



Fettes College

Health & Safety Policy
2018-2019

Health & Safety Policy

Executive Summary

The aim of this policy is to set a clear direction for Fettes College to follow and aims to reflect the school's overall values and beliefs. It provides the framework in which the statutory requirement to manage for Health and Safety is integrated into everyday business and is core to the work of the school. The arrangements to achieve this include the following:

- Fettes College has in place a Health and Safety management system to implement the Health and Safety policy which is proportionate to the hazards and risks
- Developing a Strategic Plan to deliver the controls to assist with eliminating or reducing those risks to as low a level as is reasonably practicable.
- By promoting key leadership qualities at every level within the College in managing for Health and Safety which includes having effective control of the risks.
- Involving our staff to help identify and control the safety and health risks
- Providing all our staff with information, instruction and training to allow them to undertake their roles with minimal risk to theirs or others safety and health.
- Fettes College has in place an effective Health and Safety Committee that instigates, develops, and carries out measures to ensure the health, safety and welfare of staff, students, visitors and contractors.

The Governors of the Fettes Trust, Fettes College, Edinburgh, EH4 1QX

I. Statement of Intent

This Policy Statement establishes a commitment to treat Health and Safety as a core management function with the same priority as all other management functions.

It commits senior management to the provision of appropriate resources and also has a commitment to maintaining effective systems of communication on Health and Safety matters.

This Statement gives a commitment to ensuring the Health & Safety competence of all Fettes College employees, through the provision of relevant and appropriate Health & Safety training and support.

There is a commitment by Fettes College to measure Health and Safety performance by reviewing progress made against plans on an annual basis.

Legal compliance is taken as the minimum acceptable level of performance but this Policy expresses a commitment to progressive improvement in Health and Safety performance over and above legal compliance.

This Policy gives a commitment to review and develop all related policies, procedures and protocols.

This Policy Statement recognises the responsibilities of managers in its implementation. It also recognises the contribution that all staff can make to policy implementation.

This Policy is supplemented by written statements of arrangements that staff can use to guide them on Health and Safety issues at a local level.

2. Organisation

Health and Safety matters will formally be reviewed during term time at the Health and Safety Committee. Ad hoc meetings of the Committee may be called in addition to the scheduled meetings if circumstances warrant it.

An organisational chart detailing how Health and Safety is organised at Fettes is included at Appendix I of this Policy.

2.1 Accountabilities

Ultimate responsibility for the Health and Safety of all employees, pupils, contractors and visitors to Fettes College, in so far as they may be affected by the activities of the school, lies with The Fettes Trust as the Governing Body of the School.

In addition:

2.1.1 The Headmaster/Deputy Headmaster/Bursar will ensure:

- The promotion of a Health and Safety culture within the school and on off site visits in order to prevent accidents, work-related ill health and damage to property
- That a clear written Health and Safety policy is developed, implemented and communicated in accordance with legal obligations.
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable
- Ensure the college has access to a source of competent Health and Safety advice; in this case, the Health and Safety Officer.
- Adequate control of Health and Safety risks arising out of the school's activities, including sports
- The provision and maintenance of safe premises, plant and equipment
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities
- Persons to whom Health and Safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role
- The provision of adequate information, instruction, supervision and training for staff and pupils
- That arrangements are in place for the effective consultation with staff and pupils regarding Health and Safety matters

- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents/incidents.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the school
- An appropriate level of investigation into accidents, incidents, absence and complaints pertaining to matters of Health and Safety
- Health and Safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the Health and Safety arrangements in controlling identified risks
- The school's Health and Safety policy and performance is reviewed at least annually and an annual report on the Health and Safety performance of the school is prepared for the Board of Governors.

2.1.2 Heads of Department will:

- Apply the school's Health and Safety Policy to their own department or area of specialism
- Ensure that risk assessments of the activities for which they are responsible are conducted and reviewed at least annually
- Ensure that all staff under their control receive adequate information, supervision and training (both induction training and ongoing training) in Health and Safety matters relevant to their specialist area
- Ensure that all statutory notices and appropriate safety signs are displayed in their specialist area
- Ensure that adequate first aid provision, protective clothing and equipment, registers and log books are available for use in their area
- Ensure that machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary
- Evaluate promptly and where appropriate, take action regarding criticism of health, safety and welfare arrangements reported to them, or refer them to the Bursar/Deputy Headmaster/Health and Safety Officer.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own Health and Safety
- Adhere to the responsibilities outlined in the Accident/Incident Reporting Procedure and investigate any accidents, which occur within their sphere of responsibility
- Include Health and Safety at departmental/team meetings.

2.1.2 All Employees will:

- Take reasonable care of the Health and Safety of themselves and others who might be affected by the action they take or fail to take.
- Co-operate on all matters relating to Health and Safety.
- Familiarise themselves with policies, procedures, protocols and guidance or preventative and protective measures relating to Health and Safety that have been brought to their attention.
- Attend training when identified to do so by their respective manager.
- Act in accordance with any information, instruction or training that has been provided or given to them.
- Make full and proper use of all personal protective equipment provided to them whilst at work in accordance with any training or instructions received.
- Report any hazards or defects in the equipment, arrangements or procedures and systems of work to their immediate line managers as soon as possible.
- Report any accident/incident occurring to them or brought to their attention by informing their immediate line manager and completing an accident/incident report.
- Adhere to the responsibilities outlined in the Accident/Incident Reporting Procedure.
- Make suggestions for improvement, where appropriate, or report any shortcomings in their managers / departments policies and procedural arrangements for Health and Safety.

2.1.4 Pupils will:

- Co-operate with the Headmaster and staff on Health and Safety matters and in particular must follow the instructions of staff in the event of an emergency
- Take reasonable care for their own Health and Safety and that of others at the school
- Observe standards of dress consistent with safety and/or hygiene
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their Health and Safety
- Report all Health and Safety concerns to their teacher/Housemaster/Housemistress

3 Arrangements

3.1 The following are matters for which there are Fettes College Policies and /or Procedures. These detail how the College will meet the commitments made in the Policy statement. The following list of Standing Instructions will be updated as this policy is reviewed:

- 1) School Fire Drills and Emergency Instructions
- 2) Bomb Alert
- 3) Security
- 4) Risk Assessment
- 5) Accident/Incident Reporting
- 6) Trips Away from School
- 7) Portable Appliance Testing
- 8) Minibuses
- 9) First Aid
- 10) Insurance
- 11) COSHH
- 12) Hot Work
- 13) Health and Safety Alerts
- 14) Slips, Trips and Falls
- 15) Manual Handling
- 16) Display Screen Equipment
- 17) Control of Contractors
- 18) Legionella Management
- 19) Asbestos Management
- 20) Working at Height

Minutes of the Health and Safety Committee will be advised to all staff after each meeting via e-mail and the existing staff notice boards with copies to members of the Committee, to the Headmaster, Bursar, Deputy Headmaster, and to the Executive Committee of the Governors of the Fettes Trust. Staff can also access these minutes via the 'Minutes' page on FireFly at:

<http://fettes.fireflycloud.net/minutes/health-and-safety>

Review of Policy

This policy will reviewed on an annual basis (or sooner, if required) to ensure it is kept up to date as the operation changes in nature or in size.

PJF Worlledge
Bursar

G Stanford
Headmaster

Adam Edwards
Headmaster (Prep)

Michael Osborne
Chairman - Board of Governors

Appendix I

Fettes College Health & Safety Committee
Organisational Chart

