



# Northease Manor School

## HEALTH AND SAFETY POLICY Health & Safety at Work Act 1974

**Date reviewed:** October 2017  
**Date of next review:** October 2018  
**Reviewed by:** Bursar & H&S Committee

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### GENERAL STATEMENT OF INTENT

The Head and Governors of Northease Manor School believe that Health and Safety of persons within the school is of paramount importance. It is their intention, where ever possible, to prevent accidents and occupational ill-health, to eliminate hazards, to provide arrangements for dealing with accidents that occur, to investigate accidents that have or might have resulted in harm to those we are responsible for and to provide a safe healthy working and learning environment for all staff, students, visitors, volunteers and contractors.

The intention of the Head and Governors is to ensure that a safe and healthy workplace and learning environment is maintained for all. This includes the provision of safe systems of work, plant and equipment and safe access and egress to and from the School. We will give as much direction, information, instruction, training and supervision as we can to ensure that staff and students can carry out their work safely and know what actions to take in the event of fires and other potential emergencies.

We will achieve this by the establishment of an effective Health and Safety management system within the school. This involves procedures for planning, organising, controlling, monitoring and constant reviewing of preventative and protective measures.

Such standards will be maintained only with the co-operation of all staff, students and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all staff, students, visitors, parents, volunteers and contractors are provided with such information as they may require to enable them to comply with this policy.

We will regularly monitor this policy and ensure that Health and Safety arrangements are being implemented properly.

This policy will be reviewed annually and revised whenever necessary.

Signed: ..... Bursar

Dated: .....



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### **NORTHEASE MANOR SCHOOL Health & Safety Committee**

To maintain a dialogue on Health and Safety matters and to provide an opportunity for staff at all levels to participate in the process of framing and implementing safety policy. The Health and Safety Committee, with the terms of reference and composition outlined below, is to meet as required and in any event at least once a term.

#### **Terms of Reference**

The Health and Safety Committee is to be concerned with the following activities:

1. co-ordination of all safety matters including the examination and analysis of safety records and review of accident reports.
2. fostering an interest in safety matters, accident prevention and occupational health amongst all staff.
3. framing of instructions covering safe working practice & procedures
4. establishing safe environmental conditions such as lighting, ventilation, access, fire prevention, tidiness etc.
5. consideration of safety suggestions made by employees.
6. publicity and safety education and training arrangements; teaching aids, posters, films, booklets etc.

The Committee's activities do not supplant or bypass normal management channels; safety is part of everyone's job and the reporting of hazardous conditions or practices is to be dealt with on the spot, through normal management channels and never stored up for the Health and Safety Committee meetings.

#### **The Committee**

The Health and Safety Committee consists of the following members:

Health and Safety Officer – Bursar  
Head of Boarding  
Governor  
Head of Science  
Site Manager & Fire Officer  
Student Welfare Officer  
Catering Manager  
Invited persons as appropriate



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## **HEALTH & SAFETY ORGANISATION**

### **Board of Governors**

Leadership on Health & Safety matters throughout the school

#### **Head (1)**

Overall responsibility for all aspects of Health & Safety

#### **Bursar (2)**

Responsibility for implementation of the Health & Safety Policy in the school  
Ensure Health & Safety measures are followed by Maintenance, Grounds, Catering, Domestic Staff  
and Contractors

#### **Heads of Faculties /Subject Leaders (3)**

Ensure Health & Safety measures are applied by staff in their Departments

#### **Teaching Staff (4)**

Ensure Health & Safety measures are followed by students under their control

#### **Head of Boarding/Student Welfare Officer (5)**

Ensure Health & Safety measures are followed with respect to accidents injuries, hygiene and  
medical procedures

#### **Site Manager (6)**

Ensure compliance with COSHH regulations and as Fire Officer ensure fire protection measures are  
being followed

Ensure Health & Safety measures are applied by Site & Grounds Team & Domestics

#### **Catering Manager (7)**

Ensure Health & Safety measures are followed by Catering Staff

#### **All School Staff (8)**

Personal responsibility for their own well-being and for the Health and Safety of others who may be  
affected, directly or indirectly, by their behaviour at work



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### **All Students (9)**

Personal responsibility for their own safety and well-being and for the Health and Safety of others who may be affected, directly or indirectly, by their behaviour at school

### **Management Structure and Terms of Reference for Individual Appointments**

#### **The Governors**

The Governors accept full accountability for health and safety within the School. They will constantly monitor the effectiveness of the implementation of this policy and will revise it where necessary. The Governors will ensure that any changes in this policy will be drawn to the attention of all employees.



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### RESPONSIBILITIES

#### **(1) The Head**

The Head is responsible to the Governors for the safe functioning of all school activities and will:

1. constantly monitor the effectiveness of the policy as regards both academic and non-academic work and report back to the Governors as appropriate;
2. consult with the Bursar who has been nominated as school Health & Safety Officer;
3. recommend changes in the Health & Safety Policy in the light of experience;
4. ensure that all staff at all levels cooperate by working to this policy;
5. be responsible for ensuring that all Heads of Faculties /Subject Leaders understand their responsibilities;
6. take steps to ensure that any changes in curriculum are considered for their Health & Safety implications;
7. to act as Educational Visits Coordinator (EVC);

#### **(2) The Bursar**

The Bursar acting in capacity as the Health and Safety Officer is responsible to the Head for the implementation of the Health and Safety policy within the school. The Head's responsibility is devolved to the Bursar, who will in particular:

1. monitor the effectiveness of this policy and report back to the Head as appropriate;
2. be responsible for the safe operation of all administrative, catering, ICT, maintenance and domestic staff;
3. be responsible for all maintenance contracts involving outside bodies which monitor certain aspects of the school;
4. where individual employees are given posts of intermediate responsibility, identify those posts in this policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been allocated;
5. establish a system for the reporting back of all accidents, incidents, near misses and damage to school property and investigate accordingly. The results of these investigations will be discussed by the Health & Safety Committee;
6. ensure that all substances used in the school comply with COSHH Regulations and that additional assessments are made as necessary;
7. to ensure that Risk Assessments are carried out and reviewed within stated review periods;



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8. be responsible for liaising with outside bodies who may from time to time use the facilities of the school, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the school procedures and that the school itself is appropriately indemnified;
9. be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the premises;
10. advise on the practical application of the Health and Safety at Work Act and other safety legislation;
11. interpret the policies of the Board of Governors to Heads of Faculties/Subject Leaders and other staff and ensure that these policies are understood and implemented effectively;
12. make periodic inspections of domestic, sporting, classroom, laboratory and workshops accommodation and operating methods therein, to ensure the provision of a safe working environment and to advise staff of weaknesses in safety arrangements;
13. liaise with external agencies as necessary on occupational health matters and the provision of monitoring equipment;
14. investigate accidents or dangerous occurrences, independently or jointly with other staff as required;
15. ensure that safety audits are conducted at appropriate intervals
16. receive and disseminate safety information, literature and publicity material and take all other steps necessary actively to promote interest in Health and Safety matters throughout the school;
17. edit the Health and Safety Policy and Health & Safety Policy Statement ensuring that reply slips from staff are returned annually;
18. ensure that all electrical appliances are PAT tested in line with recommendations made annually by external fire risk assessors.
19. ensure that the Periodic Inspection Report (PIR) is carried out every 5 years.
20. ensure that all outside contractors used by the school comply with the School's Health and Safety policy and sign the Contractors log held in Reception;
21. ensure that the identity of contractors and their staff is checked on their arrival at the School;
22. ensure that any contractor, or any employee of the contractor whose work provides them with an opportunity for regular contact with students has been subject to the appropriate level of DBS check.



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23. Ensure that under no circumstances is a contractor in respect of whom no checks have been obtained, allowed to work unsupervised in the School.
21. ensure that line managed staff have appropriate training according to the needs of their work and arranging training as necessary;
22. ensure adequate supervision of all activities so that the work proceeds according to the standards laid down in this policy;
23. to establish procedures that ensure that the Bursar is kept informed of all matters of Health and Safety.

### **(3) Heads of Faculties, Subject Leaders**

The Heads of Faculties & Subject Leaders are responsible to the Head for the following:

1. ensuring that their department is run according to the standards laid out in this policy, minimum legal standards and other appropriate standards that may be set by the school;
2. ensuring that the teachers working under them understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility;
3. ensuring that these teachers are aware of the degree of priority that these matters carry and that, where appropriate, they would be provided with both the time and encouragement to pursue such matters;
4. notifying the Head or the Bursar of any matters within this field which they feel are beyond their competence to deal with;
5. reporting to the Bursar any accidents, incidents, near misses or damage for appropriate investigation;
6. ensuring adequate supervision for pupils both inside during normal teaching activities, and also on external educational visits;
7. regarding the COSHH Regulations, notifying the Bursar of any new substances that are required to be purchased by their department;
8. ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies procedures;
9. the implementation of safe working practices, the provision and use of safety equipment and the reporting of any deficiencies in buildings, plant or other equipment which are a hazard to health and safety in the Maintenance Book held in the Staff Room;
10. training or briefing staff and pupils on the safety precautions to be observed in their respective departments;
11. ensuring that information on possible hazards, and the safety precautions to be observed, are



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readily available, with warning notices displayed as necessary;

12. ensuring that equipment under their control is kept under regular review and inspection to eliminate unsafe conditions.

### **(4) Teaching Staff**

All Teaching staff, including Heads of Faculties and Subject Leaders, are to ensure that the necessary health and safety measures are applied. In this respect they are to:

1. instruct students as necessary in the avoidance of hazards and the safe performance of their work;
2. ensure that where appropriate health and safety regulations are observed, e.g. use of guards and other safety equipment, wearing of protective clothing, handling of dangerous substances and avoidance of unsafe practices generally;
3. ensure correct use of electrical equipment;
4. ensure that all means of escape in case of fire are at all times kept free and unobstructed;
5. recommend improvements or changes required to eliminate hazards and remove the cause of accidents and potential accidents;
6. continually stimulate interest and awareness in health and safety by discussion with students;

### **(4) Science Teachers**

In addition to the functions of the teaching staff above, Science Teachers are also responsible for the following:

1. isolating gas supplies to laboratories at the end of each teaching day;
2. the constant security of all toxic and highly flammable substances which may be used in the laboratories;
3. ensuring that all store rooms and laboratories are kept securely locked when not in use;
4. be responsible for ensuring that fire extinguishers are available within, or close to, the laboratories and store room;
5. ensure that they adhere to and have a copy of the Science Health & Safety Policy;

### **(5) Head of Boarding/Student Welfare Officer**

The Student Welfare Officer is responsible for:

1. ensuring that all accidents, incidents and near misses are recorded in the Accident Book;



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2. ensuring that the Bursar is informed of all accidents and the appropriate forms completed;
3. the maintenance of all first aid boxes;
4. the safe administration of medicines and storages of medicines

The Head of Boarding is responsible for:

1. ensuring all first aiders and staff are up to date with their training requirements;
2. arrange appropriate training in first aid and manual handling when necessary;
3. ensure Boarding (hours of responsibility) fire drills are recorded in Fire Log;
4. ensure Boarding (hours of responsibility) fire alarm activation is recorded in Fire Log.

### **(6) Site Manager**

The Site Manager is responsible for:

1. ensuring that all tools, plant and equipment used by him and the site team are in safe condition and stored correctly;
2. ensure that all outside contractors used by the school comply with the School's Health and Safety policy so far as he can do so;
3. ensuring the necessary training has been completed to enable completion of work under the COSHH Regulations;
4. ensuring weekly (and otherwise as necessary, for example after high winds and snow) safety checks are made of the woodland play areas, gym equipment and outside play and climbing equipment;
5. ensuring all safety checks within the school are carried out to comply with regulations;
6. ensuring all safety checks on the school minibuses are completed weekly and as necessary;

### **(6) Fire Officer (Site Manager)**

The Fire Officer is responsible for:

1. ensuring fire alarms, detection equipment and extinguishers are serviced annually;
2. ensuring fire alarms and emergency lighting is checked weekly/monthly and recorded;
3. ensuring fire risk assessment is completed annually;
4. ensuring all fire drills are recorded properly;



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5. ensuring, together with the Head, the regular and varied practice of fire drills;

### **(7) Catering Manager**

The Catering Manager is responsible for:

1. ensuring all tools and equipment used by the catering staff are in a safe condition and stored correctly;
2. ensuring staff have appropriate training according to the needs of their work;
3. ensuring that all equipment and services are rendered safe on hearing the fire alarm and evacuating the area;
4. ensuring that Health and Safety Regulations and Food Hygiene guidelines are complied with in all areas of the Catering Department;
5. ensuring that all staff are aware of the correct fire extinguishers to use in the event of a fire;
6. ensuring that all agreed systems of work are followed.
7. ensuring that the Bursar is kept informed on all matters of Health and Safety, cleanliness and hygiene.

### **(8) All School Staff**

Although individual employees have a duty to look after their own well-being, they are equally responsible for the health and safety of others who may be affected, directly or indirectly, by their behaviour at work. All employees have the following specific duties:

1. to carry out their work safely in the interests of other employees, students, volunteers and themselves;
2. to obey health and safety procedures and work systems, especially those concerning the use of machinery, guards, protective clothing, handling potentially dangerous substances and work on electrical apparatus and equipment;
3. exercise their awareness, alertness, self-control and common sense at work;
4. to obey health and safety procedures for safe evacuation in emergencies and practice fire drills;
5. not misuse anything provided for health & safety purposes;
6. to report promptly to their Head of Department, Site Manager or Bursar, all hazards, potential hazards, defects in equipment and any short comings in the school's work systems and procedures;



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7. to sign the Health & Safety policy statement reply slip issued annually;
8. to observe standards of dress consistent with Health & Safety
9. to assist directly or indirectly, in the work of the Health and Safety Committee.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

### **(9) All Students**

Students are expected, by example and instruction to:

1. exercise personal responsibility for their own safety and well-being and that of other students and staff and;
2. observe standards of dress consistent with health, safety and hygiene

This policy has regard to guidance issued in National Minimum Standards for Residential Special Schools (2015) and the Standards for School Premises 2012.



## HEALTH & SAFETY PROCEDURES

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### 1 Accident/Incident Recording/Reporting

STUDENTS – all accidents to students involving injury are to be recorded, this will initially be by using the **Accident Report form which is kept in the Student Welfare Office** and is the responsibility of the Student Welfare Officer.

STAFF – all accidents to staff involving injury are to be recorded, this will initially be by using the **Accident Report form which is kept in the Student Welfare Office** and is the responsibility of the Student Welfare Officer.

In all cases where an accident involves a serious injury e.g. broken bone or where there is doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the First Aider. The First Aider will then decide what action is to be taken but where there is doubt as to the severity of the injury the advice is **to obtain immediate medical attention by dialling 999 and asking for an ambulance**. In cases involving students, their parents/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries to students that are less serious but still of concern, e.g. sprains, strains, cuts etc, the student will be asked if parents/guardians should be contacted or, if they feel fit enough to stay in school.

**In the event of any head injury it is essential that persons be monitored and not left alone or unsupervised.**

### 2. Asbestos

The school Asbestos Register is kept in the **Bursar's Office** and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings, floors, walls must be approved in advance to ensure that asbestos is not likely to be disturbed.

### 3. Contractors on Site - all

All contractors will sign the **Contractors Log held in Reception** and will be issued with Health & Safety and Safeguarding information on each visit.

### 4. Contractors – Small Scale Building Works

All contractors will sign the **Contractor Log held in Reception** and will be issued with Health & Safety information.

Before any work commences the Bursar & Site Manager need to be aware of:

- What work is to be undertaken
- Where the work is to be carried out (multiple trades)
- An indication of timescale
- What equipment is to be used
- What services are required



5. **Contractors – Large Scale Building Works**

As above in addition to, a Pre Site Meeting will take place and this meeting will identify timescales for work, methodology, phasing of works, access requirements, emergency access arrangements.

6. **Competency**

All staff appointed are considered to be competent to perform the tasks they are given, specifically with regards to Health & Safety competency is viewed as one of the key elements of risk management. For each role basic competency requirements are included in the job description, but for health and safety the school has a list of items that are covered at induction.

7. **E-Safety**

The school has a separate policy for E-safety and a copy of this policy can be found in the policy folder located **on the public drive or in the file in the office of the PA to the Head.**

8. **Fire**

Fire Logs are located in the **Staff Room** for the recording of all fire related matters such as fire drills and evacuation procedures, activation of alarms, fire alarm testing, emergency light testing, fire extinguishers, staff training etc

**Fire Safety, Procedures and Risk Assessment Policy is located in the Policy folder held on the public drive or in the policy file in the office of the PA to the Head.**

9. **First Aid**

A list of staff who hold a First Aid at Work certificate is on notices displayed around the school or available from the school office.

10. **Hazardous Substances**

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. The records of risk assessments carried out are kept in specific COSHH assessment files in relevant departments – Science, DT & Bursar's office for cleaning products.

11. **Maintenance Contracts**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. The maintenance contracts are held in the **Bursar's office.**

12. **Manual Handling**

Manual handling legislation requires that any manual handling operation that is likely to



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cause a significant injury needs to be assessed. Manual handling training sessions will be held on a needs basis for those staff who undertake an element of manual handling, but frequent operations involving even occasional movement of awkward or heavy items, those over 10kgs, will be covered by a written manual handling assessment.

All staff must ask themselves **can I move the objects where I need to safely and without risk to health. If the answer is no, they must not attempt the operation until they have obtained assistance.**

### 13. **PAT Testing**

Portable electrical equipment is to be PAT tested in line with recommendations made annually by external fire risk assessors.

### 14. **Periodic Inspection Report (PIR)**

This will be carried out by a qualified person every 5 years as required, the next test being due in 2021.

### 15. **Premises Maintenance**

Any issues should be reported in the **Maintenance Book located in the Staff Room.**

### 16. **Risk Assessments**

The school risk assessment process is ongoing and is subject to annual review. Risk Assessments will be held in hard copy in the **Bursar's Office.**

### 17. **Security**

The school site and security issues are regularly reviewed. Any issues should be reported in the Maintenance Book located in the Staff Room.

### 18. **Water Assessment**

Hot & cold water systems and measures to manage the risk of legionnaires disease are under constant review and a Risk Assessment is available on the public drive **Maintenance Risk Assessment.**

### 19. **Workplace**

An inspection of the workplace, buildings and grounds is undertaken 3 times a year to proactively identify defects within the workplace.

### 20. **Working at Height**

All working at height operations should have a written assessment in place.