



THE ORATORY SCHOOLS ASSOCIATION

HEALTH AND SAFETY POLICY STATEMENT SEPTEMBER 2017

In accordance with the Health and Safety at Work etc Act 1974, the Oratory Schools Association recognises and accepts its responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The Association aims to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The arrangements outlined in this statement and the various other safety provisions made by the Association cannot by themselves prevent accidents or ensure safe and healthy working conditions. The Association believes that only the adoption of safe methods of work and good practice by each individual can ensure everyone's personal health and safety.

The Association will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

ORGANISATION AND ARRANGEMENTS

Duties of the Board of Governors

In the discharge of its duties, the Board of Governors, in consultation with the Bursar, will:

- Make itself familiar with the requirements of the Health & Safety at Work, etc. Act 1974, The Management of Health & Safety at Work Regulations, 1999 (updated), and any other health and safety legislation and Codes of Practice which are relevant to the work of the school.
- Ensure that there is an enforceable policy for the provision of health and safety throughout the school and periodically assess the effectiveness of this policy.
- Ensure that risk assessments are carried out in order to identify, evaluate and minimise any risk to staff, pupils and others.
- Monitor health and safety performance.
- Carry out any accident investigation as may be necessary and review the health and safety policy accordingly.

The Board of Governors undertakes to provide:

- A healthy and safe place for staff and pupils to work
- Sufficient information, supervision, training and instruction to enable all employees to carry out their duties in a safe manner, not placing themselves or others at risk
- Necessary safety and personal protective equipment and clothing
- Adequate welfare facilities
- A consultation vehicle for the passing of information regarding health and safety matters between themselves and members of staff

Duties of the Bursar/Estates Manager

The Bursar has responsibility for the development of safe working practices and conditions for teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. He will take all reasonably practicable steps to achieve this end with the aid of Housemasters, Heads of Departments, Teaching Staff and the Health and Safety Adviser. The Bursar may delegate all or some of these tasks to the Estates Manager.

The Bursar will ensure that:

- The requirements of all relevant legislation, codes of practice and guidelines are met.
- Risk assessments are carried out so that hazards may be identified and control measures put in place
- Procedures are periodically reviewed and safety audits carried out
- All staff receive information, instruction and training in health and safety and are made aware of any relevant risk assessments pertinent to the carrying out of their duties.
- Staff, pupils and others are encouraged to promote health and safety
- Any defects in the premises, plant or equipment which may affect the health and safety of staff, pupils or others are rectified without delay
- Accident and incident information is collated and when necessary investigations are carried out.

The Duties of Senior Staff

Housemasters and Heads of Departments will make themselves familiar with the requirements of all health and safety legislation and codes of practice relevant to the work of their area of responsibility. They will be responsible to the Bursar for the implementation of the Schools health and safety and safe working practices relevant to their department or area of responsibility.

Within their own department they will ensure that:

- Safe methods of working are implemented throughout
- Health and safety regulations, rules, procedures and Codes of Practice are applied effectively
- Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- All plant, machinery and equipment is adequately guarded

- Reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Appropriate protective clothing and equipment is used when necessary
- Toxic, hazardous and highly flammable substances are correctly used, stored and labelled and disposed of
- They encourage staff, pupils and others in their department to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider the health and safety of themselves or others.
- They report any health and safety concerns to the Health and Safety Adviser.

The Duties of All Members of Staff

All staff will make themselves familiar with the requirements of any health and safety legislation and codes of practice relevant to the work of their department.

To this end, they will:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work
- Comply with any duty or requirement imposed on them under any of the relevant statutory provisions
- Avoid conduct which would put themselves or anyone else at risk.
- Ensure that health and safety regulations and procedures are being applied effectively.
- Ensure that all plant, machinery and equipment is adequately guarded.
- 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 and disposed of
- Report any defects in the premises, plant, equipment and facilities which they observe
- Take an active interest in promoting health and safety and the reduction of risks

The Health and Safety Officer

The Estates Manager is the nominated OSA Health and Safety Officer and is assisted by the Association's external Health & Safety Adviser, Kerstin Fenton, of Ford Risk Management.

The Health and Safety Officer will:

- Review all health and safety policies
- Ensure risk assessments, including fire risk assessments, are in place where appropriate and report the findings to the Bursar
- Advise members of staff carrying out department risk assessments or when taking out-of-school trips
- Recommend improvements to systems, plant or machinery in order to comply with any relevant statutory legislation or Codes of Practice or to improve the general health and safety of the school
- Ensure that all necessary safety notices are in place
- Ensure that staff have adequate training in first-aid and emergency treatments
- Investigate and report back to the Bursar on any incidents or circumstances reported by any member of staff, pupil or other person using the premises regarding breaches of safety regulations or dangerous occurrences

- Maintain all necessary documentation required by any relevant health and safety legislation, including records of risk assessments, fire risk assessments and fire drills
- Advise staff of any relevant changes in legislation or codes of practice
- Ensure annually that all staff driving school vehicles are licenced and competent.

In addition, the Health and Safety Officer will also be responsible for ensuring that:

- The fire alarms are tested on a regular basis
- The portable fire-fighting equipment is in good working order and that it is inspected annually.
- Fire drills take place at least once a term
- All staff are trained in fire procedures
- All necessary fire notices are in place

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head Master, the principal person in charge of any activity will have responsibility for safe practices.

The Bursar and/or Estate Manager will seek to ensure that hirers, contractors and others, who use the school premises, conduct themselves and carry out their operations in such a manner that all statutory and Advisory safety requirements are met at all times.

All hirers, contractors and others using the school premises or facilities must be familiar with this policy and comply with all safety directives of the Board of Governors and will not without prior consent:

- Introduce equipment for use on the premises
- Alter fixed installations
- Remove fire and safety notices and equipment
- Take any actions that may create hazards for staff, pupils or other persons using the premises.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc Act 1974.

The Board of Governors draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

School Health and Safety Committee

The Bursar has established an Association health and safety committee which will be the vehicle for the passing of information regarding health and safety matters between the Board of Governors, staff, and pupils of both schools and vice versa. This committee will be

made up of the Bursar, Estates Manager, Domestic Services Manager and appropriate members of staff (and pupils).

Emergency Plans

The Head Master will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan, known as “The Crisis Management Plan”, 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. This plan is kept by the Bursar.

Review

The Board of Governors will review this policy statement periodically and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupil and others who use the premises.

Signed
Chairman of the Board of Governors

Signed
Head Master, The Oratory School

Signed
Headmaster, The Oratory Preparatory School

Dated