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**Policy: Health and Safety**

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**1. Introduction**

- 1.1. West Buckland School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The School Governors are responsible for providing leadership and oversight with day-to-day responsibilities and management delegated to the Bursar and the Headmaster.
- 1.2. Responsibility for operational Health & Safety has been delegated to the Deputy Head for Off-Site activities, Heads of Departments and Line Managers for their own departments/areas of work and the Assistant Bursar for external lettings and oversight of departmental procedures.
- 1.3. Fire Safety, which is covered under a separate policy, is the joint operational responsibility of the Deputy Head and the Assistant Bursar.
- 1.4. The management team 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 the School operations can work.
- 1.5. The management team 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. It will supply the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.
- 1.6. All staff are required to read and sign as having read and accept the schools Health & Safety Orders. Departmental elements of the H&S Orders are to be reviewed annually by the respective Line Managers within any amendments notified to the Assistant Bursar for inclusion in the annual review and update in August of each year.

**2. Focus**

West Buckland School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- a) The safe use, storage, handling and transport of articles and substances.
- b) The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- c) The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- d) 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.
- e) Consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

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**3. Co-operation**

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely, people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- a) Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School's risk assessments.
- b) Exercise their awareness, alertness, self-control and common sense at work.
- c) Report promptly to their Head of Department or Line Manager, all hazards, potential hazards, defects in equipment and any shortcomings or perceived shortcomings in the school's work systems or procedures.

The School will initiate disciplinary procedures against any employee who is in breach of the School's 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.

**4. Management of Accidents, Incidents and Near Misses**

- 4.1. There is a statutory duty on all employees to report accidents / incidents that arise from a work activity. Accidents are extremely costly in both human and financial terms but, if investigated correctly, they also represent highly valuable safety learning opportunities in preventing the same or similar thing happening again. Some accidents and incidents have to be reported to the Health and Safety Executive.
- 4.2. If there is an accident which involves an employee of the School or a visitor, a report must be entered in the Accident Book which is kept in the Bursary Office, by the person involved in the accident. Where this is not possible the details should be entered by the person they reported the accident to. This applies to on and off site activity but not where the accident occurs at another workplace, e.g. another School as it is their responsibility to record these accidents. The Assistant Bursar will notify the HSE under RIDDOR procedures where appropriate.
- 4.3. Accidents involving pupils who require first aid must be reported and recorded on to the Medical Centre Manager software on ISAMs. This applies to all accidents regardless of who administered first aid, though access to Medical Manager has access restrictions. Any accident involving a pupil which results in them requiring hospital treatment must be reported to the Assistant Bursar who will notify the HSE under RIDDOR procedures where appropriate.
- 4.4. There is a statutory duty on all employers (this means supervisors / managers) to investigate all reportable accidents / incidents.

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- 4.5. For every accident that takes place, there are a large number of near miss incidents. A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so
- 4.6. These incidents should still be reported and investigated to find the root cause and prevent a close call becoming a reality.
- 4.7. It should be noted that, if a serious incident occurred and it was subsequently discovered that there had been an earlier similar near miss incident that had not been reported, the consequences could be more severe. It is, therefore, important for near misses to be reported using the Near Miss Reporting Form. Hard copies of the Near Miss Reporting Forms are available in the post area of the Common Room, the Support Staff Rest Rooms and from the Bursar's Secretary. These forms should be returned to the Assistant Bursar. An electronic version of the form is available under the Health & Safety Section of the Staff Intranet which can be printed, completed and sent to the Assistant Bursar or downloaded, completed and emailed to the Assistant Bursar ([assistantbursar@westbuckland.com](mailto:assistantbursar@westbuckland.com)).

**5. Policy Review**

This policy will be reviewed at least annually, by the Health & Safety Committee and revised as necessary. The review will be overseen by the Governor with H&S oversight and signed off by the Chair of Governors on an annual basis. In conducting the policy reviews, due regard will be given to the following:

- 5.1. 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. If appropriate, the School will consider the risk to safety involved in:
  - a) dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the School building, water quality, and the use of radioactive material;
  - b) contractors in School;
  - c) vehicle movements within the School grounds;
  - d) workplace arrangements, including housekeeping;
  - e) School trips;
  - f) work experience arrangements;
  - g) violence to staff;
  - h) School security;
  - i) stress management;
  - j) letting of School premises to outside bodies;
  - k) pupils with special needs, i.e. manual handling;
  - l) any other site specific issue, e.g. swimming pools, golf courses etc.
- 5.2. Organisation - A review of 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.



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- 5.3. Control - Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.
- 5.4. Monitoring and Review - All job descriptions will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each year for presentation to the Governing Body. The safety audits will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

**6. Health & Safety Management**

The School's Governors are responsible for the oversight of the implementation of the policy and will ensure that sufficient financial provision is made available to support the policy.

In order to achieve the aims and objectives of the Health and Safety Policy any issues with funding and provision will be brought regularly to the attention of the School's Governing Body during Governors' meetings.

A copy of the policy will be given to all employees when they join the School. When changes have been made to the policy, copies will be placed on the Bursar's noticeboard in the Common Room and on the Staff Intranet.

Author/Updated by: Assistant Bursar NEBOSH<sup>(1)</sup>; MIFPO <sup>(2)</sup>

Date: Spring 2013

Reviewed: Dec 2016; Aug 2017; Aug 2018

Next Review Date: Aug 2019

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(1) NEBOSH – General Certificate in Health & Safety;

(2) (2) MIFPR – Member Institute of Fire Prevention Officers