



CAMPION SCHOOL HEALTH AND SAFETY POLICY

Declaration of Intent

Campion School has a duty to provide a safe place of work and healthy working environment for all its employees. The school's responsibility is to ensure as far as is reasonably possible the health and safety of all who enter the premises.

This policy makes an unequivocal commitment to high standards of health and safety. The Board of Trustees accepts the responsibility to set a safety policy and for all of the relevant work which falls within their remit.

The school seeks to maintain, and improve progressively, the environment of the school in order to ensure the health, safety and welfare of all its users. We intend to comply with all relevant legislation. We intend to ensure that everyone has sufficient information and appropriate training to fulfil their responsibilities.

We seek to create an environment within the school where everyone:

- is aware of their responsibilities to each other;
- acts in responsible ways, consistent with others' health and safety;
- safeguards and promotes the health and safety of others.

The policy relates specifically to health and safety on the school site and its environs. Employees are, however, expected to take similar precautions, and adopt similar practices and procedures whilst engaged in activities away from the school.

All employees organising educational visits must comply with the relevant policies and procedures.

Failure on the part of employees to discharge the obligations placed upon them by this policy may render them liable to:

- prosecution under health and safety legislation;
- disciplinary action, under the school's disciplinary procedures and rules.

This policy was adopted by the Board of Trustees in February 2009 and reviewed in September 2015.

Objectives

The Trustees seeks to promote health and safety by providing, in so far as is reasonably practical:

- healthy and safe working practices and conditions;
- information, instruction and training in safe working methods and practices;
- first aid facilities and employees trained in first aid;
- safe premises, plant and equipment;
- safe arrangements for the handling, storage and use of materials and substances
- safe access and egress, including evacuation procedures;
- appropriate security arrangements;
- effective communication systems for issues of health and safety;
- periodic checks on the safe operation of tools and equipment.

Responsibilities

The Trustees expect the Head and **all employees** to be responsible for ensuring the effective implementation of this policy.

All employees have a responsibility to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety;
- support measures implemented to meet statutory requirements;
- be aware of, support, implement and comply with this policy;
- set a good personal example through safe behaviour;
- make use of protective equipment available and follow procedures established for safe working; and to ensure that all others do the same;
- familiarise themselves with emergency evacuation procedures;
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences;
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations;
- teach safety as an integral part of courses, both by formal teaching and example; and prohibit any pupil who refuses to adopt safe working practices from taking part in the lesson or activity.

The co-ordination of the policy and its implementation on a day-to-day basis will be done by the Headmaster in liaison with the Heads of Schools, Facilities Manager and Business Manager.

Specific roles, responsibilities and procedures are outlined as follows.

Duties of the Headmaster

The Head is accountable to the Board of Trustees for the implementation of the Health and Safety Policy. He has responsibility for the day-to-day maintenance and development of safe working practices and conditions. The Head is required to take all necessary and appropriate action to ensure that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times. In particular the Head will:

- be aware of the requirements of health and safety legislation and codes of practices relevant to his areas of responsibility;
- ensure the health, safety and welfare of all personnel using the premises or taking part in any activities for which he has responsibility;
- ensure safe working practices and procedures;
- consult with employees on health and safety issues;
- identify training needs of employees and pupils and ensure, within the resources available, that these needs are met;
- collate accident and incident information and when necessary, carry out investigations;
- monitor the standard of health and safety throughout the school;
- monitor first aid and welfare provision;
- arrange systems of risk assessment.

The Duties of the Heads of Schools, Facilities Manager and Business Manager

The Heads of Schools, Facilities Manager and Business Manager have a responsibility to:

- be accountable to the Head for overall day-to-day responsibility for the implementation and operation of the school's health and safety policy;
- ensure compliance with and monitoring of this policy;
- ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- ensure safe methods of working exist and members of Campion are instructed in safe working practices;
- organise regular safety inspections as required by the Head or as necessary;
- ensure that any defects in the premises, plant, equipment or facilities are made safe or are notified;
- ensure that toxic, hazardous and highly flammable substances are correctly stored.

The Duties of all Employees (teaching and non-teaching)

All employees will make themselves familiar with the requirements of this policy and:

- take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
- co-operate with his/her employer to enable the employer's duties to be performed or complied with.

All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all employees will:

- be familiar with this health and safety policy and all other safety regulations as laid down by the Trustees and/or the Head;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by all pupils and other employees;
- see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe;
- take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the senior management team.

Pupils

Pupils are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the school and, in particular, the instructions of staff given in an emergency;
- be aware of basic safety evacuation procedures;
- report unsafe matters and to voice concerns about health and safety through their form tutors or any other employees as appropriate.

ARRANGEMENTS AND PROCEDURES

Accident Reports

- All accidents and injuries to any person on the school premises are to be reported. Forms are available from the School Nurse.
- Completed accident reports are copied to the Headmaster and the relevant Head of School.

First Aid

- There is a qualified full-time nurse on campus and locums are available.
- The nurse has an office equipped with the necessary instruments for examination and first aid treatment.
- Pupils can be referred to the nurse by any member of staff or may visit the nurse on their own volition during lunch and break

First-aid kits are at various locations in the school (Prep room, Maintenance, Physical Education, Reception, Canteen). These are for immediate treatment of a minor injury if the nurse is unavailable. There are also kits for trip leader. In the event of medical assistance being required during school hours, the pupils should be referred immediately to the School Nurse who will:

1. Perform an initial examination and assessment for vital signs as per standard medical procedure.
2. Administer treatment such as First Aid, or prescribe mild analgesics based on parental permission either from the health form or after direct contact with a parent.
3. Return the pupil to normal activities or retain him or her for observation.

In the case of a sufficiently serious accident or illness, the nurse will contact the parent to decide what further action is necessary. For instance: the parent may collect the child and/or take them for further medical examination.

In the case of an accident, an accident report is completed which is copied to the Year Tutor, Deputy Head and Headmaster (Senior School) or Headmistress (Junior School).

In all cases, the nurse will follow up the pupil on their return to school.

A record will be made of each occasion that first aid treatment is given either on school premises or related buildings or as part of a school related activity.

Evacuation Procedures

The Headmaster will ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the premises. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan. Staff, pupils and users of the school site and other locations will regularly rehearse this plan. The Heads of School will hold details of this.

Visitors to the school site

All visitors/contractors must report to the guard at the school gate who will inform the relevant School Secretary who will then authorise or not the entry of the visitor.

Safety training

All staff new to the school will be appraised of this Health and Safety Policy, and Health and Safety will be included in the Induction Programme. Other training will be given when and where necessary, as appropriate to the nature of the task.

MONITORING THE IMPLEMENTATION OF THE POLICY

Responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with the Health and Safety Committee. This committee comprises:

- Headmaster
- A Trustee
- Head of Senior School
- Head of Junior School
- Estates and Facilities Manager
- Business Manager
- Any other members the committee chooses to co-opt.

This committee meets at least once per term. Its terms of reference involve monitoring the health, safety and welfare of all employees, pupils and visitors; and to monitor and take appropriate action in response to any change in circumstance. The Committee will take responsibility for monitoring:

- deficiencies and potential hazards in premises, equipment and site;
- accident reports;
- risk assessments;
- training and provision of information;
- emergency evacuation procedures;
- first aid procedures;
- legislation, regulations and advice received.

The committee should, as far as is reasonably practical, take prompt action in response to hazards and risks known to it. It has a duty to advise the Head in all matters relating to health and safety.

Each member of school staff is responsible for monitoring their area of work and reporting all incidents, deficiencies and potential hazards by:

- reporting the matter to the Business Manager
- reporting the matter to a senior member of staff;
- completing and forwarding accident report forms;
- completing all necessary risk assessments, and similar.

Any employee, when faced with a potential hazard, is expected to take appropriate precautions, including removing pupils from the immediate area if necessary, whilst not placing themselves in danger.