



# PINEWOOD

*Est. 1875*

## **HEALTH AND SAFETY POLICY**

Whole-School policy including the EYFS

### **1 AIMS**

The aims of the employer in relation to health and safety is to provide and maintain a **safe** and **healthy** workplace for employees, pupils and visitors

### **2. GENERAL**

2.1 The employer notes the provision of the Health and Safety at Work etc Act 1974.

2.2 The aims of the employer are detailed in section 1.

2.3 The arrangements outlined in this statement, and the various other safety provisions made by the employer, cannot by themselves prevent accidents or ensure safe and healthy working conditions. The employer believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The employer will take all reasonable steps to identify and reduce hazards to a minimum, but all staff, pupils and visitors must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.4 The employer recognises the importance of providing sufficient information and training for employees. To this end Pinewood will, to the best of its ability and resources, make freely available to all employees such information and training as is necessary.

### **3. ORGANISATION AND RESPONSIBILITIES**

3.1 The Health and Safety Management Structure within the School is at Appendix 1.

3.2 The role of the Governance Committee (see Governance Committee Terms of Reference).

3.3 The role of the Health and Safety Management Committee (see the Health and Safety Management Committee Terms of Reference at Appendix 2).

3.4 The role of the Health and Safety Working Group (see the Health and Safety Working Group Terms of Reference at Appendix 3).

### 3.5 **Duties of the Health and Safety Officer**

Day to day maintenance and development of safe working practices and conditions for employees, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school, and taking all reasonably practicable steps to achieve this end through the Head, Bursar, Heads of Departments, Teachers and others as appropriate.

To take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met, in full, at all times.

In particular the Health and Safety Officer will:

- Be aware of the basic requirements of the Health and Safety at Work etc Act 1974, any other health and safety legislation or codes of practice relevant to the work of the school.
- Monitor, the health, safety and welfare of staff, pupils and others using the school premises or facilities or attending or taking part in school-sponsored activities.
- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- Advise on working practices and procedures throughout the school, so that each task is carried out to the required standards and so that all risks are controlled.
- Consult with members of staff on health and safety issues. And hence the Health and Safety Working Group and the Health and Safety Management Committee.
- Arrange systems of risk assessment to allow prompt identification of potential hazards.
- Carry out periodic reviews and safety audits on the findings of the risk assessments.
- Advise and assist when required the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff and pupils to promote health and safety.
- Ensure that any defects in the premises, its plant, equipment or facilities, which relate to, or may affect the health and safety of staff, pupils and others are made safe without

delay through the maintenance helpdesk system or contact the Estates Manager directly.

- Encourage all employees to suggest ways and means of reducing risks.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and report those who consistently fail to consider their own well-being and the health and safety of others to the Health and Safety Management Committee.

### 3.6 **Duties of the Department Heads of Health and Safety** (see Appendix 1 for relevant appointments).

Make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 ('Health and Safety and Welfare at Work' booklet issued to all staff) and any other health and safety legislation and codes of practice, that are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have (see 3.5), they will be directly responsible to the Health and Safety Officer for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.

They will take a direct interest in the School's Health and Safety Policy and in helping members of staff, pupils and others to comply with its requirements.

As part of their day-to day responsibilities they will ensure that:

- Safe methods of work exist and are implemented through their department.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively by staff, pupils and all other persons working in their Department or under their control.
- Staff, pupils and others under their supervision are instructed in safe working practices.
- New employees working within their department are given instruction in safe working practices. Induction of all new staff to happen at start of employment and includes child protection , Health and Safety issues, fire evacuation and safety procedures.
- Regular safety inspections are made of their area of responsibility as required.
- Positive correct action is taken where necessary to ensure the health and safety of all staff, pupils and others.

- Plant, machinery and equipment in the department in which they work are adequately guarded and secured and records of use kept.
- All plant, machinery and equipment in the department in which they work are in good and safe working order.
- All reasonable and practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and readily available in the department in which they work.
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest standards of health and safety, and discipline those who consistently fail to consider their own well-being and the health and safety of others. Reporting of accidents through the Surgery.
- All the signs used meet the statutory requirements.
- All health and safety information is communicated to the relevant person.
- They report, as appropriate, any health and safety concerns by email direct to the Health and Safety Officer or submission of a Risk Assessment ticket through the Help Desk facility.

### 3.7 **The Duties of all Members of Staff**

All staff will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 ('Health and Safety and Welfare at Work' booklet issued to all staff) and any other health and safety legislation and codes of practice that are relevant to the work of the department in which they work.

Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

As regards any duty or requirements imposed on his or her employer by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

Familiarise themselves with the health and safety aspect of their work and to avoid conduct which would put them or others at risk.

**In particular, all members of staff will:**

- Be familiar with the health and safety policy and any other safety regulations as laid down by the employer.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by themselves, as well as pupils and all other persons working under their control.
- See that all plant, machinery and equipment are adequately guarded.
- See that all plant, machinery and equipment are in good and safe working order.
- Not make unauthorised or improper use of plant, machinery or equipment.
- Use the correct equipment and tools for the job and any protective clothing, equipment or safety devices that may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities which they observe by way email direct to the Health and Safety Officer or submission of a Risk Assessment ticket through the Help Desk facility.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

**4. RISK ASSESSMENT (see separate Risk Assessment Policy)**

The Health and Safety Officer will ensure that a risk assessment survey of the premises, working practices and all school-sponsored activities is conducted annually (see Risk Assessment Policy). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of this survey is reported annually to the Governance Committee.

**5. CO-ORDINATION**

It is the responsibility of the Health and Safety Officer, Heads of Department and all staff to co-ordinate this Policy and ensure information is properly channelled. The Policy is further co-ordinated through the Governance Committee, the Health and Safety Management Committee and the Health and Safety Working Group.

## **6. TRAINING**

Induction Training. Induction training for all new staff takes place at the start of employment and includes health and safety, fire evacuation and safety procedures. This Induction Training is provided by the Health and Safety Officer and Fire Officer. Additional Manual Handling Training is provided to those staff that are in appointments needed to carry out manual handling.

On-Going Training. Regular Health and Safety Training sessions for staff are carried out at InSet as well as updates provided at weekly staff meetings as required. In addition staff will be briefed at the Health and Safety Working Group Meetings.

Training for Health and Safety Officer and Deputies. The Health and Safety Deputies are trained in Risk Assessments.

## **7. CONSULTATION ARRANGEMENTS WITH EMPLOYEES**

Staff are encouraged to feedback on Health and Safety arrangements. Further consultation is carried out at the Health and Safety Working Group Meetings.

## **8. RECORDING AND REPORTING ACCIDENTS**

Accidents. Accidents are reported to Surgery and the details of which are then recorded in the Accident Book which is maintained in Surgery by the Nurses. See First Aid Policy.

RIDDOR. The Bursar is to be notified of any accidents requiring RIDDOR so that she can action them in accordance with RIDDOR requirements.

## **9. POLICY AND PROCEDURES FOR OFF-SITE VISITS**

See Safety and Supervision of Pupils on School Trips Policy.

## **10. DEALING WITH HEALTH AND SAFETY EMERGENCIES**

See Disaster Recovery Plan.

## **11. FIRST AID AND SUPPORTING MEDICAL NEEDS**

See First Aid Policy.

## **12. OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS**

See Occupational Stress Policy.

### **13. VIOLENCE**

The Code of Behaviour for Pupils provides guidance to pupils however should violence occur a member of staff should follow the Behaviour Policy and Restraints Policy as necessary.

### **14. MANUAL HANDLING**

The Deputy Health and Safety Officer provides Manual Handling Training as part of the Induction training to those staff who require it for their role. This includes Estates, Maintenance, Domestic, Catering, Matrons, Nurses and Gaps.

### **15. SLIPS AND TRIPS**

Areas where people walk such as paths and corridors are kept clear and well maintained in order to prevent slips and trips. When floors are cleaned and remain damp then signs are erected to provide warning to those entering the area concerned.

### **16. ON-SITE VEHICLE MOVEMENTS**

The School manages a one-way system along the main School Drive appropriate Highway warning signage is prominently displayed and there is speed limit in place. Three zebra crossings are located on the Drive to allow for the safe passage on pupils between school buildings. These are lit when the light levels are low such as winter evenings.

Parking. Sufficient parking is in place for safe alighting of passengers from vehicles. Parking arrangements for large school events is coordinated by the Estates Team to ensure safe parking.

Delivery Vehicles. Daily deliveries of food supplies and goods are managed so that they avoid pupil drop off and pick up times. This is also the case when Contractors are working on the site to complete major building projects.

### **17. MANAGEMENT OF ASBESTOS**

The Asbestos Register is held and maintained by the Estates Manager. If the School plans to complete intrusive infrastructure works then further asbestos surveys are carried out and reports assessed. See Asbestos Policy for further details.

### **18. MANAGEMENT OF LEGIONELLA**

An external company completes Legionella testing within the School and records held by the Estates Manager.

## **19. PORTABLE ELECTRICAL APPARATUS**

Apparatus used in the school must be registered. Portable electrical apparatus should be registered and cleared for use by the Estates Manager. Testing of portable equipment is carried out annually and records held by the Estates Manager

## **20. CONTROL OF HAZARDOUS SUBSTANCES, INCLUDING USE AND STORAGE OF CHEMICALS**

Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled as directed under COSHH regulations by the Health and Safety Management Committee. COSHH leaflets are kept within the relevant department and in the COSHH File held in the Surgery.

## **21. WORKING AT HEIGHT**

See Working at Heights Policy.

## **22. SELECTING AND MANAGING CONTRACTORS**

Contractors are selected after a tender process which takes into account their suitability to work in the School. Wherever possible maintenance works will be completed when the school is not in session but when this is not possible then they are managed in accordance with the Security, Access Control, Workplace Safety and Lone Working Policy.

## **23. MAINTENANCE EXAMINATION AND TESTING OF PLANT AND EQUIPMENT**

External companies complete the required maintenance examinations and testing of plant and equipment within the School and records held by the Estates Manager. Swimming Pool testing is carried out in accordance with the Pool Safety Operating Procedures.

## **24. FIRE SAFETY**

See the Fire Policy.

Fire equipment and alarm servicing and maintenance checks are completed by an external contractor and records held by the Estates Manager.

## **25. SECURITY**

See Security, Access Control, Workplace Safety and Lone Working Policy.



## **26. VISITORS**

See Security, Access Control, Workplace Safety and Lone Working Policy.

## **27. SMOKING**

Pinewood operates a no smoking policy in any building or grounds of the school.

Staff are to be away of other related policies:

Asbestos Policy

Health and Safety Statement of Intent

Risk Assessment Policy and Risk Assessments

Safety and Supervision of Pupils on School Trips

Minibuses

Control of Pupils to Risky Areas

First Aid Policy

Fire Policy

Fire Risk Assessments

Pool Safety Operating Procedure

Security, Access Control, Workplace Safety and Lone Working Policy

Working at Height

Disaster Recovery Plan

Occupational Stress Policy

Reviewed October 2020

Reviewed by Eleanor Lyon-Taylor, H&S Officer

Next Review Date: October 2021

**PINEWOOD SCHOOL  
HEALTH AND SAFETY MANAGEMENT STRUCTURE**

**Council of Governors**

**Governance Committee**

**H&S Management Committee**

Headmaster  
Deputy Head (Fire Officer and DSL)  
H&S Officer  
Deputy H&S (Facilities)/Deputy Fire Officer  
Bursar (Secretary)

**H&S Working Group**

H&S Officer (Chairman)  
Headmaster  
Deputy Head (Fire Officer and DSL)  
Bursar  
Deputy H&S Officer (Facilities)/Deputy Fire Officer  
Deputy H&S Prep (Secretary)

**Responsible Persons (Members of H&S Working Group)**

Sports and Activities – Director of Sport  
Science – Head of Science  
Music – Director of Music  
Design Technology – Head of Design Technology  
Art – Head of Art  
Computer Science – Head of Computer Science  
Pre Prep – Deputy Head of Pre-Prep (Deputy H&S Pre-Prep)  
Boarding – Head of Boarding  
IT – IT Network Manager  
Surgery – Nurse  
Catering and Cleaning – Domestic Manager

**PINEWOOD SCHOOL  
HEALTH & SAFETY MANAGEMENT COMMITTEE  
TERMS OF REFERENCE**

**GENERAL.** The Governors consider the management of Health and Safety (H&S) within Pinewood School to be of significance importance. Accordingly it has delegated the responsibility of monitoring compliance to the Governance Committee which in turn requires the management of H&S to be undertaken by a committee formed from School staff.

**AIM.** The aim of the Pinewood School H&S Management Committee is to implement H&S policy approved by the Governance Committee on behalf of Council.

**OBJECTIVES**

- Ensure that Pinewood has suitable structures in place to manage H&S.
- Formulate and disseminate policies and procedures to meet its statutory and other legal obligations and that these are appropriately monitored for compliance.
- Appoint and brief members of staff in their duties towards achieving a healthy and safe environment in which to conduct the business of Pinewood School.
- Ensure all members of staff are appropriately trained to discharge their duties.
- Conduct H&S audits and take whatever remedial action is required.
- Ensure risk assessments have been recorded and that there are plans to manage identified risks.
- Bring to the attention of the Buildings and Estates Committee any outstanding building requirements which contravene H&S legislation.
- Report to the Governance Committee.

**COMPOSITION**

- The Committee shall comprise:
  - Headmaster as Chairman.
  - The Deputy Head and Fire Officer.
  - The Bursar as Secretary.
  - The Health and Safety Officer.
  - Co-opted members of staff as required.
- With the approval of the Governance Committee the H&S Management Committee may seek professional advice as required.

**FREQUENCY OF MEETINGS**

- The H&S Management Committee is to meet twice a term.

**REPORTING**

- Draft Minutes of meetings will be prepared for approval by the Chairman and circulated, in draft to Committee Members. Minutes will be ratified at the next Committee Meeting.
- The Chairman of the H&S Management Committee will make an oral report of the Committee's activities and work to all Governance Committee Meetings. The H&S Officer will provide an annual brief to the Governance Committee.

**PINEWOOD SCHOOL  
HEALTH & SAFETY WORKING GROUP  
TERMS OF REFERENCE**

**GENERAL.** The Governors consider the management of Health and Safety (H&S) within Pinewood School to be of significance importance. The establishment and maintenance of a healthy and safe environment is the responsibility of everyone but in a school the burden falls very much upon the staff. The Headmaster as head of establishment is responsible to the Governors, through the Chairman of the Governance Committee, for the formulation and implementation of policies to ensure that Pinewood School meets the minimum legal health and safety requirements. The H&S Working Group is a sub-committee of the H&S Management Committee formed to implement H&S policy and direction.

**AIM.** The Pinewood School H&S Working Group is responsible for the implementation, monitoring and review of H&S standards set by the Headmaster.

**OBJECTIVES**

- Prepare, update and maintain appropriate policy schedules.
- Conduct regular risk assessments.
- Ensure mitigation plans to reduce risks are in place.
- Identify works required to reduce risks.
- Report to the H&S Management Committee.

**COMPOSITION**

The Working Group shall comprise:

- H&S Officer as Chairman.
- Headmaster.
- Deputy Head and Fire Officer.
- Bursar
- Deputy H&S Officer Prep as Secretary.
- Individual representatives as nominated.

**FREQUENCY OF MEETINGS**

- The H&S Working Group is to meet at least once a term. The frequency of meetings may be increased if in the opinion of the Chairman it would be prudent so to do.

**REPORTING**

- Draft minutes of meetings will be prepared for approval by the Chairman and circulated, in draft to the Working Group members. Minutes will be ratified at the next Working Group meeting.
- The Headmaster will make an oral report of activities and work to all H&S Management Committee meetings.