



HEALTH AND SAFETY POLICY

1. GENERAL

The Governors of St George's College and St George's College Junior School recognise that under the Health and Safety at Work etc. Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards students, the public and people who use the premises of the Schools from time to time.

The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School and the Governors have appointed one of their number to take special interest in Health and Safety.

Reference is made here to the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the schools' health and safety policies and practices. It is the intention of the school to follow the advice given in The Children Act Guidance and Regulations Volume 5 and to have regard to the guidance in the DCFS document "Health and Safety: Responsibilities and Powers".

In addition to the general Health and Safety Policy the College has a number of policies which relate directly to specific areas of health and safety. The detailed policies set out the responsibilities and arrangements for the management of the risks arising from these areas and are listed in appendix 2 of the Health and Safety Policy.

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. All reasonable steps will be made to identify hazards and reduce risks to a minimum but all staff, students, members of the public and people who use the premises of the Schools from time to time must appreciate that their own safety and that of others also depends on their individual conduct and vigilance on the school premises or while taking part in school-sponsored activities.

Throughout this policy document, reference to "The College" and "the School" should be taken to refer to St George's College and St George's College Junior School, unless the reference specifies a particular site.

2. RESPONSIBILITIES:

The Governors are responsible for the health, safety and welfare of the employees whilst they are at work and for the students, contractors, visitors and members of the public whilst they are on the School sites site or affected by the School's undertakings. The Board of Governors has appointed one its members to take particular interest in Health and Safety.

This responsibility is devolved throughout the organisation as illustrated on the attached Hierarchy of Responsibility Chart (appendix 1). Notwithstanding the specific responsibilities of post holders, in accordance with section 7 of the Health and Safety at Work Act (1974), the Schools require every employee to take reasonable care for his/her health and safety and that of others who might be affected by his acts or omissions at work.

3. OBJECTIVES OF THE HEALTH AND SAFETY POLICY:

The Health and Safety Policy is designed to enable the Schools to fulfil their obligations their employees, the students, members of the public, visitors, contractors and others affected by the College's undertaking. It is the objective of the policy to ensure in so far as is reasonably practicable the health safety and welfare of its employees and others, to promote a positive health and safety culture within the organisation and to create a working environment in which health and safety considerations influence every aspect of the life of the schools and risks are reduced to a minimum.

In particular the College will:

- Identify hazards, assess risks and adopt measures to eliminate if possible and otherwise to reduce risks in all aspects of the College's undertakings.
- Provide safe access to and egress from the School and provide a safe working environment through the upkeep and repair of the buildings, structures and the grounds of the Schools.
- Provide plant and equipment which is safe, fit for purpose, and maintained in accordance with statutory requirements (PUWER) and manufacturers' recommendations.
- Provide and maintain fire safety systems in accordance with the Regulatory Reform (Fire Safety) Order 2006.
- Prepare an Emergency Plan of Action and ensure that the Action Plan is accessible to all employees.
- Ensure arrangements are made for the safe use, storage, handling and transport of articles and substances in the College's possession or control, in particular those which may present a risk or hazard to employees and others.
- Provide adequate facilities and arrangements to cater for the welfare of the employees, students, contractors and visitors to the site.
- Ensure that the College's work practices and services are carried out with due regard to Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.

- Recruit employees who are competent for their job and ensure that employees receive adequate information and training to enable them to perform their work safely.
- Inform and communicate with employees on all matters pertaining to health and safety.
- Require employees to co-operate with the College in the promotion of health and safety and to respect and make use of such safety related equipment as may be made available to them.
- Appoint a Health and Safety Committee to assist in the undertaking of statutory health and safety measures.

4. ARRANGEMENT

In order to meet the objectives of the Health and Safety Policy, the College has put into effect the following arrangements:

i. Risk Assessment.

Heads of Departments are required to carry out annual risk assessments for their areas in order to identify hazards within the workplace and its activities, to consider who might be harmed by the hazard and assess the risk of the hazard causing harm. Particular consideration will be given to the assessment of risks with respect to the age of the students in the College and, where appropriate, to pregnant employees. Once the risks have been identified and assessed, the risk assessment will state how the risks will be managed. The most effective control is the removal of the hazard, but this is not always practicable and controls will be set in place to reduce exposure to the hazard or minimise the risk of the hazard causing harm. The findings of the risk assessment will be recorded and the assessment reviewed when it ceases to be effective, for example when personnel or circumstances change and in any case at least once a year.

ii. Safe Workplace.

In accordance with the requirements of the Management of Health and Safety in the Workplace Regulations, the College is committed to maintaining the buildings and structures to a safe standard, as far as is reasonably practicable and to ensuring safe access to and egress from the premises. Where appropriate, competent outside specialists are employed on a scheduled contracted basis to maintain services and facilities and service records and certificates of inspection are filed in the Facilities Department.

In particular, the College is aware of its responsibilities under the Control of Legionella Bacteria Regulations (2001). Full risk assessments of the water storage tanks and the water supply are carried out by competent outside professionals, as a result of which necessary refurbishment and cleansing are undertaken. The water storage tanks and water supply system are inspected at least annually on a contracted scheduled basis by competent professionals and refurbishment and disinfection are carried out according to their recommendations.

Furthermore the College complies with the requirements of the Control of Asbestos at Work Regulations. In accordance with the requirements of the Regulations the College has an Asbestos Policy which details the arrangements for identifying the presence of asbestos, informing employees and contractors and assessing and managing the risks. The risk assessments will be reviewed as necessary and at least once a year.

iii. Safe Equipment

In accordance with the requirements of the Management Regulations, the Provision of Work Equipment Regulations (PUWER) and the SGC Health and Safety Policy, the College procures only such work equipment as is fit for purpose. Equipment is serviced according to statutory requirements and to manufacturer's recommendations. Where necessary, competent professionals are employed to inspect and maintain equipment and service records and inspection certificates are filed in the Facilities Department. Particular reference is made here to the passenger lifts, the vehicle lift, gym and playground equipment, the boilers and heating systems, the air conditioning systems, the local extraction ventilation systems, intruder alarm systems, access barriers and portable electrical appliances all of which are maintained by specialised outside contractors on a scheduled contracted basis, and to the vehicle fleet which is serviced internally on a scheduled basis by the competent and qualified College Mechanic. The College Mini Bus Policy sets out procedures for the safe use of the mini buses, the Office Safety and Display Screen Assessment Policy sets out procedures to ensure the health and safety of employees working in the office environment and using display screen equipment and the College's Swimming Pool Operation and Emergency Procedures Manual sets out the procedure for the safe management of the swimming pool and procedures to be followed in the event of an emergency. These policies are available to employees on the Staff Share drives on the intranet.

iv. Fire Safety.

It is the intention of St George's College to comply with the requirements of the Regulatory Reform (Fire Safety) Order (April 2006) in so far as they apply to the College and the Management of Health and Safety Regulations in so far as they relate to Fire Safety.

The arrangements for the provision and maintenance of fire safety equipment, fire precautions and fire safety procedures are set down in the St George's College Fire Safety Policy which is available to all employees via the shared drive on the intranet. Fire risk assessments are in place for every area of the schools and are reviewed on a regular basis, at least once a year or more frequently as required. In addition, information on the action to be taken in the event of a fire alarm is posted in every public area of the school and fire drills are held on a regular basis, at least once a term.

The Emergency Plan of Action in the Event of a Fire or Major Incident sets out procedure to be followed in the event of a major incident, including procedures for summoning assistance from emergency services. The Action Plan is available to all staff on the shared drive of the intranet.

v. Safe Storage and Safe Handling of Goods and Equipment

It is the intention of St George's College to comply with the requirements of the Control of Substances Hazardous to Health Regulations (COSHH), the Manual Handling Regulations and the Management Regulations in respect of the handling and storage of goods, substances and equipment in so far as these relate to the College.

Provision for the safe storage and handling of hazardous materials is set down in the College's COSHH Policy and procedures for the safe handling of goods and equipment are set down in the Manual Handling Policy. Both of these documents are available to employees on the shared drive of the intranet.

vi. Provision of Welfare Facilities

The College is aware of its responsibility under the Management of Health and Safety Regulations to ensure the health, safety and welfare of employees, students and others who may from time to time use the site. The College meets this responsibility through the provisions of the First Aid Policy and the COSHH policy, and through the provision of fresh drinking water, adequate toilet and rest-room facilities, adequate heat light and ventilation, the provision of personal protective equipment where required and the arrangements which are in place to deal with the disposal of sanitary, medical and general waste. Waste disposal is managed through specialist outside contractors, with due regard to the Environmental Protection Act, duty of care requirements and the specifications of the Waste Transfer Notes.

The welfare of employees is further ensured by the College's compliance with relevant employment legislation in respect of holidays, disciplinary and grievance procedures, equal opportunities, maternity, paternity, parental, adoption and special leave, the provision of eye tests, data protection policy, recruitment policy, Stress Policy and policies concerning harassment and bullying amongst both employees and students. The health and welfare of employees and students is monitored through the accident reporting arrangements which comply with the requirements of the Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) Regulations.

The above mentioned policies are all available to employees on the shared drive on the intranet.

vii. Recruitment and Training of Employees

The College is committed to ensuring the health and safety of all employees and students through the policy of employing personnel who are competent to do the job for which they are being recruited. The Recruitment Policy emphasises the College's commitment to safer recruitment and requires that all appointments to the College staff are subject to the satisfactory response from referees and the outcome of an application for a Disclosure of Criminal Background from the Criminal Records Bureau. Whilst evidence of a criminal background will not necessarily prejudice employment, in such circumstances a full risk assessment will be carried out by the Bursar or Headmaster before an offer of employment can be confirmed.

New members of both the academic and bursarial staff are required to undergo a Safer Recruitment Child Protection Interview with a trained member of staff. New staff are subject to an induction procedure which includes training on Child Protection, health and safety training and training specific to the job. The induction process is designed to assist the new member of staff to adjust easily to their new work environment, to impart information about the College and its procedures, to ensure that the new employee is aware of child protection issues and health and safety provisions and procedures, to identify training needs and to minimise staff turnover by addressing problems at an early stage.

The College operates a system of staff appraisals for bursarial staff and performance management for academic staff which are intended to ensure that performance standards are maintained and staff training needs are identified and addressed.

Training is provided for all staff as required to ensure the safe performance of their work. In addition staff are required to complete specific health and safety training on a termly basis. Training is completed on-line through the College's new interactive Health and Safety Training System. Furthermore all staff receive in-house training in basic first aid and anaphylactic shock treatment on a rolling basis, and such other training as may be identified as a result of risk assessment.

viii. Information and Instruction

The College recognises the importance of good communication with employees on matters of health and safety. Health and Safety Information Posters are displayed on notice boards throughout the school, together with details of the College's Employer's Liability Insurance Certificate. Names and telephone numbers of trained First Aiders and the Matron and details of the members of the Health and Safety Committee are likewise displayed around the school. Fire Action information sheets are posted in all areas of the school and fire escape and fire exit signs which comply with current required standards are in place where required.

Health and Safety issues are discussed routinely at departmental meetings and during INSET training and staff are reminded to report health and safety issues or instances of dangerous behaviour to their line manager or direct to the Chairman of the Health and Safety Committee.

ix. Co-operation

All staff, students, contractors and visitors are required by this policy to co-operate with the College in its endeavour to comply with statutory requirements in respect of health and safety. Safety systems and equipment must not be tampered with or abused, safety procedures must be followed and personal protective equipment must be used as directed.

It is the responsibility of all staff to have regard to their own safety and that of their colleagues by reporting health and safety issues to their line manager or to the Chairman of the Health and Safety Committee, and by setting a good example of health and safety awareness to the students.

x. Health and Safety Committee

The College has set up Health and Safety Committees at both the College and Junior School to assist in the management of health and safety and to provide a forum for the discussion and review of policies and risk assessments.

The Health and Safety Committees are responsible for the instigation of new procedures and policies to ensure that the College and Junior School comply with current health and safety legislation, regulations and best practice. It is the responsibility of the Health and Safety Committees to raise the profile of health and safety in the College and Junior School and to offer health and safety advice and assistance to colleagues. The members of the Health and Safety Committees are appointed by the Headmasters and the Bursar and the officers of the committees are appointed by the Bursar. The Governor with special interest in Health and Safety is invited to attend all meetings of the Health and Safety Committees.

5. Monitoring and Review

The effectiveness of the Health and Safety Policy is monitored through the analysis of accident reports, sickness records, staff turnover and reports on fire drills. A summary of accidents and of health and safety training undertaken by employees is presented to the Governors on a termly basis. Furthermore the Governors require the Health and Safety Committee to submit formal reports on each of the major Health and Safety areas once per annum for their formal acknowledgement and review.

The College acknowledges, however, that effective management of Health and Safety relies equally on a proactive approach and the arrangements detailed in this policy for the inspection and planned maintenance of equipment and services, the requirement for risk assessments and the

identification of training needs through the employee appraisals are intended to ensure that the aims of the Health and Safety Policy are achieved and College provides a safe place of work and study as far as is reasonably practicable.

The Health and Safety Policy is reviewed by the Health and Safety Committee as required and at least once a year.

Appendix 1: List of Health and Safety Policies:

1. Fire Safety
2. First Aid
3. Risk Assessment Policy
4. Security Policy
5. Manual Handling Policy
6. COSHH Policy
7. Minibus Safety Policy
8. Working at Heights Policy
9. Display Screen and Office Equipment Policy
10. Control of Noise at Work Policy
11. Smoke-free Workplace Policy
12. Sports and Play Equipment Policy
13. Educational Visits Policy
14. Swimming Pool Safety Policy
15. Asbestos Policy
16. Sports and Play Equipment Policy
17. Stress Policy
18. Drugs and Alcohol Policy
19. Recruitment policy
20. Induction Policy
21. Accident Reporting Procedure

Appendix 2 - HIERACHY OF RESPONSIBILITY FOR HEALTH AND SAFETY

