

HEALTH & SAFETY POLICY

Statement of Intent

The Governors of Northwood College recognise that under the Health and Safety at Work etc Act 1974 the College has 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 pupils, the public and people who use the premises of the College from time to time, these duties being implicit in the above Act. This policy has been written with reference to DCSF Guidance *Health and Safety: Responsibilities and Powers*.

It is considered by the Governors of Northwood College that health and safety is a responsibility at least equal in importance to that of any other function of the School. It is also recognised that the management of Northwood College on a day to day basis does not fall to the Governors, and that primary responsibility for ensuring that Northwood College fulfils its health and safety duties must fall to the employees of the College.

The Governors of Northwood College intend that Northwood College's health and safety objectives will be:

- The creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the College, particularly at Senior Management level.
- To identify and control risk as an effective approach to injury, ill-health and loss prevention.
- To maintain safe and healthy working places and systems of work and so far as practicable to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
- To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare.
- To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
- To develop an understanding of risk control and safety awareness amongst all employees and relevant pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change.
- To ensure effective control of the activity of all outside contractors when on College premises.

To facilitate achievement of these objectives a detailed Health and Safety Policy and Procedures Manual has been produced. The Governors intend that this Manual is used as a practical working document and that its contents are publicised fully. The Governors regularly scrutinise and review performance and the details of the Manual so that the College learns from experience and keeps in line with changes in current legislation.

The Governors of Northwood College are committed to providing adequate resources to ensure its health and safety objectives are met. They have instructed the Bursar and the Head Mistress to ensure that the Health and Safety Policy and Procedures Manual is brought to the attention of all staff and periodically reviewed and revised as necessary.

Organisation and Responsibilities

1. The Governors

The Governors of Northwood College recognise the duties imposed on the College and ultimately on themselves as Governors in respect of health and safety at the College. Health and safety is an agenda item at all Meetings of the Council of Governors. In addition monitoring and control of health and safety issues is carried out on behalf of the Governors by the Finance Committee who report to the Full Governors' meetings as necessary.

One Governor is designated as the Health and Safety Governor and sits on the College's Health and Safety committee. He or she has the duties set out below. The Governors require that they are kept informed of, and alert to, relevant health and safety risk management issues. They require the Bursar and Head Mistress to carry out specific duties in relation to health and safety and report to them as required. The Governors require that management systems provide for effective monitoring and reporting of the College's health and safety performance.

2. The Health and Safety Governor

The Health and Safety Governor of Northwood College is responsible for: liaison between the Bursar, the Head Mistress and the Health and Safety Committee and the Governors; attendance at the meetings of the Health and Safety Committee (personally or by proxy); ensuring that other Governors are kept informed about any significant health and safety failures and the outcome of the investigations into their causes; monitoring arrangements in place for planning, organising, controlling and reviewing preventive and protective measures.

The Health and Safety Governor is also responsible for: monitoring the performance of the College's appointed health and safety adviser with a view to ensuring that the College is kept apprised of all requirements to comply with health and safety legislation.

3. The Bursar

The Bursar is appointed by the Governors of Northwood College as chair of the School's Health & Safety Committee. He is appointed as the main 'Competent Person' for Northwood College as required by the Management of Health & Safety at Work Regulations 1999.

The Bursar will monitor the effectiveness of this policy and he will report back to the Governors as appropriate. The Bursar is also the liaison point with the College's Health & Safety Consultants. In a line management function, he is responsible for the safe operation of administrative and other support staff of the College.

The Bursar is responsible for and reports to the Head Mistress on monitoring the effectiveness of this policy and reporting back to the Health and Safety Governor and other Governors of Northwood College, as appropriate. He will ensure that the Health and Safety Governor (or in his absence the Chairman of Governors) is promptly

informed about any significant health and safety failures and the outcome of the investigations into their causes.

The Bursar will ensure that all those employees who report directly to him are fully aware of their health and safety responsibilities within their own spheres of operation, are familiar with the relevant parts of the Health and Safety Policy and Procedures Manual and that they ensure that those who work under them are similarly familiar and instructed in their responsibilities.

The Bursar is responsible for ensuring that adequate insurances are maintained including Employer's Liability and Public Liability insurance and that the appropriate statutory examinations are completed on the College's behalf.

The Bursar, in conjunction with the Facilities Manager, is responsible for:

- ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the College's functions are fully used and kept up-to-date. Examples include boiler maintenance, fire alarms, emergency lighting, etc.;
- ensuring that the health and safety credentials of all contractors are checked before they are engaged and monitored thereafter for example by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate;
- ensuring that the 'fabric' of College buildings is maintained in a sound and healthy condition;
- ensuring that fixed electrical installations on the College's premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by the Facilities Manager for inspection;
- ensuring that Legionella Risk Assessments of all College hot and cold water systems are completed and that the necessary management schemes are introduced;
- ensuring that the College has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented;
- establishing a system for the reporting of all accidents, incidents, near-misses and damage to College property and the arrangements for their investigation and for ensuring that the results of these investigations, as well as being dealt with by the relevant line management functions, are then be discussed by the College's Health and Safety Committee;
- selecting outside maintenance contractors and monitoring of their activities on School premises and in this context liaising fully with the School's architects;
- ensuring that suitable Risk Assessments are completed and maintained covering all processes and activities carried out and the health and safety of all employees while they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

4. The Head Mistress

The Head Mistress is responsible to the Governors of Northwood College for the safe functioning of all Northwood College activities including, ultimately, those for which the Bursar has primary responsibility.

The Head Mistress will:

- ensure that the objectives and relevant specific policies and procedures outlined within the College's Health and Safety Policy and Procedures Manual are fully understood observed and implemented by all "Contact" staff persons under her control;
- ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them;
- ensure that, so far as it is within her control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met;
- ensure that all persons under her control are adequately trained to carry out any task required of them in a healthy and safe manner;
- in consultation with the Bursar, ensure that the College's Active Monitoring Inspection Plan is completed in accordance with the timescales agreed;
- monitor the effectiveness of the College's Health and Safety Policy and Procedures Manual as regards both academic and non-academic work and report back to the Bursar as appropriate;
- recommend changes to the College Health and Safety Policy and Procedures Manual in the light of experience;
- ensure the co-operation of all staff at all levels as regards working to the College's policy and procedures with regard to health and safety;
- ensure that all Deputy Heads, Director of Studies, Heads of Department, Subject Co-ordinators, Form Teachers and other staff fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- take steps to ensure that changes in curriculum are considered for their health and safety implications.

5. The College Health & Safety Co-ordinator

The College Health & Safety Co-ordinator is the Facilities Manager and is responsible for:

- Ensuring that this College Health & Safety Policy and Procedures Manual is brought to the attention of all employees within the School and that copies of the College's Health & Safety Policy's Statement of Intent are displayed in prominent locations;
- Attending the College's Health & Safety Committee;
- Monitoring the effectiveness of the College Health & Safety Policy and Procedures Manual and reporting back to the Bursar;
- Obtaining, interpreting and disseminating all health and safety information relevant to the College via the normal line management structure;
- Co-ordinating the reporting of all accidents, incidents, near-misses and damage to the College's property, staff, pupils and visitors and their investigation as appropriate. The results of these investigations, as well as being dealt with by the line management function, will then be brought to the attention of the College's Health & Safety Committee;

- Co-ordinating the College's preparation of statutorily required Assessments, as follows:-
 - General Risk Assessments
 - Fire Risk Assessments
 - Manual Handling Assessments
 - COSHH Assessments
 - Personal Protective Equipment Assessments
 - Display Screen Equipment Workstation Assessments
 - Work Equipment Compliance Checks
- Preparing the College's Active Monitoring Inspection Plan in consultation with the Head Mistress and the Bursar and ensuring that it takes place within agreed timescales;
- Ensuring that all health and safety documentation for the College which is required to be kept available for inspection is kept up to date and is readily available;
- Ensuring that where matters that cannot be effectively remedied are brought to the attention of the Bursar in the first instance for advice and guidance. If the matter cannot be satisfactorily resolved, this should then be referred to the Head Mistress.

5. **Line Managers**

For the purposes of the College's Health & Safety Policy and Procedures the term Line Managers includes: members of the Leadership Team, Heads of Faculty, Heads of Department, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or the Head Mistress and/or the Bursar for:

- Ensuring that his/her Department is run according to the standards laid out in the College Health & Safety Policy and Procedures Manual and other appropriate standards which may be set by individual Departments;
- Ensuring that all staff working underneath them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility;
- Ensuring that their staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters;
- Notifying the College Health & Safety Co-ordinator of any matters relating to health and safety within the College which they feel are beyond their competence to deal with;
- Reporting to the College Health & Safety Co-ordinator any accidents, incidents, near-misses or damage for appropriate investigation;
- Where appropriate, ensuring the adequate supervision of pupils, both while at the College during normal teaching activities and also on trips away from the College;

- Notifying directly to the College's Health & Safety Co-ordinator any new substances that are required to be purchased by their Department in order that the College Health & Safety Co-ordinator can implement the required COSHH Assessments;
- Ensuring that staff for whom they are responsible, co-operate fully with any fire practices, fire alarms and other emergencies as specified in the individual College Procedures.

6. **Employees**

For the purposes of the College Health & Safety Policy and Procedures the term 'Employees' includes *all* staff who work for the College (including part-time, supply and 'contract' staff). Each and every employee is responsible for ensuring that they take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- As regards any duty or requirement imposed on their employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with;
- Not intentionally or recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions;
- To use any machinery, equipment, dangerous substance, transport, equipment, means of production or safety device provided by the College in accordance both with any training in the use of the equipment concerned, which has been received and the instructions respecting that use which have been provided by the College in compliance with the requirements and prohibitions imposed upon the College by or under the relevant statutory provisions;
- specific responsibility for the health and safety of fellow employees, pupils, visitors and others;
- To wear and use all Personal Protective Equipment and safety devices that are provided by the College for their protection and co-operate fully with their Line Managers when the latter are pursuing their responsibilities under relevant legislation and regulations;
- To observe all Safety Rules and Regulations, both statutory, and College, and conform to any Systems of Work that are developed;
- To report all accidents, incidents and damage to their immediate Line Manager, the College Health & Safety Co-ordinator, the Bursar or the Head Mistress, as appropriate.