



**QUINTON
HALL**
JOHN LYON'S PREP SCHOOL



HEALTH & SAFETY POLICY

SCOPE

This policy applies to the John Lyon School and Quinton Hall School – John Lyon's Prep School. All references to 'the School' refer to both the Senior and Prep schools except where otherwise specified.

PART I – STATEMENT OF INTENT¹

The School places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

This policy has been compiled with regard to legislation and guidance, including:

- The Health and Safety at Work (HandSAW) Act 1974;
- Management of Health and Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations 2002
- DfE's advice on health and safety for schools, including the non-statutory advice contained in H&S Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing bodies 2014;
- Management of HandSAW Regulations 1999;
- Advice and guidance provided by HSE

The School aims to create and develop a culture of health and safety at work, encouraging and supporting all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully cooperate with the School's Governing Body in matters of health, safety and welfare.

Aims and Objectives

The School attaches the utmost importance to the safety, health and welfare of its employees, pupils and visitors. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations.

¹ HSE: State your general policy on health and safety at work, including your commitment to managing health and safety and your aims. As the employer or most senior person in the company, you should sign it and review it regularly.



The School will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by School operations can work.

The School will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues with a Health and Safety meeting taking place at least once a term. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Policy Review

This policy is reviewed and revised at least once a year. The Governors Health and Safety Oversight Committee review and recommend the policy to the Board for approval, usually at its meeting in the Autumn Term. Reviews consider:

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

Organisation - Reviewing the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of these standards.

Monitoring and Review - All relevant job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. The School Health and Safety Committee consider risk assessments, accidents, near misses, evacuation drills and false alarms, safety improvements and other H&S aspects and audits.

Health and Safety Management

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the Health and Safety Policy these issues will be brought regularly to the attention of the School's management team during management and Governors' meetings.

New employees receive a health and safety briefing and confirm that they have read the Health and Safety Policy, the latest version of which is available on the R: Drive and in the Staff Handbook, with previous versions archived for reference purposes.



PART 2 – RESPONSIBILITIES FOR HEALTH AND SAFETY²

The Board of Governors

The Board of Governors recognises its collective responsibility for health and safety in its role as employer. In line with section 37 of the Health and Safety at Work Act 1974, the Board of Governors (“the Board”) is responsible for actively monitoring and controlling health and safety management within the School by:

- requiring such information, including this policy, to be presented to them as may be necessary for the efficient discharge of their responsibility;
- approving the allocation of sufficient resources both personnel and financial to meet the demands of health and safety legislation;
- ensuring that delegated functions are carried out in such a manner as to meet the legal and ethical requirements of health and safety legislation that could be expected of an employer;
- being responsible for health and safety matters at the School with two selected Governors having specific oversight;
- ensuring there are procedures in place for establishing and maintaining a safe environment, so far as is reasonably practicable, throughout all areas used by the School to comply fully with the Health and Safety at Work Act 1974 and all other statutory provisions and codes of practice.

The minutes of the Committee meetings are reviewed by the **Governors Health and Safety Oversight Committee** and are stored on the School’s R: Drive.

The Health and Safety Manager

The School Governors bear ultimate responsibility to provide leadership on all matters of health and safety.

The Head has delegated authority from the Board to ensure that the School meets the requirements of legislation and guidance relating to health and safety.

Day to day responsibilities are delegated to the Director of Operations, who will ensure, so far as is reasonably practicable, that the School's policy on health and safety at work is effectively implemented. The Director of Operations is the School’s **Health and Safety Manager**.

In the absence of the Health and Safety Manager the responsibilities for health and safety at work will be assumed by the Project Manager Buildings & Compliance. Day to day operational health and safety is supervised by the Facilities Manager. Particular responsibilities are detailed in the organisational chart below.

The Health and Safety Manager has oversight of the School’s Health and Safety provision, and ensures that:

² HSE: List names, positions and roles of the people in your business who have specific responsibility for health and safety.



- the School has an approved Health and Safety Policy and practices, which are implemented;
- there are adequate personnel and financial resources allocated to health and safety;
- health and safety is accorded such status as to encourage the commitment, cooperation and involvement of all staff;
- the School actively promotes an awareness and acceptance of good practice in health and safety;
- disciplining of any member of staff found guilty of ignoring or failing to implement approved procedures and practices;
- appropriate inspection, monitoring and auditing procedures are agreed and implemented;
- there are adequate arrangements for staff training in order to provide the expertise in health and safety required;
- there are regular meetings and performance reviews of health and safety and an agreed plan for future development;
- development of an awareness of health and safety and an acceptance of individual responsibility among employees, pupils, visitors and contractors.
- cover the maintenance of safety records, accident investigations, assessments and inspections. He/she will familiarise himself/herself with all relevant health and safety legislation and take expert advice if required.

School Health and Safety Committee

The **School Health and Safety Committee** comprises the Director of Operations as Health and Safety Manager as well as a number of staff with health and safety responsibilities covering a range of management, teaching and support functions across all School sites (Senior School, Prep School and Sudbury Fields). It meets on at least a termly basis.

Membership:

Mr James Bell, Director of Operations, Chair
Mr Darren Boylan, Senior Teacher Admissions & DSL
Mr Shane Cloete, Director of Sport
Mr James Dalling, Project Manager – Buildings and Compliance
Mr Lawley Exelby, Facilities Manager
Mr Mark Fardell, Caretaker Quinton Hall
Mr Adam Ling, Head of Activities
Mr Chris Lynch, Grounds Manager
Miss Lorraine Mann, CCF, Educational Visits Coordinator and Transport Manager
Ms Charlotte Robinson, School Nurse
Fr Mike Still, Senior Teacher Administration Quinton Hall

Other members of staff attend the committee by invitation to address health and safety matters under their remit. Minutes of the School Health and Safety Committee are reviewed by the Governors Health and Safety Oversight Committee as well as the Senior Management Team.



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Management and Supervision

Managers and Supervisors of staff will promote positive attitudes towards health and safety and ensure the tasks carried out by their line-managees are performed with due care.

Those with a management or supervisory role will:

- ensure all new employees are fully familiar with the School's Health and Safety Policy, health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes;
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils;
- cooperate with and participate in the investigation of all accidents and conduct of assessments and inspections;
- ensure the maintenance of good housekeeping standards;
- review the safe operation of all work equipment;
- within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances;
- carry out risk assessments within their departments and maintain a record of their findings.

All Staff

A safe and healthy workplace can only be achieved with the full staff cooperation. All employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and cooperate with the School on matters of health, safety and welfare, and safeguard all persons to whom the School owes a duty of care, including pupils, parents, and visitors.

Every member of staff is required to:

- familiarise themselves with, and adhere to the School's Health and Safety Policy and any other safety legislation and codes of practice that are relevant to the work of the department in which they work;
- obey all safety rules and procedures, including the wearing of protective clothing and the use of protective devices as specified by the School's risk assessments;
- exercise their awareness, alertness, self-control and common sense to take reasonable care for the health and safety of themselves, colleagues, pupils, visitors and any other persons who may be affected by their acts or omissions at work;
- report promptly to their Head of Department and the Estates team all hazards, potential hazards, defects in premises, plant, equipment or facilities using the School's software provision, as well as any shortcomings in the School's work systems or procedures;
- ensure that both staff and pupils are applying health and safety regulations, rules, routines and procedures effectively;



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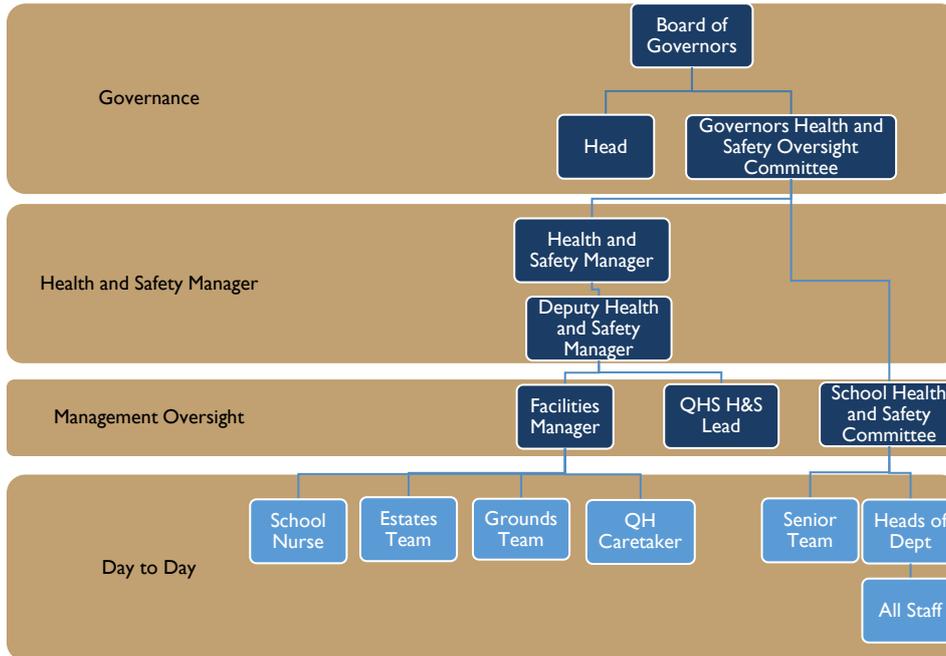
- be familiar with the school fire precautions and evacuation procedures from the Fire Safety Policy for the areas in which they work;
- ensure that all plant, machinery and equipment are in good and safe working order, adequately guarded as appropriate
- ensure that all plant, machinery and equipment is only used in line with agreed Risk Assessments and Safe systems of work, using the correct equipment for the job and wearing any protective equipment or safety devices supplied;
- report all accidents that cause injury to any person, to the School's Health and Safety Manager;
- Seek advice from the Health and Safety Manager on any health and safety requirements;
- take an active interest in promoting health and safety and suggest ways of reducing risks.

The School will apply disciplinary procedures to any employee who is in breach of the School Health and Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.



Health and Safety Organisational chart

The chart below summarises the delegation of health and safety responsibilities.



Assistance is provided in particular areas, including but not limited to:

- | | |
|------------------------------|---|
| • Combined Cadet Force | CCF Commander |
| • Educational Visits | Educational Visits Coordinator
And EVC for QHS |
| • Early Years | Head of Early Years |
| • Senior School Science | Heads of Sciences |
| • Prep School Science | Prep School Science teacher |
| • Senior School Sport | Director of Sport |
| • Prep School Sport | Prep School Sport Teacher |
| • Cocurricular activities | Head of Activities |
| • Swimming (Prep and Senior) | Director of Sport |



PART 3 - ARRANGEMENTS FOR HEALTH AND SAFETY³

Practical arrangements

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices, including:

- the safe use, storage, handling and transport of articles and substances;
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors;
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work;
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work;
- consideration towards the safety of pupils, staff, parents, contractors and any other members of the public accessing the premises, including those who hire the premises for tuition, social or any other activities.

The School will consider the risk to safety involved with:

- physical, chemical and biological hazards, such as machinery, chemicals, asbestos in the buildings, water quality and the use of radioactive material;
- contractors working across the School estates;
- vehicle movements within the School grounds;
- workplace arrangements, including housekeeping;
- school trips;
- work experience arrangements;
- security of premises and equipment;
- letting of School premises to outside bodies;
- specific facilities (e.g. swimming pool, archery range, sports hall, theatre, etc.)

First Aid

The School Nurse monitors and ensures an appropriate number of current qualified First Aid personnel within each area of the site, liaising with the Welfare Officer for the Prep School, and notifies the School's Health and Safety Manager of any shortfall and recommend candidates for training where this is appropriate.

School policy is that a qualified First Aid person should be within easy reach of any person on the premises in the event of an accident.

The Health and Safety Manager, supported by HR, will be responsible for arranging the necessary training and ensuring that a list of qualified First Aid personnel and their locations is displayed in

³ HSE: Give details of practical arrangements you have in place, showing how you will achieve your health and safety policy aims. This could include, for example, doing a risk assessment, training employees and using safety signs or equipment.



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each building and department. Assistance may be sought from the School Nurse, who is responsible for First Aid training at the School.

Accident Reporting

An Accident Report form must be completed for all notifiable accidents, incidents, diseases and dangerous occurrences, as well as Near Misses, on School premises, or for any pupil or staff offsite on school business or trips.

Accident reports are monitored at the termly School H&S Committee meetings, noting any patterns and verifying appropriate remedial steps have been undertaken.

For Full and Further Guidance:

Reference should be made to the School's [First Aid Policy](#) which can be found in the Staff Handbook.

Staff Accident/Incident Report forms can be found in the Health and Safety folder on the R: Drive or obtained from the Health and Safety Manager (the Director of Operations). Pupil Accident Report forms are completed by the School Nurse and signed off by the Health and Safety Manager (the Director of Operations).

Fire and Emergencies

For Full and Further Guidance:

Reference should be made to the School's [Fire Safety Policy](#), [Fire Evacuation Plan](#) and Fire Action Notices, which can be found in the Health and Safety folder in the R: Drive and posted around the School site.

Code of Safe Conduct

- Conform to the Health and Safety Policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the health and safety of employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes.
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave personal possessions or department items lying around.



- Clean up any spilt liquids or solutions immediately.
- In the event of being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight - take the stress in your legs, not your back. GET ASSISTANCE if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is in good condition.
- Electrical equipment is regularly checked and is normally safe when properly used, BUT:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised
 - always keep electrical supply cables and wires away from wet areas or from where they could be stepped on, etc.
 - always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the Health and Safety Manager (the Director of Operations). Training in dealing with hazards will be conducted as appropriate for those who have responsibilities in such areas.

Display Screen Equipment

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically - at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

Information and Training

New employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them by the Health and Safety Manager as part of their induction process. Such an induction will also involve the Senior Teacher (Staff).

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks when: there is a change in circumstances affecting health and safety; and repeated periodically where appropriate. Training will be conducted during the working day, or at twilight sessions, as suits the needs of the School.



Risk Assessment

A risk assessment should usually involve identifying the hazards present in any undertaking (whether arising from work activities or from other factors, e.g. the layout of premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

Regular and systematic inspections and risk assessments of all potentially hazardous substances and school activities will be made by, or under the authority of, the Health and Safety Manager referring to the relevant regulations and codes of practice. Specialist advice will be obtained if necessary and the risk assessments will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

Guidance:

The Health and Safety Manager should be sought in the first instance for risk assessment guidance.

Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the School's premises. They will either be accompanied by a responsible employee at all times or will be issued with the relevant rules, procedures and specific hazard information when signing in at Main Reception on arrival at the School.

Visitors

Employers have a duty to protect visitors (as non-employees) under section 3 of the Health and Safety at Work Act 1974. Under the Occupiers' Liability Act 1957, the employer may be liable to pay compensation to visitors injured on their premises.

- Upon arrival all visitors at Middle Road or Quinton Hall must sign in at Reception noting who they are visiting. Reception issue a visitor pass and lanyard to be displayed at all times. All visitors must be signed out on departure;
- Visitors receive basic health and safety and safeguarding instructions on arrival. The staff member receiving a visitor is responsible for briefing the visitor on fire and emergency procedures.
- Visitors should not be taken into any part of the School where there is a known hazard. If this is unavoidable the appropriate protective equipment must be supplied.
- A plan or map of the premises together with details of any specific high-risk areas where high voltage or dangerous chemicals may be present should be available for issue to any emergency service and can be found in the Major Incident Management Plan folder, copies of which are held by the Head, the Director of Operations, the two Deputy Heads and a sealed located at Reception.



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No Smoking

All School premises are non-smoking sites. Smoking by a staff member or pupil on any School premises is a breach of School rules and contrary to the Staff [Code of Conduct](#).

As well as constituting a fire hazard, smoking is damaging to both the smoker and other persons in close proximity. Staff members discovered smoking in a location where there is a particular fire risk or other sensitive areas will be liable to dismissal without notice.

Further Guidance:

Reference should be made to the following School documents:

- Fire Safety Policy
- Fire Evacuation Plan
- Fire Action Notices
- Selecting and Controlling Contractors
- Safeguarding and Child Protection Policy
- School Visitor Policy

These can be found in the Staff Handbook, Health and Safety folder **in the R: Drive** or obtained from the Health and Safety Manager.

Commented [JB1]: Do QH staff have access? If not, can they? Or can we move to onedrive /sharepoint etc?

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REVIEW & VERSION CONTROL

~~The Bursar~~ ~~November 2020~~
The Director of Operations May 2021



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Appendix I: Covid-19 Pandemic

The closure and subsequent re-opening of the School's physical premises created new health and safety challenges across the School site. The School has carried out Risk Assessments on the use of facilities and movement across the site following government guidelines on social distancing and practical measures to control the spread of the virus, and reviewed and updated these periodically in line with government guidance.

The School remains mindful of its duties under the Health and Safety at Work Act 1974 and other applicable legislation and guidance, and notes that these remain applicable during the pandemic.

The practical steps and protective measures that have been put in place are summarised in detailed supporting documents, which can be found on the School website and have been shared with all members of the School community, including visitors and parents:

[COVID-19 Health and Safety Advice and Guidance](#)

[COVID-19 Re-Opening of School Risk Assessment Protective Measures](#)

Director of Operations
March 2021