

# WOLVERHAMPTON GRAMMAR SCHOOL

## HEALTH AND SAFETY POLICY

### Part 1: General Statement

The Directors of Wolverhampton Grammar School fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, students, contractors, visitors (including parents) and others who could be affected by activities as required by the Health & Safety at Work etc. Act 1974 and as advised by the DfE guidance 'Health & Safety: Advice on Legal Duties and Powers. In the role as employer, the Directors attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Directors are committed to promoting the welfare of all in the school's community so that effective learning can take place.

Directors of Wolverhampton Grammar School fulfil their responsibilities by appointing a Director, Mr K Madelin, who sits on both the Finance and General Purposes Committee and the Estates Committee with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, the Directors, have specified that that the school should adopt the following framework for managing health and safety:

- Professor K Madelin chairs the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: any serious accidents involving students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled as part of the Bursar's Report at each term's Finance and General Purposes Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Estates Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager (through Holroyd Howe) arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year; the Estates Manager arranges for regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Estates Committee.
- The school has fire risk assessments, carried out by the Estates Team which are reviewed annually for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought

or added. The Health and Safety Committee reviews this risk assessment every time it is amended and submits a report to the Estates Committee.

- The school has a competent person who undertakes a risk assessment for legionella, every two years and a quarterly water sampling and testing regime is in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training' where applicable. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.
- Minutes of the Health and Safety Committee are posted on the health and safety noticeboard in school together with other relevant health and safety information. Copies of the health and safety minutes are also available on the school's intranet or on request.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Management Team (SMT) in order to enable the Directors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

## **Part 2: Organisation**

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the policy. It also covers the development of general policy and how the school trains employees (and others) to carry out the school's activities.

### **Board of Directors ("The Board")**

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **Head**

The Head will assist the Board in directing the overall management and development of the policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the school. The Head in conjunction with the Bursar will also report to the

Board on health and safety performance and assist the Board in implementing changes in the policy which the Board have approved.

### **Bursar (assisted by the Estates Manager)**

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction (including health and safety)
- Stress management (see Appendix D)

The Bursar is also responsible for reporting notifiable accidents to the Health & Safety Executive

### **Heads of Department (Teaching and Support)**

The Heads of Department will ensure, so far as is reasonable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Heads of Science
- Sports activities - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology - Head of Design & Technology
- Junior School activities – Head of Junior School
- Trips and visits - Educational Visits Officer
- Catering - Catering Manager
- Cleaning – Housekeeping Supervisor

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

### **Estates Manager**

The Estates Manager has responsibility for the following areas:

- Building security (keypad locks on doors, CCTV monitoring, opening and locking up procedures, intruder alarm)

- Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical (portable appliance testing), gas, equipment, water quality, asbestos, building fabric
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities (Appendix E)
- Manual handling (see Appendix A)
- Working at height (see Appendix B)
- Lone working (see Appendix C)
- Lightning Protection

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Bursar on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the school and raising concerns with the Bursar
- compliance with the Construction (Design and Management ) Regulations

### **External Health and Safety Advisors**

The Bursar/Estates Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the school. Such provision may include:

- Structural surveyors give advice on the external fabric of the school when required.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager in conjunction with Holroyd Howe and/or Estates Manager arranges for:
  - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
  - professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.

- The school has a suitable and sufficient risk assessment for legionella, which is reviewed regularly and a quarterly water sampling and testing regime in place (reference Legionella Management and Control Policy).
- The school maintains an asbestos register and the Estates Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. He is also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), [Head of Physics] is responsible for liaison with the radiation protection advisor of Wolverhampton Council for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The school has arrangements in place for referring staff to Occupational Health for an assessment and advice when required e.g. for any work related illness including stress

### **School Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the designated Director. The other members of the Committee will be:

- The Bursar
- Deputy Head (Upper)
- Estates Manager
- Catering Manager
- One representative of the Junior School
- One representative of the Science departments
- One representative of the Games department.
- One representative of the Technology department
- One representative from the Art department
- One representative of employee safety (if not already named above).
- Educational Visits Co-ordinator
- Head Prefect (ex-officio)

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

## **The Estates Administrator**

The Estates Administrator will be responsible for:

- Running a Helpdesk function to collect notifications of remedial work that is required to be carried out and/or immediate health and safety concerns and assigning action requirements to the site supervisor team
- Maintaining accident/ incident and near miss records and reporting notifiable accidents to the Bursar
- Keeping statistics and preparing summary reports for the school Health and Safety Committee
- Checking that all first aid boxes and eye wash stations are replenished

## **Staff**

The co-operation of all staff is essential to the success of the policy and the school requests that staff should notify their Head of Department / Estates Manager/Helpdesk of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties
- read and follow any relevant risk assessments for their department and/or activities

## **Students**

- Students are encouraged to report any matter pertaining to health and safety to a teacher, this includes the reporting of near misses.
- Members of Student Parliament discuss health and safety issues at their weekly meetings and prepare a list of breakages/other issues. This information is forwarded to the Helpdesk.
- The Head Prefect reports any matters of student concern at the termly Health and Safety Committee meeting

## **Appendices:**

- A. Manual Handling Policy Guidance
- B. Working at Height Policy Guidance
- C. Lone Working Policy Guidance
- D. Stress Management Policy Guidance
- E. Control of Substances Hazardous to Health (Including Radioactive) COSHH Policy Guidance

**Please also refer to the following policies:**

Risk Assessment Policy – Staff network and website	Fire Safety Policy and Fire Evacuation Procedure – Staff network and website
Risk Management Policy – Staff network and website	First Aid Policy - Staff network and website
EVC and the Management of Off Site Visits Policy – Staff network	Management of Contractors Policy – Staff network
Behaviour Management Policy - Staff network and website	Asbestos Management Policy – Staff network
Legionella Management and Control Policy – Staff network	Security, Access Control and Workplace Safety Policy – Staff network and website
Driving at Work Policy – Staff network	Guidance on the use of school minibuses – Staff network
Staff Code of Conduct – Employment Manual	Safeguarding Policy – Staff network and website
Lockdown Procedure – Staff network	

**Monitoring and Evaluation of this policy**

The school monitors and evaluates its Health and Safety Policy through the following activities:

- Matters requiring attention highlighted to the Helpdesk and responses prioritised
- Review of annual risk assessments by the Bursar and Estate Manager to identify further actions to be taken to reduce risks
- Review of all accident/incidents and near miss forms as a rolling termly summary by Health and Safety Committee to identify trends and take action as appropriate
- Regulatory compliance review by Estates Committee of premises legislation
- Review by F&GP Committee of health and safety matters highlighted at the Health and Safety and/or Estates Committee
- Termly review by the Board of Directors of any health and safety matters
- Review of concerns and complaints registers by SMT and Board of Directors

PCR  
September 2018

Next Review  
September 2019

## **Appendix A: Manual Handling Policy Guidance**

### **Scope**

This guidance is applicable to all employees of and workers for the school who undertake manual handling activities.

### **Objectives**

- To minimise so far as is reasonably practicable, the need for manual handling
- To ensure that only individuals who have received training in manual handling undertake such activities
- Where manual handling is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

### **Guidance**

Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, eg using a lift truck
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment



All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

## **Appendix B: Working at Height Policy Guidance**

### **Scope**

This guidance is applicable to all employees of and workers / contractors for the school who undertake activities associated with working at height.

### **Objectives**

To ensure that the school complies with the requirements of the Work at Height Regulations and in particular to ensure that:-

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained

### **Guidance**

The Estates Manager will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

Inspection of equipment used for work at height will be undertaken by a competent person (Estates Manager) as appropriate

Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders

Any contractors used by the school will be expected to follow the principles of this guidance.

## **Appendix C: Lone Working Policy Guidance**

### **Scope**

This guidance is applicable to all employees of and workers / contractors for the school who undertake lone working activities.

### **Objectives**

- To provide guidance on what lone working is and reduce and far as possible, the need for lone working
- To ensure that only individuals who have received training in lone working undertake such activities
- Where lone working is undertaken that it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

### **Lone Workers**

Lone workers are those who work by themselves without close or direct supervision. Examples for lone working are provided below.

- Employees working alone in an office
- Employees working from home (Homeworkers)
- Employees working away from their normal fixed base, i.e. employees visiting multiple sites.

Where the lone worker has been identified, Wolverhampton Grammar School need to investigate the potential hazards faced by lone workers and assess the risks for both the lone worker and any person who may be affected by their work. Wolverhampton Grammar School will ensure that all measures are in place to control or avoid risk.

### **Employees**

- Employees have responsibilities to take reasonable care of themselves and other people affected by their work activities.
- All employees have a responsibility to co-operate and communicate with Wolverhampton Grammar School to assist them in their responsibilities.
- Employees have a responsibility to ensure that they make themselves familiar with the content of this policy.
- Employees must ensure that they maintain regular communication with their line manager.
- Employees must ensure they keep allocated two-way radios with them at all times (where applicable).

## Line Managers

- Line managers have a responsibility to identify lone working and lone workers within their teams.
- Line managers have a responsibility to identify potential risk associated with lone working both to lone workers and to other affected by their work activity.
- Line managers need to ensure that employees who are lone working do not have any medical conditions, which may make them unsuitable for working alone. This should consider both routine work and foreseeable emergencies that may impose physical and mental burdens on an individual.
- Line managers have a responsibility to complete a risk assessment where lone working can be identified.
- Line managers have a responsibility to ensure that control measures highlighted in risk assessments are implemented.
- Results of a risk assessment must be communicated with the lone worker.
- Line managers must ensure that they have identified suitable methods of communicating with lone workers.
- Line managers must ensure that they maintain regular communication with the lone worker.

## **Appendix D: Stress Management Policy Guidance**

### **Scope**

This guidance is applicable to all employees of the school. Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them".

### **Objectives**

- To ensure that work is appropriately designed, organised and managed.
- To ensure that the HSE management standards are considered
- That there are appropriate support mechanisms in place to assist individuals where stress related issues have been identified

### **Guidance**

The Bursar or Head will be responsible for the implementation of this policy as appropriate.

The Head and Heads of Department will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the school
- Change, and the way in which communication is undertaken

In practical terms, the Head and Heads of Department will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have trained to enable them to do their job
- Monitor workloads and working hours

Where issues of stress are identified, the school will:

- Raise awareness of support mechanisms available
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the Bursar and treated as confidential.

Employees should report any issues of concern to their Line Manager in the first instance and should co-operate with any remedial issues that are put into place.

## **Appendix E: Control of Substances Hazardous to Health (Including Radioactive) (COSHH) Policy Guidance**

### **Scope**

This guidance is applicable to all employees of, workers for, and students of the school when using substances hazardous to health.

### **Objectives**

- To ensure that foreseeable work activities using / generating hazardous substances are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

### **Guidance**

- Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.
  
- Hazardous substances include:
  - Those classified as very toxic, toxic, harmful, irritant and corrosive
  - Biological agents connected with work with micro-organisms
  - Substantial quantities of any dust
  - Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
  - Radioactive substances
  - Any other comparable substance, e.g. pesticides
  
- Typical areas which will need to be considered are:
  - Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
  - Biological agents, such as bacteria and micro-organisms
  - Adhesives, paints, cleaning agents etc used in Art, D&T, drama, maintenance, cleaning and catering activities
  - Fumes from soldering and welding in D&T, workshops & maintenance
  - Wood dust from D&T, workshop and maintenance
  - Pesticides in grounds maintenance, pest control
  - Exposure to radioactive substances
  
- Heads of Department will ensure that:
  - Where hazardous substances are used or stored on the school premises, a COSHH assessment will be undertaken and any required control measures will be implemented. Blank risk assessments are available from the Estates Manager. CLEAPSS risk assessments may be used where appropriate.
  - Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
  - Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.

- Those using hazardous substances are competent to do so and in particular where there are designated standards, eg use of pesticides
  - Appropriate personal protective equipment will be available
  - Hazard signs will be displayed at locations where substances are stored
  - That students using hazardous substances are supervised at all times
  - Any health surveillance requirements are identified and appropriate surveillance implemented
  - Appropriate information, instruction and training, together with the keeping of records takes place
  - Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken
- Maintenance, examination and testing of control measures will be the responsibility of the Estates Manager / Head of Department. Such arrangements will cover:
    - Fume cupboards
    - Other local exhaust ventilation
    - Respiratory protective equipment
    - Other personal protective equipment, eg gloves, aprons, eye protection
- Records will be kept by the Estates Manager / Head of Department and will include:
    - Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
    - Records of inspection of respiratory protective equipment for a period of 5 years
    - Records of health surveillance and monitoring for 40 years in relation to individuals
- The Head of Physics is the School Radiation Protection Supervisor (RPS). They will:
    - Have attended an appropriate course in radiological protection
    - Prepare risk assessments on each activity that involves the use of ionising radiation
    - Prepare rules for working with radioactive substances
    - Notify the Health & Safety Executive that the School is a "user"
    - Ensure that practical work is limited to
      - Sealed sources
      - Specified Open source for half-life demonstration
      - Geological specimens
    - Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more (other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
    - Ensure that experiments on radiological sources are only undertaken by year 12 and 13 students under supervision
    - Ensure that younger students are limited to watching teacher demonstrations
    - Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
    - Ensure that a user log is kept for removal and return of substances
    - Ensure that any staff have received appropriate training
    - Ensure that emergency procedures include arrangements for dealing with radioactive materials