



theHammond

HEALTH AND SAFETY POLICY

2023-24

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

HEALTH AND SAFETY POLICY

1. Statement of Intent

As set out in the Health and safety at Work etc. Act 1974 all persons whilst at work, should take reasonable care for the health and safety of themselves and that of other persons who may be affected by their acts or omissions. The Health and Safety at Work Act of 1974 legally obliges the Directors of the School to have an active 'Health and Safety Policy'.

The school building and site must be a safe and healthy environment for pupils and staff. The Hammond is committed to ensuring the health and safety of all employees, students and visitors on its grounds, as well as the health and safety of workers and students whilst representing the school away from the premises.

We aim to achieve this by:

1. Managing the health and safety risks in the workplace to prevent accidents and cases of work-related ill health.
2. Provide staff with clear instructions, information and adequate training to ensure that they are competent in their work and can positively contribute to health and safety both on and off the school premises.
3. Engage and consult with employees (and student representatives?) on day-to-day health and safety conditions.
4. Put in place procedures to effectively manage and deal with emergencies and adverse situations.
5. Maintain safe and healthy working conditions, by providing safe equipment, plant and systems of work and ensure safe storage/use of substances

2. STATEMENT OF POLICY

2.1 The Board of Directors for the Hammond School, as an employer, recognises and accepts its responsibilities as set out in the Health and Safety at Work etc. Act and associated legislation for providing a safe and healthy workplace and working environment for all its employees and for others who use the School premises.

2.2 The Board will take all reasonable steps within its power to meet this managerial responsibility so as to:

- (a) prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace;
- (b) maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of substances;
- (c) provide clear instructions and information, and adequate training, to ensure employees are competent to do their work;
- (d) engage and consult with employees and learners on day-to-day health and safety conditions;
- (e) implement emergency procedures for fire and other significant incidents.

2.3 The Board will also ensure provision is in place to provide Occupational Health Services for staff.

2.4 All members of the curriculum and non-curriculum staff must conform to the policy and accept and carry out their responsibilities.

2.5 All members of staff in a managerial capacity have specific responsibilities for managing the health and safety of others affected by the work activity of the School. Such staff must ensure that their responsibilities are continually fulfilled and adequately delegated in their absence.

2.6 This statement will be brought to the attention of all staff. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate areas by further statements relating to the work of particular departments, groups of workers or partner organisations.

3. GENERAL RESPONSIBILITIES FOR HEALTH AND SAFETY

3.1 The Board of Directors

- (a) has overall responsibility for health and safety within the Hammond School and the day to day management is delegated to the Principal. The Board has appointed a competent person, in the role of Head of Operations and Estates, to ensure the school meets health and safety needs and requirements.

- (b) will arrange for the implementation of the Board's Health and Safety Policy (hereafter referred to as the Health and Safety Policy) and accordingly will support all persons integrating into the business management activities of the School.

- (c) will, through the appropriate mechanisms, arrange where reasonably practicable the provision of adequate resources to include; human resources and specialist skills, organisational infrastructure, technology and financial resources so as to manage health and safety in the School.
- (d) will, through the Leadership Management Team, ensure that responsibility under the Health and Safety at Work etc. Act 1974 is properly assigned and accepted at all levels.
- (f) will, through the Leadership Management Team, ensure that the School Health and Safety Management System is understood and implemented at all levels.
- (g) will, through the Leadership Management Team, ensure that First Aid and other emergency provisions are available in all the necessary situations.

3.2 The Risk Committee

- (a) will advise the Principal on means of developing and implementing an effective Health and Safety Management System to ensure that all applicable legislation is consistently complied with across the School.
- (b) will assist in regular reviews and audits of the Schools:
 - performance – so as to measure the current position of the School in achieving legislative compliance;
 - Health and Safety Management System – so as to measure the current effectiveness of the system in assisting the School in achieving legislative compliance.
- (c) will advise on health and safety objectives and on the responsibilities for meeting them, resulting from the reviews of legislative compliance and effectiveness of the Health and Safety Management System.
- (d) will assist with consultation and communications to all staff, employees, representatives of employee safety and where relevant learners.

- (e) will advise on resources which may be necessary to implement and comply with the Health and Safety Management System.

- (f) Will ensure government guidance is implemented and followed with regard to COVID-19 within the School and Boarding House settings.

3.3 The Head of Operations and Estates

- (a) will advise on all matters affecting health and safety and should be consulted when necessary.

- (b) will ensure that the Health and Safety Policy is reflected in an effective Health and Safety Management System.

- (c) will periodically appraise the effectiveness of that Health and Safety Management System and recommend that any necessary changes are made. This will include periodic site inspections.

- (d) is responsible for the creation and/or approval of risk assessments, including the practical control measures to reduce risk. Regular staff briefings and other training sessions will support this process.

- (e) is the custodian of accident and other reports, including 'near misses', and the reporting to RIDDOR (where necessary).

3.4 Members of the Leadership Management Team

- (a) are accountable to the Principal for compliance with Health & Safety Legislation and the School Health and Safety Management System by themselves, their staff and all other persons for whom they are responsible. The Head of Human Resources has a particular responsibility for occupational health services.

- (b) will take such steps as are required by the Principal to ensure that all staff are aware of their responsibilities under Health and Safety Legislation and the Schools Health and Safety Management System.

- (c) will ensure suitable and sufficient risk assessments are in place for all curriculum and non-curriculum activities within their responsibility.

- (d) will, in the case of all work activities, buildings, work equipment and methods of operation, establish, monitor, maintain and improve on safe systems of work to reduce risks to as low as reasonably practicable, ensuring such systems are in compliance with the requirements of the Health and Safety Management System and current legislation.
- (e) will, where necessary, provide any additional specific equipment for emergency response as needed to manage residual risk and emergency situations.
- (f) will ensure that all persons within their control are suitably competent including being adequately trained to carry out their duties and fully aware of any working hazards.
- (g) will ensure that adequate supervision is provided at all times, particularly where young or inexperienced persons are concerned, with potentially hazardous equipment, materials and substances.
- (h) will ensure that all guards and safety devices are always fitted to machines and appropriately adjusted and maintained in full working order.
- (i) will ensure that all machinery and equipment is appropriately maintained and safely used.
- (j) will ensure that all health and safety procedures are observed and where appropriate, that Personal Protective Equipment is worn or used in accordance with risk assessments.
- (k) will ensure that all defects in their workplace are promptly identified, reported and rectified with interim measures put in place to ensure safety.
- (l) will maintain good housekeeping in their sections at all times.
- (m) will ensure that all persons within their control know exactly what to do in the case of an emergency situation and know the location of and how to use emergency equipment when necessary.

- (n) will ensure the reporting and investigation of all adverse events immediately, so as to ensure that lessons are learnt, faults are corrected and preventative action is put in place for the future.

- (o) will liaise, consult and co-operate with representatives of health and safety when carrying out the above duties and arrange for representatives of health and safety to accompany proactive and reactive inspections of the workplace.

3.5 Commercial Customers, Partners and Contractors

- (a) are accountable to their employer for compliance with Health and Safety legislation by themselves, their staff and all other persons for whom they are responsible.

- (b) are accountable, where applicable, to the School for compliance with Health and Safety Legislation and the Schools Health and Safety Management System by themselves, their staff and all other persons for whom they are responsible.

- (c) will take such steps as are required by their employer and the School to ensure that all staff are aware of their responsibilities under Health and Safety Legislation and the Schools Health and Safety Management System.

- (d) will ensure suitable and sufficient approved risk assessments/method statements are in place for all work activities that have the potential to impact on persons and/or premises of the School.

- (e) will, in the case of all work activities, buildings, work equipment and methods of operation, establish, monitor, maintain and improve on safe systems of work to reduce risks to as low as reasonably practicable, ensuring such systems are in compliance with the requirements of the Health and Safety Management System and current legislation.

- (f) will, where necessary, provide any additional specific equipment for emergency response as needed to manage residual risk and emergency situations.

- (g) will ensure that all persons within their control are suitably competent including being adequately trained to carry out their duties and fully aware of any working hazards.

- (h) will ensure that adequate supervision is provided at all times, particularly where young or inexperienced persons are concerned, with potentially hazardous equipment, materials and substances.
- (i) will ensure that all guards and safety devices are always fitted to machines and appropriately adjusted and maintained in full working order.
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- (l) will ensure that all defects in their workplace are promptly identified, reported and rectified with interim measures put in place to ensure safety.
- (m) will maintain good housekeeping in their sections at all times.
- (n) will ensure that all persons within their control know exactly what to do in the case of an emergency situation and know the location of and how to use emergency equipment when necessary.
- (o) will ensure the reporting and investigation of all adverse events immediately, so as to ensure that lessons are learnt, faults are corrected, and preventative action is put in place for the future.
- (p) will appoint one or more competent persons to assist in undertaking the measures needed to be taken to comply with the requirements and prohibitions imposed by or under Health and Safety Legislation.

3.6 All Staff and Persons working on behalf of the Hammond School

- (a) will make themselves familiar with, and work in accordance with, the Health and Safety Policy and Management System at all times.

- (b) will observe all health and safety procedures and safe working practices at all times.
- (c) will wear appropriate safety equipment and use appropriate safety devices at all times.
- (d) will work in accordance with all instructions given by:
 - persons in control of the work activity in hand;
 - signs or notices posted in the workplace.
- (e) will report all potential hazards to their line manager/Curriculum lead and/or Safety Representative or other responsible person as appropriate.
- (f) will report accidents or near misses to their line manager/Curriculum lead or other responsible person as appropriate and promptly complete a reporting form.
- (h) will make appropriate suggestions designed to improve health and safety to the line manager/Curriculum lead concerned and/or the Safety Representative.

3.7 All Persons on School premises

- (a) will observe all health and safety procedures and safe working practices at all times, given by appropriate School personnel enforcing the School Health and Safety Policy.

4. HEALTH AND SAFETY MANAGEMENT SYSTEM

- 4.1** It is a requirement of the School that all personnel follow the relevant procedures and arrangements that comprise the Health and Safety Management System.

Health and Safety representatives will be appointed in each area of school and will have effective communication and consultation with the Principal and where necessary the Directors.

The Directors remind all employees of their duties under the law -

- to take care of their own health
- to ensure the health and safety of others who could be affected by their actions at work
- to co-operate in any efforts made to safeguard to improve the welfare of employees and pupils
- all teachers must ensure safe practice in every aspect of school life with pupils both on and off the premises.

The Principal and Department Heads as the agents of the Directors will have overall responsibility for health and safety in the school.

- They will conduct termly reviews of health and safety at the Health and Safety Meetings. The Director with the appropriate delegated responsibility is also present.
- Each employee will confirm that sufficient attention is paid to the implementation of safety standards.
- Staff should resolve health and safety problems with the agent in charge of their area.
- Employees must be aware of written advice issued by the Health and Safety Executive.

Staff are expected to make personal assessments of their activities and working areas to establish

- any hazards
- any risks
- the level of precautions appropriate to risk

Accident reporting

All staff must record any injury they or any pupils under their care receives on accident forms available on the Health and Safety portal of Sharepoint.

All staff must be aware of the school health and safety policy and procedures. Staff must read the Health and Safety Policy (this document which is reissued on the first full INSET Day of any academic year) and watch the health and safety DVD on induction and sign to say that they have done so.

- 1. The care of the pupils and each other extends to all employees**
- 2. Employees must take reasonable care of their own health and safety and that of others who may be affected by what the employee does.**

It is your legal responsibility to -

- * Make sure your area of work is a safe environment.
- * Carry out a regular risk assessment of your areas of work (and equipment) and report this in writing to your area head (on forms provided) when required.
- * Make lists available of all electrical appliances in your area for the annual electrical check.
- * Seek further training for any area of your employment you consider necessary i.e. handling of specific equipment, organising specific activity, issue specific e.g. first aid.
- * Instil good practice in all pupils.
- * Record all accidents and first aid treatment
- * Be aware of and implement the school policies on:

Educational visits and transporting pupils

Fire

Accident

Hazardous Chemicals

Work Experience

Areas out of bounds to pupils (see Pupil Induction Booklet)

First Aid / administration of medicines / sick children

Fire testing equipment

First Aid Certificates

Equal Opportunities and Disability

HEALTH AND SAFETY – A Risk Assessment Model

Is there a danger?

(Hazard recognition)

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How likely is it to happen?

(Risk identification)

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How serious would it be?

(Possible outcome)

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Can anything be done to reduce the likelihood or severity?

(Options for control)

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How is the order of priority for controls decided?

(Priorities)

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What is going to be done and by whom?

(Record/plan action)

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Is the risk now acceptable?

Will it continue to be so?

(Evaluation, monitoring and review)

|

Does the process work for different activities?

(Transferability)

HEALTH AND SAFETY - Hazardous Chemicals

All departments must submit a list of Hazardous chemicals that they have stored. This list should include cleaning materials, photographic chemicals, and science chemicals.

Note: - Cleaning materials are kept in locked cupboards.

The list must indicate quantity stored; where it is stored; why it is hazardous e.g. flammable, poisonous, corrosive etc.; and how it should be treated in an emergency.

The list should be handed in to the Finance office at Hoole Bank House annually in April / May. A copy of this should be displayed close to where the chemicals are stored.

Policy Details

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