contractors, assume the duties as outlined in 'staff liaising with contractors' and 'members of staff' below
- organise routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc
- ensure that all portable electrical equipment is tested on a regular basis
- ensure all accidents within the area of responsibility are recorded in line with the College policy
- ensure a training needs analysis is completed by each department on a regular basis
- organise and monitor all health and safety training, ensuring all training is up to date and relevant
- ensure adequate numbers of staff are trained in first aid procedures and administering medicines
- ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire evacuation), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities
- ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

### **2.5 The Activities and Educational Trips and Visits Co-Ordinator will:**

- be involved in educational visit management in order to ensure that the College's Offsite

- Activities and Educational Visits, Regulations and Guidelines are followed
- work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the College
- after discussion with the Senior Deputy Head approve the proposal.
- confirm that adequate risk assessments have been carried out
- support the Senior Deputy Head in the management of and evaluation of educational visits
- confirm the leadership of the visit group is appropriate, including the accompanying staff and volunteers.

## **2.6 Heads of Departments**

Each Head of Department is responsible to their line manager for the provision of safe working conditions for staff and pupils and in particular will:

- prepare reports on safety matters for the Senior Deputy Head or Senior Operations Manager
- notify the Senior Operations Manager of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage
- ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified
- instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section e.g. Science, Design Technology, PE, etc
- carry out or allocate the undertaking of risk assessments which include manual handling and COSHH, and to ensure details are documented and that appropriate action is carried out
- ensure that a visual inspection of equipment is carried out prior to use.
- ensure all accidents within the section are recorded in line with College policy and investigate reports of accidents and dangerous occurrences in his/her designated areas
- ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place
- identify staff training and development requirements with reference to health and safety
- attend to defect reports and recommendations from the Principal and the Senior Operations Manager
- circulate publicity relating to safety matters to staff within their control.

## **2.7 Teachers**

Teachers are responsible to their Head of Department for the immediate safety of the pupils in their classroom, laboratory or workshop. Teachers should tidy their classrooms at the end of each day to facilitate cleanliness and maintain a high standard with respect to health and safety issues. Additionally, each teacher will:

- undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally
- give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required
- ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary
- ensure that clear instructions and warnings are given to pupils verbally as often as necessary

- establish routines for issuing, checking and securing equipment used in lessons, ie items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- undertake a visual inspection of equipment prior to use
- report defects and make recommendations to their Head of Department where necessary
- ensure all accidents, incidents and near misses within the area of responsibility are recorded.

### **2.8 Technicians/Teaching Assistants**

The technicians/teaching assistants are immediately responsible to the teacher whilst the class is in session or to their direct line manager.

Additionally, the technicians/ teaching assistants will:

- follow safe working procedures personally
- be familiar with the general and particular safety rules that apply to his/her area of work
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- undertake a visual inspection of equipment prior to use
- report defects to his/her line manager
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the College policy.

### **2.9 Deputy Head (Pastoral) and Head of Academic Support**

The Deputy Head (Pastoral) and the Head of Academic Support are responsible for supporting health, welfare and SEND issues within the College. They will:

- assist in the development and health promotion activities at the College
- ensure the necessary records are maintained relating to accidents associated with the work of the College.

### **2.10 Work Experience Co-coordinator**

The Work Experience Co-Ordinator (or person responsible for work experience) is responsible for developing procedures to ensure that pupils, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

- ensure that all work placement providers are assessed prior to use for the first time
- assist in the assessment of placements where there are particular causes of concern
- ensure risk assessments are carried out for young people employed by or on work experience placement with the College and communicated to parents
- ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by pupils unless proof of training/competence is available.

### **2.11 Lead Nurse**

- be responsible for attending to and monitoring pupil illness/injury and to refer pupils to their own doctor or hospital as appropriate
- maintain the College medical room and equipment
- to monitor pupil health records prior to entry and to report/advise Pastoral and Academic Support of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
- monitor pupil health records prior to entry and to report/advise Heads of Departments and SEND staff of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
- assist in the monitoring of first aid equipment and boxes on College site.

- maintains a list of qualified first aiders and paediatric first aiders.

### **2.12 Managers within Support Departments**

Each manager is responsible to their line manager for the provision of safe conditions for staff, pupils and visitors and will:

- attend to defect reports and recommendations from the Principal and Senior Operations Manager
- conduct regular inspections of their area of responsibility and rectify hazards identified from those inspections
- instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility
- ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented, and that appropriate action is carried out
- ensure that a visual inspection of equipment is carried out prior to use
- ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the College policy.

### **2.13 The Maintenance Manager will:**

- ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- ensure that premises safety inspections are undertaken
- attend to defect reports and recommendations from the Principal, staff, Senior Operations Manager and Compliance Officer
- ensure all accidents within the area of responsibility are recorded in line with the College policy
- ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **2.14 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the College should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or their employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Compliance Officer for them to rectify.

Staff must ensure that contractors arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the College site.

### **2.15 Members of Staff**

Each member of staff is responsible for his or her personal safety and that of other persons in the College by the proper observation of College rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the College).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.: 'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of himself/herself and other persons who may be affected by his/her acts or omissions at work, and
- as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.'

- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'
- ensure that a visual inspection of equipment is carried out prior to use.

### **2.16 Pupils**

Each pupil is responsible for his/her personal safety and that of their fellow pupils by proper observation of College rules and procedures. In particular, each pupil will:

- observe standards of dress and behaviour appropriate to the working situation
- heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious
- not willfully misuse, neglect or damage equipment provided for safety.

### **2.17 Hirers**

Where the College allows others to use our facilities, the Commercial and Events Manager 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.

### **2.18 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.

## **3. Organisational Health and Safety Arrangements**

### **3.1 Critical Incidents**

A critical incident team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

A separate Critical Incident Plan has been developed by the College and is summarised in the Critical Incident Policy.

### **3.2 General Emergency Procedures**

The summoning of emergency services is via the office reception and the Senior Operations Manager and Compliance Officer. Out of College hours, please contact emergency services by dialing 999 and the College emergency contact number.

In the event of a major disaster the Critical Incident Team must be alerted.

### **3.3 Fire Procedures and Emergency Evacuation Procedures**

The Senior Operations Manager will act as the Fire Officer for the College. Details of Fire Procedures and Emergency Evacuation procedures are detailed in the Fire Policy and the Critical Incident Policy.

### **3.4 First Aid Procedure**

Please see First Aid Policy

### **3.5 Accident and Near Miss Recording**



Records maintained by Lead Nurse (sporting injuries) and Compliance Officer (Accident and Near Miss)

### 3.6 Other Relevant Policies

- Accident Policy
- Smoking Policy
- Alcohol and Drugs Policy
- Wellbeing Policy
- New and Expectant Mothers Policy

### 3.7 Risk Assessments and Guidance Notes

Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the College will have been or will be completed by lead staff members, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work.

Copies of these assessments are held in the compliance database which is owned by the Senior Operations Manager.

The following staff will complete risk assessments for the areas highlighted below:

<b>Premises</b>	Senior Operations Manager
<b>Boarding Houses</b>	Housemaster/mistress and Senior Operations Manager
<b>Curriculum</b>	Academic Heads of Department/Teaching Staff/Technicians
<b>Grounds</b>	Senior Operations Manager/ Head of Grounds
<b>Domestic</b>	Senior Operations Manager/Domestic Manager
<b>Sports Fixtures</b>	Director of Sport
<b>Boarding House Trips</b>	Housemaster/mistress
<b>Off-Site Visits</b>	Activities & Educational Trips and Visits Co-Ordinator
<b>Co-Curricular Activities</b>	Deputy Head Co-Curricular
<b>Events and Lettings</b>	Commercial and Events Manager
<b>Individual Pupils</b>	Tutor/Medical Staff/Head of Academic Support/Deputy Head (Pastoral)
<b>Individual Staff</b>	Specific Line Manager

Areas of work or activities that are deemed to be more hazardous will have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in College or by accessing on the Web. All new and existing staff should be aware of the contents relevant to them.

Risk assessment proformas are available for staff to access on SharePoint and Teams.

The College has published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

### **3.8 Departmental Health and Safety Policies**

All Heads of Departments are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the College policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and held by the Head of Department and within the Compliance database.

New joiners will receive these as part of their Induction Training.

### **3.9 Specific Hazards**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. Please see [Appendix 2](#) for policies and safe procedures that are relevant to the College and are in place to manage the risk.

### **3.10 Training and Information**

A training needs analysis will be undertaken by the Senior Operations Manager, in conjunction with the Heads of Departments, to identify any mandatory health and safety training required for members of staff and this will be regularly reviewed. The Deputy Heads and Senior Operations Manager will ensure that staff are released for this training.

All members of staff will receive a health and safety induction when they commence employment with the College and the induction will include specific elements of this policy being brought to their attention.

The Senior Operations Manager/Senior Deputy Head will:

- inform staff of any changes in the policy
- assess the training requirements of the staff and integrate those needs into the College development plan to inform governors
- assess the training needs of new members of staff.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g., Working at Height.

### **3.11 Monitoring Health and Safety**

Health and safety standards must be monitored by the Senior Leadership Team in conjunction with the College Governors by the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings.
- the Principal will conduct an annual premises inspection with the Senior Operations Manager and/or Compliance Officer.
- the Principal's report to the Governors will have health and safety as an item.

### **3.12 Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place, and are being followed, a health and safety audit will take place at least every 3 years.

The action points identified through the audit will be shared with the Health and Safety Committee and agreed what action is necessary. Further updates will be provided to all Governors for their consideration.

### **3.13 Health and Safety Committee**

To ensure adequate focus in this area Governors have established a Health and Safety Committee. The terms of reference (see [Appendix 3](#)) are set by the Governing Body and provide for a Governor to chair the Committee together with at least one other Governor, working alongside senior staff.

The remit of the Committee includes examining how health and safety risks are managed and reporting at least annually to the Governing Body.

The appointed Governors visit the schools regularly to give advice to staff as well as providing a further communication channel to the Governing Body.

The Finance & Operations Committee provides separate detailed oversight of this and other Governor Committees to ensure risks are adequately addressed.

### **3.14 External Monitoring and Evaluation**

- The fabric of the College, its plant, equipment and systems of work are surveyed and inspected by competent professionals.
- The College '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.

### **3.15 Health and Safety Management Group**

This body contains appointed representatives from across both Senior School and Prep School sites, and across both academic and support functions. Membership is designed to cover specific areas of identified risk. It meets at least termly 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 Senior Operations Manager and minutes are provided to the Health & Safety Committee.

### **3.16 Health and Safety Staff Representatives Groups**

Staff Groups are in place at both the Senior School and the Prep School. Departments are represented by volunteers nominated or elected from the workforce together with management representatives. The groups 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 Senior Operations Manager and feed into the Health and Safety Management Group.

### **3.17 Health and Safety Policy Review**

The College acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The College will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

### **Health and Safety Policy**

**Endorsed by:**

**Louise North – Principal**

**David Mallett – Health & Safety Governor**

## **Appendix 1**

### **Accident, Hazard and Faulty Equipment Reporting**

If you identify a hazard or an unsafe piece of equipment/system of work, you should report it in the first instance to your line manager or the Compliance Officer.

The following hazards are examples. These are not an exhaustive list:

- If the hazard is an unsafe piece of equipment/system, then you **MUST** inform your line manager immediately. The equipment/system should be isolated, and a note clearly put on the equipment to say that it must not be used under any circumstances.
- If the hazard is a spillage, then you should contact the receptionist or site team **IMMEDIATELY** informing them of what the spillage is and where, so that they can contact the cleaners and ensure this is cleaned up straight away.
- If the hazard is blocking corridors, then you must contact the receptionist or site team **IMMEDIATELY** informing them where the blockage is, so that this can be cleared.
- If the hazard is electrical cabling, then you **MUST** ensure that all staff and pupils are aware of the potential hazard by highlighting the area or you must cover the cables with correct cable covering so that all access is safe.

If in any doubt you should take steps to isolate the equipment or work area in question, and to warn others of the hazard by posting warning notices.

## Appendix 2

### Associated Policies

The following are important policies or control measures that, where applicable, are monitored by the Health and Safety Committee and Management Group:

- Accessibility
- Management of Asbestos Policy
- Control of Substances Hazardous to Health (COSHH)
- Display Screen Equipment (DSE) Policy
- Electrical Safety Policy
- Electromagnetic Fields (EMF's) guidance
- Critical Incident Policy
- Fire Safety Policy
- Gas Safety - including LPG guidance
- General Workplace Safety Policy
- Head Injury and Concussion Policy
- Hot Works Policy
- Letting and Hiring Policy
- Lightning Protection Policy
- Machinery Maintenance and Inspection Policy
- Manual Handling guidance
- Medical and First Aid Policy
- Minibus Policy
- New and Expectant Mothers Policy
- Noise at Work Policy
- Occupational Health
- Out of School Visits (OOSV) Policy
- Portable Appliance Testing (PAT)
- Radon guidance
- Risk Assessment (Health, Safety and Welfare) Policy
- Risk Management Policy
- Security, workplace safety and lone working Policy
- Physical Site security Policy
- Slips and Trips Policy
- Stress Management Policy
- Sun Protection Policy
- Swimming Pools
- Vehicles and On-Site Movements Policy
- Vibration Policy
- Violence towards Staff Policy
- Visitors on Site Policy
- Water Quality (including Legionella) Policy
- Working at Heights Policy

## **Appendix 3**

### **Terms Of Reference**

# **Health and Safety Committee**

#### **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 Principal, Head of FCPS and Chair of Health and Safety Management Group.
- To consider all high-level risks identified by the Risk Management and Governance Committee, 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 Committee any new or modified risks identified by the work of the Committee.
- To ensure aspiration to excellence is considered alongside risk management with the scope of the Committee's sphere of influence.

#### **Powers**

- To formally report at least annually to Governors.
- To annually recommend adoption of the Health and Safety Policy.

#### **Meetings**

- The Committee 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 Committee 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:

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

In attendance:

- o Principal
- o Head of Prep School
- o Chair of Health and Safety Management Group
- The Committee may invite any member of the Executive or employee 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 Committee will be minuted and made available to all members of the Committee 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 Governing Body** - Formal report to be submitted annually urgent issues raised with all Governors as necessary

**In        Grievance / Disciplinary Action**  
Removal, or censure, by a majority of Governors passed at a Board 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.