

# OLDHAM HULME GRAMMAR SCHOOL HEALTH, SAFETY & ENVIRONMENT POLICY

*This policy is applicable from EYFS through to year 13*

## **Part 1 - General Statement of Health and Safety Policy**

As Governors of Oldham Hulme Grammar School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach a high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of the School by appointing a Governor with responsibility for overseeing health and safety.

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

- The governor overseeing health and safety chairs the termly meetings of the School's Health, Safety & Environment Committee and receives copies of all relevant paperwork.
- The Health, Safety & Environment Committee has a standard agenda covering: accidents to pupils, staff and visitors; security and premises; fire safety; and updates to risk assessments. Any changes to policies or procedures are also approved by this committee
- The minutes of the Health, Safety & Environment Committee meetings are tabled at each meeting of the full Governing 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 the Facilities Manager and outside professional advisers when appropriate.
- The school's adherence to health and safety in catering and the cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager ensures that all catering staff are trained in safe and hygienic food preparation and arranges regular external deep cleaning and pest control services.
- The School has fire risk assessments, carried out by a competent person, which are reviewed annually for progress on completion of items in the action plan. They are updated on a regular basis or earlier if significant changes are made to the interior of a building.
- The school utilises specialists to carry out some risk assessments such as legionella, and asbestos.
- The school has a comprehensive procedure in place for the training and induction of new staff in health and safety related issues which should include fire evacuation procedures, basic 'manual handling' and 'working at height training' and all other training which is appropriate for the colleague's role. Health and safety training that is related to an individual member of staff's role, such as science technician, will be provided in addition to the 'standard' induction training.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal, Head of Finance and Support and other members of the Senior Leadership Team in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Head of Finance and Support. Swift and effective reporting of such issues is facilitated by the use of the 'Every' system and staff have

received clear guidance in the use of the system.

All employees are briefed on where copies of this statement can be obtained. 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 General Policy which is detailed in a separate document. It also covers the development of the General Policy and how we train our employees (and others) to carry out our activities.

### **Board of governors ("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. The Board will designate a governor to oversee health and safety and chair the School's Health Safety and Environment Committee.

### **School Health, Safety & Environment Committee**

The Committee will meet once a term, and will be chaired by the Governor who is responsible for overseeing health and safety. The other members of the Committee will be:

- the Deputy Principal
- the Head of Juniors
- the Head of Nursery and Infants
- the Facilities Manager
- the Head of Finance and Support (Vice Chair)
- any other Governors wishing to serve on the Committee

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 workplace
- encourage suggestions and reporting of defects by all members of staff.

### **The Head of Finance and Support**

The Head of Finance and Support 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 of Finance and Support will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board has approved.

The Head of Finance and Support will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies including epidemics and pandemics

They will also act as the School Safety Coordinator, whose duties will include:

- advising the Principal 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 Principal
- compliance with the Construction (Design and Management ) Regulations

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

The Heads of Department will ensure, so far as is reasonably practicable, 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 subject (including control and storage of harmful substances and flammable materials) - Heads of Chemistry, Biology and Physics
- Sports activities - Director of Sport
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology - Head of Design & Technology
- Outdoor lessons - Director of Studies
- Trips and visits – Deputy Principal, Head of Juniors, Head of Nursery & Infants
- Food Technology - Head of Food Technology
- Ammunition and firearms - Combined Cadet Force SSI

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

### **Facilities Manager**

The Facilities Manager will assist the Head of Finance and Support with the implementation of the following:

- Building security. The school has a Site Security Policy which highlights the measures in place including gates and monitored CCTV system.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate)
- Registration and control of visitors
- Site traffic movements. Parents are not permitted to drive onto the school site during the working day, unless in exceptional circumstances, and access is kept clear for emergency vehicles.
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of estate management and housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

### **Catering Manager**

The Catering Manager will be responsible for:

- Ensuring that food storage and preparation is carried out to a high standard
- That all kitchen and dining areas are cleaned to an acceptable standard
- Organising with outside contractors for deep cleaning and pest control procedures to be carried out

### **The School Nurse**

The School Nurse will be responsible for:

- Keeping statistics and preparing summary reports for the School Health, Safety & Environment Committee
- Organising the escorting of pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

### **Human Resources Officer**

The Human Resources Officer will be responsible for:

- Maintaining an accident book and, with the Head of Finance and Support, reporting notifiable accidents to the Health & Safety Executive through Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **Staff**

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department or the Head of Finance and Support 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 cooperate 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
- ensure that all personal electrical equipment they bring to use on School premises must be new, or PAT tested
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

### **Arrangements for consulting and involving employees**

The school has a JCC Committee which is Chaired by the Principal and has representatives from the school's Governing body in attendance. This committee meets termly and minutes are made available to all members of staff.

The composition of the committee is designed to ensure that there is coverage across all sections of the school and both academic and support staff.

This committee provides the vehicle for consultation with employees on matters relating to Health and Safety.

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

The Head of Finance and Support will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors to give advice on the external fabric of the School
- 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
- 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
- The school maintains an asbestos register and the Facilities Manager is responsible for ensuring that it is kept

up-to-date and for any sampling or removal before works take place. They are also responsible for the maintenance of an asbestos management plan. They are also responsible for the selection and safe management of contractors and making sure that contractors are fully briefed on areas of asbestos before starting work. The Facilities Manager will work closely with the school's HR Officer with regards to safeguarding arrangements regarding contractors and ensuring the appropriate level of supervision if necessary.

### **Part 3 - Procedures and Specific Policies**

- [Evacuation procedures](#)
- [Stay Safe Procedure](#)
- [Risk Assessment Guidance Policy](#)
- [Inspections and Records Policy](#)
- [Swimming Pool Normal Operating Procedure and Emergency Operating Procedure](#)
- [Health, Safety and Environment Committee Terms of Reference](#)

### **School Trips and Visits**

The school has a detailed policy and procedure for: planning, approving and risk assessing Trips and Visits. This process is overseen by the Deputy Principal. This [School Visits policy](#) can be read here.

### **First Aid**

The school employs a School Nurse and has a detailed [First Aid Policy](#) as well as a [Supporting Pupils with Medical Conditions Policy](#). The policies outline in detail the roles and responsibilities of staff in these areas, training provided to staff and medical procedures including the administration of medicines.

Staff who have been off on long-term sickness can be referred to Occupational Health prior to a return to work. The school has a service level agreement with Mediscreen based at Oldham Hospital.

### **Dealing with Emergencies**

In dealing with a health and safety emergency either on or off-site the school will follow its [Critical Incident Policy](#). This policy outlines the school's management of such an incident, areas of responsibility, communication and details key contacts.

### **Investigating Accidents and Incidents**

In response to a significant accident or incident, including near misses, the Principal will appoint a suitable member of the school's Senior Leadership Team to investigate and report findings. This will involve an analysis of how the incident occurred and recommendations for the prevention of further such incidents. Such a report will also be presented to the school's Health, Safety and Environment Committee.

### **External Lettings**

Where the school is being let to external groups the school requires them to have the appropriate policies in place and to undertake relevant risk assessments.

### **COVID 19**

The coronavirus outbreak has presented many H&S challenges for all schools. Throughout the crisis the school has maintained a [Live Risk Assessment](#) which has been reviewed at least monthly.

The school's overall approach is detailed in the [COVID 19 Response policy](#) which outlines the measures the school has taken to mitigate risks posed by the virus whilst maintaining a high standard of education.

With the government's move to Step 4 of their response the school has constructed a Contingency Plan in order to adapt to changing circumstances.

The Principal, in conjunction with the school's Senior Leadership Team has coordinated the school's response. In order to meet the challenges posed by COVID 19 the school has also appointed a COVID Response Officer who has responsibility for communication with parents and regular liaison with the local Public Health team.

**Health and Safety Policy Reviewed: January 2023**

**Next Review Due: January 2024**