



## **HEALTH AND SAFETY POLICY**

### STATEMENT OF GENERAL POLICY

The Board of Governors of St Piran's School (hereinafter referred to as the Board) are the employers under the terms of the Health and Safety at Work etc. Act 1974 (HSW Act) of all those who work within the School.

The Board considers that one of its primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health of other people having regard to its moral, legal and economic obligations. The Board recognises their corporate responsibility as employers to ensure as far as is practicable that this same safe and healthy environment is also provided for pupils, and all other people who visit the School from time to time.

The Board recognises the need to consult with employees from time to time on health and safety matters and expects and indeed encourages employees to bring to its attention through the School Safety Officer, the Bursar, any matter relating to the HSW Act which is a cause for concern.

The Board will ensure that expert advice is sought when necessary to determine risks to health and is committed to provide sufficient information and training for employees in respect of risks to health and safety. The Board will also ensure that the General Policy is reviewed regularly and that a revised Statement is issued when necessary.

The Board requires all Staff to display a positive attitude towards health and safety. In turn the Board expects all employees at all levels and visitors to the School to pursue the Board's objectives relating to the HSW Act. The Board also expects all adults to remind pupils of the need to pursue its objectives in this respect.

The Board requires the Bursar to bring this Statement of General Policy to the attention of all employees of the School and to provide the necessary instructions for ensuring that its policy on the HSW Act is implemented, including the arrangements for implementing the functions allocated to individuals and for monitoring the effect of the safety policy. The Bursar is to report termly to the Board on any significant matters relating to Health and Safety.

The Board is committed to ensure that the School operates in accordance with current legislation. It is not, however, content to merely conform to the minimum standards but is determined to ensure that higher standards are met where possible. The Board looks to the Headmaster and the Bursar and all members of Staff to ensure that this policy is observed.

Dated February 2008

**Chairman of the Board of Governors**

### ORGANISATION FOR CARRYING OUT THE SAFETY POLICY

1. Ultimate Responsibility

The ultimate responsibility for ensuring the implementation of the School's General Policy for Health and Safety at Work rests with the Board of Governors.

2. Immediate Responsibility

2.1 Immediate responsibility for Health and Safety rests with the Headmaster and Bursar who jointly will be responsible to the Board of Governors for the health and safety of all employees, pupils and where appropriate members of the public, as regards the running of the School, the School premises and activities. In their absence the Deputy Headmasters will be responsible.

They will monitor the effectiveness of the policy at all levels but each will accept special responsibilities according to their span of command and control. In this respect, although advised by the Bursar, the Headmaster will exercise executive control over pupils and academic staff. The Bursar will be responsible for keeping the Headmaster informed of problems and legislation which may affect his special area of responsibility and will be responsible for the health and safety at work of all other employees and visitors.

2.2 All School employees, pupils and all other persons entering onto the School's premises or activities are responsible under the Regulations for exercising care in relation to themselves and also others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate, that the visitors follow the safety arrangements of the School. All employees as part of their duty should involve themselves in matters of health and safety and should report any condition, which appears dangerous or unsatisfactory.

### 3. Practical Responsibilities

#### 3.1 Heads of Departments: Heads of Department will be responsible for:-

- (i) Ensuring that equipment necessary for the work of the department is maintained in compliance with current regulations and that appropriate notices are displayed adjacent to specific hazards.
- (ii) Ensuring that appropriate instructions and guidelines relating to any aspect of their activities have been issued to staff concerned and that the latter are aware of the contents.
- (iii) Ensuring that accidents within the department are reported and investigated.

#### 3.2 Other Personnel: Everybody employed at the School whether teaching or non-teaching, is required to assist Heads of Departments in the discharge of their responsibilities relative to safety, health and welfare. They will be responsible for:

- (i) Ensuring the safe and healthy environment of employees and pupils in their care, as far as is reasonably practical.
- (ii) Ensuring proper use by pupils of safety equipment and protective clothing where provided.
- (iii) Ensuring that pupils are instructed in safety procedures in operations or procedures involving known hazards.
- (iv) Ensuring the initiation of aid in the event of an accident.
- (v) Ensuring that for any sport or activity for which they are responsible there are appropriate guidance rules or regulations and participants are made aware of the contents.

### 4. Special Responsibilities

#### 4.1 School Safety Officer (SSO)

The Bursar is designated as the School Safety Officer. (In his/her absence the Head takes the role). In this role, he/she is responsible for advising the Head on the measures needed to carry out work without risks to health and safety; co-ordinating any safety advice in the School by specialist advisors and those with executive authority; monitoring health and safety within the School and reporting any breaches of the health and safety arrangements to the Head.

The SSO is responsible for the carrying out of a risk assessment as required by the Management of Health and Safety at Work Regulations 1992.

- 4.2 Safety Committee: The School Safety Committee will consist of:-  
Headmaster (Chairman)  
Bursar  
Head of Science  
Director of Sport  
Head of activities and field trips  
Matron

Others may be co-opted or invited to meetings as appropriate including specifically:

- Catering Manager  
Head Groundsman

The safety committee is recommended to meet on a once per term basis prior to the Governors' Finance Committee meeting. The Bursar is responsible for taking the minutes and ensuring that the School Governors and staff are kept informed of safety matters. The purpose of the Committee is to oversee the implementation of the Safety Policy in the School and to monitor the effective implementation of present and future safety legislation and appropriate safety standards for the School.

5. Accidents

Matron is responsible for maintaining records of all accidents in the school. All serious accidents or potentially dangerous occurrences should be reported immediately to the SSO and a brief written report submitted.

Dated February 2008

CARRYING OUT AND MONITORING THE SAFETY POLICY

1. Accidents

The SSO shall be responsible for ensuring that an Accident Book is held in school by Matron. All serious incidents, including any reportable accidents in line with 'Reporting of Injuries, Disease and Dangerous Occurrence Regulations', must be reported to the SSO promptly and in writing.

2. First Aid Boxes

Matron is responsible for siting First Aid boxes and advising staff and the SSO of their location.

Matron is responsible at the start of each term for ensuring that all boxes contain at least the following:-

- 1 General Guidance card on First Aid
- 5 Individually wrapped sterile adhesive dressings
- 2 Sterile eye pads, with attachments
- 1 Individually wrapped triangular bandages
- 6 Safety pins
- 2 Medium sized sterile unmedicated dressings
- 1 Large sterile unmedicated dressings
- 1 Extra large sterile unmedicated dressings
- 1 Pair rubber gloves
- 3 Medi Wipes
- 1 Vomit bag
- 1 Strip of Cutiplast

### 3. Accident Procedures

Matron is on duty at all times during School term time. She is responsible for the:-

- (a) Provision of First Aid for all pupils and employees of the School.
- (b) Provision of all First Aid equipment in the School and monitoring its use.

In the case of accidents/illness at School, Matron

- (a) Acts as a point of reference for all instances of pupils and staff requiring medical assistance.
- (b) Decides on referrals to hospital if necessary and informs the Headmaster.
- (c) Arranges transport to hospital via the office. This may be with staff, a parent or accompanied in a taxi
- (d) Liaises with parents in case of emergency, following up, where appropriate after referral to hospital.
- (e) Informs parents of any head injury.
- (f) Records all staff injuries must bin the accident book, held in Matron's room.
- (g) Records pupil injuries in the pupil file, held in Matron's room .

On Saturdays when matches are played the Head will ensure there is a trained First Aider present. The SSO ensures accident reports for pupils are completed as necessary. It is incumbent that all immediately eyewitnesses complete reports immediately.

### 4. Fire Precautions

- 4.1 The Alarm: There are individual alarm systems for the Main Building and the St Piran's Centre. When an individual alarm system is activated, it activates the remaining alarm systems.

- 4.2 Action to be taken in the event of Fire or Alarm being raised:  
Individual requirements and instructions are posted within each individual building, and exit routes are posted in each teaching area.
- 4.3 Maintenance of Fire Alarm: Responsibility for arranging maintenance of the fire alarms on a regular basis is the responsibility of the Bursar who shall keep appropriate dated records.
- 4.4 Maintenance of Fire Extinguishers: Responsibility for arranging maintenance and checking of the fire extinguishers on a regular basis is the responsibility of the Bursar who shall keep appropriate dated records. All fire extinguishers shall be checked out prior to commencement of each term by a competent officer or contractor.
- 4.5 Fire Log: Any instances of a fire, however trivial, shall be reported to the SSO and entered in to a Fire Log Book.
- 4.6 Fire Drills: The Bursar is responsible for initiating fire drills on at least a termly basis and specifically within the first two weeks of the School year, and filling in the Fire Drill Book in the cabinet by school office.
- 4.7 Liaison with Local Fire Brigade: The Bursar is responsible for liaison with the local fire brigade on access to the various parts of the School and positions of hydrants.
- 4.8 Staff Training: The Bursar is responsible for ensuring that staff First Aid Certificates, manual handling and working at heights are current and to arrange refresher training where necessary.

## 5. Safety Responsibilities

- 5.1 Control of Substances Hazardous to Health Regulations COSHH:- Catering Manager, Head of Art, Head Groundsman, Head of Science, Head of DT, Director of Sport.
- 5.2 Electrical Equipment and Testing:- Bursar
- 5.3 Catering Fridges/Freezers:- Catering Manager

## 6. Sub contractors

The Headmaster and Bursar are responsible for ensuring contractors are aware of the School Safety Policy.

## 7. Field Trips

Guidelines for field trips are available for reference purposes but it is the responsibility of the person in charge to ensure the safety on the trip, and that guidelines are followed. (compliance with current Health and Safety legislation)

8. Swimming Pool

Maintenance of the swimming pool is the responsibility of the Bursar.  
Safety of the swimming pool is the responsibility of the Head of Swimming.

9. Boilers

Boilers are maintained annually. The Bursar is responsible for receiving the maintenance report and for any subsequent actions that may be required.

10. Health and Safety Legislation

The SSO is responsible for advising all employees of changes.

Dated February 2008