



GIGGLESWICK SCHOOL

Health and Safety Policy

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This document is the overarching framework policy and procedures which sits above a suite of other policies and procedures which relate to Health & Safety at Giggleswick School, and should be read in the context of the other available documents, including:

1. First Aid Policy;
2. Fire Safety Policy;
3. Educational Visits Policy;
4. Risk Assessment Policy;
5. Minibus Policy.

PART 1. GENERAL STATEMENT OF POLICY

Giggleswick School, through all levels of management, is committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The Regulatory Reform (Fire Safety) Order 2005, the Food Safety Act 1990 and all other relevant legislation which hereafter will be collectively referred to as 'health and safety legislation'.

As governors of Giggleswick School ('the School') we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Giggleswick School by appointing a governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmaster. However, as governors, we have specified that that the School should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's health and safety committee and receives copies of all relevant paperwork.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, there is an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.
- The school has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every five years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- An external health and safety consultant reviews the overall arrangements for health and safety, the general state of the school, and reports on actions required with recommended timescales.

- The School has a competent person to undertake a risk assessment for legionella, and a water sampling and testing regime in place.
- The School requires the induction of new staff in health and safety by their line manager. Health and safety training that is related to an individual member of staff's functions, such as 'manual handling' and 'working at height', will be provided in addition and records maintained by their department.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

Chair
May 2024

Headmaster

PART 2. ORGANISATION

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy.

Board of Governors ('the Board'): The Board has overall collective responsibility for health and safety in the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. The Board will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

Headmaster. The Governors direct that the Headmaster shall promote an active Health & Safety culture within the School. He is responsible for the formulation and implementation of School Health & Safety policies and must intervene as necessary to ensure the promotion of effective Health & Safety policies and procedures. Within the PrepSchool this role is carried out by the Head of the Prep School, but the Headmaster retains overall responsibility. The Headmaster may delegate day to day management of Health & Safety to the Bursar, as the Health & Safety Coordinator.

Health & Safety Coordinator. The Health & Safety Coordinator, the Bursar, is responsible for the day-to-day management of Health & Safety within the School, the implementation of the School's Health & Safety Policies and shall appoint members of the School's Health & Safety Committee as appropriate.

The Health & Safety Coordinator:

- shall keep informed of developments in Health & Safety legislation and best practice relevant to the School's activities.
- shall ensure that necessary training is implemented and that training records are maintained for all employees.
- is responsible for compliance with environmental legislation so far as it impacts on Health and Safety.
- is to keep records of discussions and decisions which relate to Health & Safety.
- shall ensure adequate monitoring of Health & Safety and report immediately to the Headmaster any significant Health & Safety shortcomings within the School.
- will assist the Headmaster in his responsibility to obtain from the Governors adequate budgets for the implementation of the School's Health & Safety Policy.

Senior Leadership Team. The Senior Leadership Team ('SLT') is chaired by the Headmaster and shall assist the Headmaster and the Bursar in their responsibilities for implementing the School Health & Safety Policy. They are to ensure the adequate provision of resources to those with specific Health & Safety responsibilities and, in their individual roles, they will ensure that the Headmaster and Bursar are well informed of:

- Current Health & Safety priorities;
- Progress and implementation of improvements;
- Conflict within Health & Safety and academic and other demands;
- Uniformity of approach to Health & Safety throughout the School.

Health & Safety is a standing agenda item at each meeting of SLT.

Estates Bursar. The Estates Bursar's role in Health & Safety is:

- a) Fire Officer. The Estates Bursar is appointed Fire Safety Officer for the School.
- b) Fabric and Building Systems. The Estates Bursar is responsible to the Health & Safety Coordinator for ensuring that the fabric and building systems within the School meet the appropriate Health & Safety standards. This will include making adequate arrangements to ensure high standards of Health & Safety in carrying out the work of his department, including contractors.
- c) Managing site visits of contractors in line with the Contractors Management Policy.
- d) Reviewing and updating H&S protocols applicable to the Works, Grounds and Domestic teams.

Heads of Departments and of school activities. The Health & Safety duties of Heads of Departments, both teaching and non-teaching, including those in charge of games and other pupil-based activities, are to:

- a) Promote high standards of Health & Safety awareness and practice in their areas of responsibility.
- b) Ensure that new staff receive an adequate Health & Safety induction.
- c) Arrange for their staff to be adequately trained, informed and supervised, including ensuring that all staff have read and understood any risk assessments put in place for their areas of responsibility. It is good practice to evidence this with staff signature and dating on hard copy risk assessments.
- d) Provide risk assessments for all areas, machinery and tasks under their control, and implement the control measures required by those assessments. In certain departments or for certain tasks it may be appropriate for the Head of Department or activity leader to delegate completion of risk assessments to a more suitable line manager or supervisor under their control. In doing this however, they must:
 - o Ensure that the line manager or supervisor is competent to carry out the assessment; and
 - o Understand that the responsibility for risk assessment completion (and any control measures) still lies with the Head of Department/activity leader.
- e) Ensure that where work for their department or activity is due to be completed by a contractor (such as maintenance of a piece of machinery used and controlled by the department), that any Liaison Person from their department/ activity is fully aware of the responsibilities and requirements of their role, including the need for risk assessments from contractors and the need to sign in before commencing work on site.
- f) Monitor compliance within their department or activity with School Health & Safety Policies and Procedures, and in particular, emergency arrangements, fire, minibus safety and managing work equipment.
- g) Actively pursue effective consultation with their staff and the Health & Safety Committee.
- h) Personally investigate and report on accidents in strict accordance with school procedures.
- i) Represent Health & Safety concerns through Heads of Department Meetings, Sports Committee or directly as appropriate to the Health & Safety Advisor and/or School Health & Safety Committee.

Housemasters/Housemistress. All have similar responsibilities for Health & Safety to those of Heads of Department above. Housemasters/ Housemistresses are responsible for the Health & Safety of staff and pupils within their house, and that the School Health & Safety Policies and Procedures are observed and risk assessments provided as appropriate.

Housemasters/ Housemistresses will receive assistance with the implementation of Health & Safety from the School Fire Safety Officer and the Health and Safety Advisor. Health & Safety is a standing agenda item at Senior House Staff Meetings and concerns can also be raised at Matrons' Meetings.

Employees. For the purpose of Health & Safety, a School employee is defined as any person who is paid by the School, whether full-time or part-time, in whatever capacity. Appendix A sets out the duties of employees, but in summary all employees are required to:

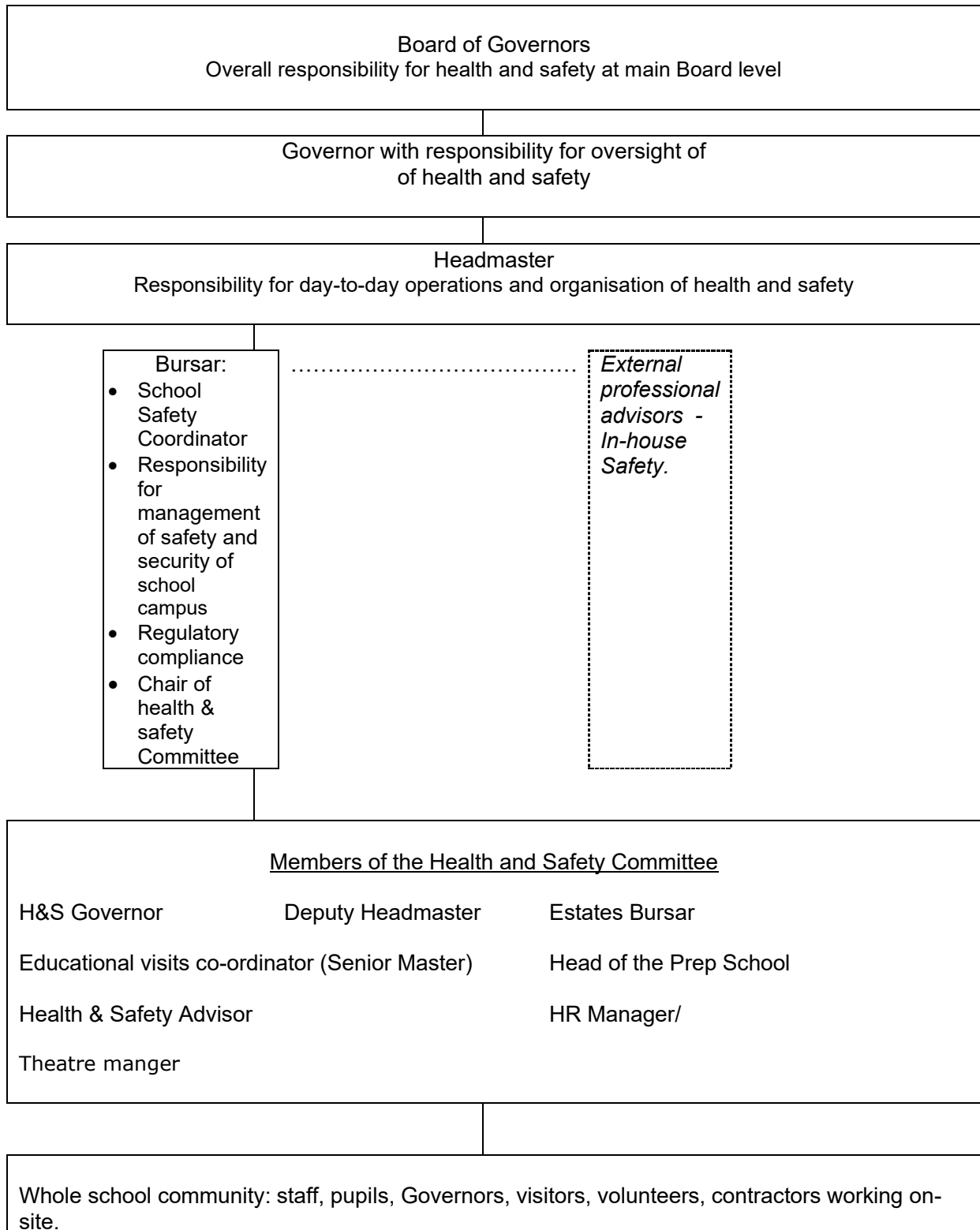
- Follow the Policy;
- Take reasonable care for the health and safety of themselves and others who may be affected;
- Follow requirements imposed on the School or any other person under health and safety law and cooperate fully so as to enable the duties upon them to be performed;
- Carry out all reasonable instructions given to them by management;
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence.

Health and Safety Advisor. The Advisor is employed by the School to provide a Health & Safety advice and audit facility and, in that capacity, will promote initiatives in Health & Safety and advise the Headmaster, the Health & Safety Coordinator, the Estates Bursar and Heads Departments on the implementation of the Health & Safety Policy and the compilation of risk assessments.

Health & Safety Committee Members. Members of the Health & Safety Committee are appointed to attend meetings of the Committee to consider Health & Safety and, where appropriate, Environmental Health matters. They will be appointed by the Health & Safety Coordinator. Terms of Reference are in place for the Health & Safety Committee. The objectives of the Health & Safety Committee are to ensure a safe environment at Giggleswick School by:

- providing scrutiny and assurance to the Board of Governors that the required standards of health and safety are achieved
- promoting a positive health and safety culture and acting as a consultative forum in relation to health and safety.

Overview of the organisation of Health & Safety at Giggleswick School



PART 3. STANDARD HEALTH & SAFETY PROCEDURES

3.1 ACCIDENT REPORTING

All accidents must be recorded and reported in line with statutory requirements and insurance conditions. Where appropriate, accidents will be investigated to identify their root cause and implement the lessons learnt to prevent recurrence.

When an accident occurs the Head of Faculty, Department or School Activity must be informed immediately; for all other incidents, they must be told during the same day.

The Health & Safety Coordinator will assess the nature of the accident and the reporting requirements with reference to HSE Information Sheet EDIS 1 (rev3). If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) a form F2508 will be completed and sent to HSE. All accidents reportable under RIDDOR will be investigated. The Health & Safety Coordinator will decide who is most appropriately qualified to investigate an incident.

Every accident involving personal injury, whether to employees, pupils or others, must be recorded on an Accident Report form. The Accident Report Form must be completed within 48 hours of the incident. The accident report form is located in the staff handbook. For departments where personnel do not have access to the online reporting mechanism, they must report through their line manager or directly to the Health & Safety Coordinator.

Accident reports will be considered at every meeting of SLT. The Health & Safety Coordinator will contact the insurer where any incident is felt likely to result in a claim.

Accident trends will be monitored by the Health & Safety Coordinator and discussed at SLT meetings, along with any appropriate remedial action.

Section 2.9 of the School's First Aid policy covers the Reporting of Accidents.

3.2 ADVICE AND INFORMATION ON HEALTH & SAFETY

Employees may obtain advice and information about Health & Safety through their immediate supervisors, through the Health & Safety Coordinator (the Bursar) or through the Health and Safety Advisor. The School SharePoint sites should be referred to, in particular Policies and Staff Handbook.

3.3 CONTRACTORS

So far as reasonably practicable, safety standards must be complied with by contractors to ensure the health and safety of school employees, pupils, contractor staff and sub-contractors and any other persons affected by the work being undertaken.

General. The Health & Safety Coordinator / Estates Bursar will check the health and safety competence of any contractor before appointment.

Where appropriate, contractors must have a valid risk assessment and safe system of work for all work being carried out on the School's behalf. If appropriate the document "General Requirements for Building Work" will be sent. All contractors must be allocated a Liaison Person when they are awarded a contract.

All work deemed to be construction work under the terms and definitions within the Construction, Design and Management Regulations (CDM) 2015 must be notified to the Facilities Department who will manage the project in accordance with the current CDM regulations. Further information is available in the Health & Safety Guidance document.

Contractors are the responsibility of the department for whom they are working however IN EVERY INSTANCE contractors must sign in before commencing work on the School's behalf.

Contractors should be briefed to ensure that all relevant checks have been carried out and systems for safe working are in place.

N.B. This does not reduce or remove the responsibilities of the Liaison Person – see below.

Liaison Person's Duties. The Liaison Person must meet the contractor on their first arrival and ensure that (following signing in) the contractor's staff on site have an appropriate level of understanding of school safety arrangements, in particular:

- a) Welfare, fire, first aid, asbestos, accident reporting, protecting others affected by their work and School Permits to Work (Confined Spaces, Roof Work, Hot Work).
- b) Accident reporting – the contractor must report any accident to the Liaison Person and in turn the Liaison Person must then report the accident in line with school arrangements.
- c) Relevant operational rules and procedures, e.g. no-go areas, times of working, school activities which may affect the contractor's work;
- d) Be advised by the contractor of any subcontracting in advance.
- e) Ensure that visitors' passes have been issued.
- f) Monitor the safety performance of the contractor.
- g) Immediately STOP the work and advise the Health & Safety Coordinator or Estates Bursar if they are concerned that the contractor is failing to manage health and safety adequately.

All of these duties require the Liaison Person to have an understanding of the work being carried out by the contractor, an understanding of the risks involved in that work and of the control measures being used to ensure safety. The Liaison Person should therefore have a copy of the contractor's risk assessment and professional liability insurance BEFORE work is commenced.

Asbestos. The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012. Some buildings within the School have materials within them that contain asbestos. The School holds a register of all of these sites and controls work within these areas to ensure that staff, pupils, contractors and visitors are not put at risk. Further information is available from the Estates Bursar.

3.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002

Foreseeable work activities using / generating hazardous substances must be identified to ensure that suitable and sufficient risk assessments are in place where significant risks have been identified and that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

Heads of Department will be responsible for the management of hazardous substances within their areas of responsibility. Hazardous substances, with the exception of lead and asbestos (for which other regulations apply), are in scope of the provisions of the Control of Substances Hazardous to Health (CoSHH) Regulations 2002. Heads of Departments are to ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken and any required control measures will be implemented.
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.

- Those using hazardous substances are competent to do so and in particular where there are designated standards, e.g. use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken.

Further information is available from the Estates Bursar.

3.5 CRITICAL INCIDENTS

The Headmaster will take overall responsibility for co-ordinating the response to an emergency and will be supported by a School Emergency Management Team. The Bursar is responsible for maintaining the Critical Incident Plan for Giggleswick School.

The School's Emergency Plan will be used to support the management of critical incidents.

3.6 DISPLAY SCREEN EQUIPMENT

So far as is reasonably practicable, the health and safety of users should not be adversely affected by the use of Display Screen Equipment ("DSE"). Staff should undertake a self-assessment (available from the Staff Handbook) of their workstation and share this with their line manager. Where the assessment indicates a need for ancillary equipment this will be provided by the School. Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the Health & Safety Coordinator. Occupational health assessments may be required to be undertaken by users. Where eye tests are requested by DSE users, these will be provided free of charge via an NHS Optometrist. Where a user provides evidence from an optician showing that they require spectacles for DSE work, then the cost of spectacles suitable for that purpose will be reimbursed by the School (up to a reasonable figure).

Although schools are not required to undertake DSE assessments for pupils, it is recognised that they will use such equipment during the school day, leisure time and private study. Pupils will be given guidance on the need for breaks, posture etc in line with that given to staff.

Further information is available in the Display Screen Equipment Policy.

3.7 EDUCATIONAL VISITS AND FIELD TRIPS

All visits should be well planned, significant risks identified and managed and contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable. Those in charge of visits must have the necessary competence to manage situations appropriately. All educational visits and field trips and other pupil-based activities not on School property are classified as off-site activities. The Educational Visits Coordinator is appointed by the Headmaster to provide advice, arrange procedures, and ensure that every off-site activity is managed in accordance with best practice, DFE guidance and the recommendations of the relevant establishment or its governing body. Further guidance is available in the Educational Visits Policy available on the School's website.

3.8 ELECTRICITY AT WORK REGULATIONS 1989

Systems must be in place for the inspection and repair of electrical installations and equipment with inspection and test certificates held as required. The Estates Bursar will be

the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. All electrical control panels and switch rooms will be kept secure and display electrical hazard signs. Where simple maintenance tasks, such as lamp changing, are to be carried out by school maintenance staff, that those employees have received adequate training in that task. The fixed wiring at the School will be examined on a five-yearly basis in line with the IEE Regulations by a competent person. All portable electrical appliances issued for use by the School will be regularly inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by staff from the Facilities Department who have received relevant training. Records of any fixed system and portable appliance work will be kept by the Estates Bursar. This will include repairs, servicing, maintenance or withdrawal from use. Users of electrical equipment should visually check for defects before use.

3.9 FOOD SAFETY AND HYGIENE

All food prepared within or for the School shall comply with all relevant aspects of food safety and hygiene legislation under the Food Safety Act 1990, in particular the training requirements. Housemasters, Housemistresses and other line managers organising food in connection with the School should contact the Catering Director or Health and Safety Advisor for advice and assistance regarding legislation and training to ensure compliance.

Information about how the School manages allergens and the risk of anaphylaxis is contained within the School's Provision of Medical Care Policy.

3.10 FIRE SAFETY

Risks from fire must be identified and arrangements put in place to control those risks. These identified risks are articulated in the School's Fire Risk Assessments.

The School must comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance. All staff are to be familiar with the Fire Safety Policy, in so far as it applies to their particular House or Department.

Individual fire instructions are issued by the School Fire Safety Officer to each Housemaster/Housemistress and to other Teachers/Supervisors responsible for specified areas of the School. T

he School Fire Safety Officer is responsible for training and for the monitoring of fire safety throughout the School. Housemasters/ Housemistress or individual teachers have the responsibility for instructing pupils and staff in their care on appropriate action in the event of a fire.

No smoking is permitted on School Premises.

The Fire Safety Officer will liaise with senior staff across the School to arrange for fire drills for each boarding house (at least once a term within the first three weeks of each term), and in classroom and assembly areas.

All staff are responsible to alert their line manager immediately of any shortcomings in the provision for fire safety that they become aware of. Further information is available in the Fire Safety Policy.

3.11 FIRST AID

There must be adequate provision of appropriate first aid at all times. All departments must ensure that they have access to suitable and sufficient first aid assistance and have a suitably stocked first aid box, determined by risk assessment. Please refer to the First Aid Policy for further information.

First aid training is provided by external trainers, and first aid training records are kept by the Senior Master, who co-ordinates training requirements in conjunction with the Health and Safety Advisor.

3.12 HAZARDS

All staff must report hazards which they believe are not adequately managed. Accidents can be prevented by timely intervention. In some instances this may require a revision of the relevant risk assessment.

3.13 INDIVIDUAL HEALTH & SAFETY RESPONSIBILITIES

Employees' responsibilities and information for employees are listed in the document entitled 'Employee Responsibilities and Information' at appendix A.

Supervisors. All employees with supervisory duties are regarded as line managers. Line managers have a primary responsibility under the Health and Safety at Work Act 1974 section 2 to ensure that employees work to safe systems of work without risk to health and safety. Line Managers shall:

- a) Set a leading personal example.
- b) Report all defects, accidents, incidents and near misses.
- c) Identify the training needs of employees, make arrangements for training and ensures the employee undertakes and completes training
- d) Ensure compliance with safety rules, by checking and insisting on high standards of health and safety.
- e) Prepare formal risk assessments before undertaking work with significant risk and ensure that appropriate controls are put in place.

3.14 INDUCTION

New employees will need to be informed of the Health & Safety arrangements at an early stage. Line managers are to ensure that a suitable induction is undertaken and recorded no later than 30 days of commencing employment with the School.

3.15 LETTING/HIRING OF SCHOOL FACILITIES

The Events & Lettings Manager, under the supervision of the Bursar, is responsible for all hiring of school facilities and for ensuring that appropriate health and safety arrangements are in place.

3.16 MANUAL HANDLING

The need for manual handling should be minimised so far as is reasonably practicable. Where manual handling is undertaken it should be conducted so that the risk of injury is reduced as far as is reasonably practicable. Heads of Department will be responsible for the management of manual handling activities within their areas of control. No employee or pupil is to be required to lift or move anything which in so doing they believe likely to cause them injury. Training in manual handling will be given to those groups of employees identified by their line managers as being at risk.

3.17 MEDICAL

The School has a detailed Provision of Medical Care Policy which cover the below summarised areas in detail.

Medicines. The safeguarding, dispensing, recording and disposal of medicines will be in accordance with the protocols set down by the School. Day to day guidance on the control of medicines is the responsibility of the Senior Nurse who will also audit matrons/Boarding Houses against the standards set down by the School.

Allergies. Where the health of a pupil is potentially at risk, e.g. those who have nut allergies, key staff should be formally trained and informed on how to deal with an emergency. This is a principal responsibility of the Wellbeing Centre Staff.

Infectious Diseases. The Senior Nurse is responsible for alerting the Headmaster to the presence of infectious diseases.

3.18 NEW AND EXPECTANT MOTHERS

Supervisors must give due consideration to new and expectant mothers by ensuring that their allocated duties are compatible with their condition. A risk assessment will be carried out by the HR Manager as soon as the employee has made the School aware of her condition: it is the responsibility of the employee to ensure that the School is made aware of their condition so that all appropriate measures can be put into place.

3.19 NOISE

Foreseeable working activities where individuals have the potential to come into contact with significant noise levels should be identified and suitable and sufficient risk assessments put in place where significant risks have been identified. It is the School's policy to undertake an assessment of noise levels within its premises where staff are considered to be at risk of hearing damage.

3.20 OCCUPATIONAL HEALTH

The School will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- (a) there is a known risk to the health of employees;
- (b) the health risk can be identified at an early stage; and
- (c) the identification of the condition will allow successful treatment.

All employees have a shared responsibility to report to their line manager any occupational health matters. Line managers are responsible to identify by risk assessment the occupational health issues associated with their department and the appropriate control measures. They are to report occurrences to the HR Manager who will co-ordinate an appropriate response.

3.21 PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

Teaching Staff. Protective clothing and equipment required for pupil-based activities will be provided under Department/Activity arrangements and must comply with current legislation. When such equipment is supplied for School activities it is the responsibility of the teacher in charge to ensure that it is worn/used in accordance with the appropriate instructions.

Support Staff. Personal Protective Clothing and Equipment (PPE) for support departments must be used in accordance with instructions given by line managers who are to give appropriate instruction on the limitations, replacement arrangements, defect reporting and correct use of PPE to individual users.

Face coverings. Face coverings (and other similar protective head gear) may be worn by staff and pupils as precaution against the spread of infectious diseases (e.g. COVID-19). A limited supply of face coverings may be made available but it is expected that staff and pupils will, in the normal course of carrying out their activities, provide their own face coverings.

3.22 PREMISES

The Workplace Health, Safety and Welfare Regulations 1992 cover the environment within the workplace including ventilation, temperature, cleanliness, workstations, seating and the fabric of the building both internal and external.

The School will give due regard to these regulations to ensure the Health, Safety and Welfare of all employees, students and visitors. Defects should be reported immediately to a supervisor, and then to the Facilities Department using a defects form.

The Estates Bursar oversees a detailed inspection regime that ensures routine compliance checking is completed. In addition, Heads of Departments, SHS and other staff routinely inspect their areas of responsibility, informing the Works Department of any concerns.

3.23 PURCHASING

The Head of Department or School Activity is responsible for ensuring that orders placed for equipment contain a full specification of requirements to meet current Health & Safety legislation. These requirements apply whatever the country of origin and whether the equipment is new or second hand. The Head of Department or School Activity may need to carry out a risk assessment prior to the purchase of items to establish the relevant safety criteria, including proper commissioning of the equipment.

Following delivery, the Head of Department must ensure that a pre-use inspection is made, to ensure that the equipment is to specification, and that the equipment is, so far as is reasonably practicable, without risk to Health & Safety. See also clause 3.30– - Work Equipment.

3.24 RISK ASSESSMENT

Suitable and sufficient risk assessments must be undertaken for activities where there is likely to be significant risk and identified control measures are implemented to control risk so far as reasonably practicable. The Management of Health & Safety at Work Regulation 3 requires every employer to assess general risks and record significant findings. Other regulations require the risks associated with computers, hazardous substances, noise, asbestos, lead, first aid, personal protective equipment, manual handling operations etc. to be assessed. Those responsible for pupils have a special responsibility to ensure risks are properly identified, recorded and brought to the attention of those likely to be affected by the risk. Fire risk assessment arrangements are managed through the Fire Safety Policy.

The risk assessment is not an end in itself, but must lead to the implementation of appropriate controls, and periodic review to maintain validity; for example, following an accident or near miss. Risk assessments also ensure that the preventative measures are in proportion to the risk, and that they are sufficient to comply with legislation. Please refer to the Risk Assessment Policy.

The method for carrying out the risk assessment should ensure that any hazardous activity is given comprehensive scrutiny to make sure that the activity can be carried out safely. The duty to carry out suitable and sufficient risk assessments may be delegated by the Head of Department, subject to their approval of the completed assessment

The Head of Department or School Activity must ensure that all staff and, where appropriate, pupils, contractors and visitors are aware of the risks identified in the assessment and the preventative measures.

Safety Notices and Information: Heads of Department are responsible for ensuring that sufficient of the following notices are displayed in their area of responsibility, for example: Fire Action, Fire Extinguisher instructions, Name of First Aider and location of First Aid kit, Health & Safety What you need to know poster, Electrical Safety in the Workplace, and Employer's Liability Insurance. Every department will also have a selection of useful information relevant to their area of responsibility.

Risk Assessments will be monitored by the Health and Safety Advisor.

3.25 SPORT AND OUTDOOR PURSUITS

The Health and Safety of pupils, visitors and all coaching or supervisory staff is the responsibility of the Director of Sport. The Director of Sport will ensure that those with

particular responsibilities for each sport prepare codes of practice and risk assessments for each sport and the implementation of appropriate controls including minimum standards of safety equipment in accordance with national guidelines. In particular, use of the School **Swimming Pool** will be governed by specific procedures.

The Head of Outdoor Pursuits is responsible for ensuring the safety of all participants and prepare protocols and risk assessments for each activity. The requirements of the Adventure Activities License must be complied with.

3.26 STRESS

Work will be appropriately designed, organised and managed to ensure that the HSE management standards are considered and that there are appropriate support mechanisms in place to assist individuals where stress-related issues have been identified. Where issues of stress are identified, the School will raise awareness of support mechanisms available and put an action plan in place to address any issues identified.

Line Manager are responsible for monitoring their teams, reporting any concerns to the HR Manager so that appropriate support can be provided when required.

3.27 TRAINING

All employees (including temporary workers) must be adequately trained to carry out their role in a safe and healthy manner. Health & Safety training is the responsibility of the person in charge of each Department and/or Activity. It is incumbent upon that person to ensure that every member or participant in his/her Department/Activity is familiar with the requirements of the School's Health & Safety Policy as it applies in that Department/Activity and that training is given as appropriate. Training records will be maintained in each department and for each activity. The HR Manager will advise and assist with training needs and records and must be the first point of contact in this respect.

Certain training is organised centrally namely:

- Minibus Driving - Transport Officer

- Fire - Bursar and Estates Bursar

- Health & Safety and Environmental health within kitchens and dining areas - Catering Director

- First Aid – Senior Master / Health & Safety Advisor

- Manual Handling – Estates Bursar

- Display Screen Equipment - Health and Safety Advisor.

Training will also be monitored by the Health and Safety Advisor and additional training organised whenever a need arises.

3.28 VEHICLES

The use of vehicles for and around the School represents a significant risk. All staff must ensure that pupils take suitable precautions. The Health & Safety Coordinator will review parking and other traffic management plans to ensure risks are minimised.

Staff using their own vehicle for work must ensure that they are qualified, fit to drive and that their vehicle is roadworthy.

Staff driving a School vehicle must have been assessed within the previous four years and hold a valid driving license with no endorsements. Staff are personally responsible for the safety of the vehicle and the safety of passengers.

Further information on the use of vehicles at School is held in the School Policy Document for Minibuses.

3.29 WATER QUALITY (INCLUDING LEGIONELLA)

Day to day responsibility for monitoring and ensuring that water systems are being correctly operated, lies with the Estates Bursar who maintains appropriate records of testing and certification. In premises where the School is deemed to be responsible, a water quality risk assessment will be undertaken on all relevant water systems.

The School has a Legionella Risk Assessment and a competent advisor to monitor checks and results.

3.30 WORK EQUIPMENT

Work equipment is defined as any machinery, appliance, apparatus tool or installation for use at work. The Provision and Use of Work Equipment Regulations 1998 requires evidence that the equipment is suitable for use, adequately maintained and where the failure of a part could lead to danger, that such parts are regularly inspected. Users must be provided by their supervisor with adequate supervision and training and this should include access to instruction manuals. In addition, specific statutory codes of practice apply to lifting equipment, pressure systems and woodworking machinery. The use of work equipment will be subject to a suitable risk assessment being completed.

3.31 WORKING AT HEIGHT

No work is to be carried out where any person could fall from height, even if it is below ground level, without a risk assessment being in place, or if necessary, newly completed and issued by the appropriate Head of Department or other supervisor. Any height capable of causing personal injury should be included, such as working from a kick-stool or ladder. The responsible person should check that all reasonable precautions have been taken to provide a safe working platform. Ladders should be securely tied or held by a second person, except where it has been deemed as unnecessary by the risk assessment. Advice is available from the Estates Bursar or the Health and Safety Advisor.

All staff who are required to work at height complete mandatory training, which is recorded. The records are held by the Estates Bursar.

3.32 WORKING ALONE

The risks associated with working alone are to be risk assessed and controlled appropriately by each Head of Department. Advice is available from the Health and Safety Advisor.

The Risk Assessment process identifies the risk posed to the lone worker, and then identifies protocols that must be adhered to ensure the designated staff are aware of their presence on site, and that they have left the site in a safe manner. The designated staff will ensure that the lone worker starts/finishes their work, and will routinely check on them, if required, by visual or mobile means.

3.33 HOT WORKS

All employees of and workers / contractors for the School who undertake activities associated with hot works must ensure that risks are appropriately managed and that all work is planned and not commenced until a permit is in place, all work is carried out in a safe manner and the area where the work has taken place is safe for reuse. The Estates Bursar will act as the responsible person for ensuring that no hot work is undertaken without prior agreement.

3.34 RISKY AREAS OF THE CAMPUS

Areas of the school campus identified as high risk must be properly controlled to minimise any risk of harm coming to pupils and staff when on the school campus. This covers buildings, rooms and facilities where unsupervised access by unauthorised pupils, staff, visitors, contractors or members of the public could lead to serious injury by equipment, chemicals, fixed installations or other items held within the facility, or by the nature of the

facility. Individual risk assessments will cover the handling and use of the equipment or materials within.

High risk areas are identified in the Whole Campus risk assessment which is maintained by the Bursar and reviewed by the Health & Safety Committee and by the Headmaster.

The key personnel responsible for the safe control of high-risk areas are:

- Department Heads of relevant departments
- Duty personnel who normally work in those areas, such as Technicians, Facilities Staff, CCF and Sports Staff and the Catering Team.
- Security team

The following rules apply for areas that are listed as high risk and any which members of staff assess that are high risk:

- High risk areas are only to be accessed by staff qualified to work in those areas
- High risk areas are to remain locked unless in use
- High risk areas are out of bounds to pupils, members of staff, visitors and members of the public unless they are accompanied and supervised by a qualified adult and they have a legitimate reason for being in the area.
- High risk areas are to be checked by the relevant staff at the end of the working day to ensure that they have been correctly secured.
- Key high risk buildings will be checked by Security each evening.

APPENDIX A – EMPLOYEE RESPONSIBILITIES

The Board of Governors of Giggleswick School are employers for Giggleswick School.

As employers the School will provide the resources to ensure that all activities of the School are safe and, so far as is reasonably practicable, without risk to the Health & Safety of employees, pupils, visitors and others.

As an employee, you have a duty under the Health & Safety at Work Act 1974 (Sections 7 and 8) to take reasonable care for your own Health & Safety and for the Health & Safety of other persons who may be affected by what you do or what you fail to do.

All employees are required to observe all safety directions, rules and procedures of the School. These are set out in other forms including the full Health & Safety Policy, and you will be introduced to them by your Head of Department or other Supervisor.

It is an offence under Health & Safety law to ignore School procedures or to misuse anything provided for Health & Safety. Please pay close attention to the training provided and the day-to-day safety instructions given to you.

Some, if not most of the aspects of your work may have an effect on the safety of pupils. In this regard, health and safety law requires us to exercise a higher standard of Health & Safety than for adults. If you become aware that pupils' safety is endangered you must take appropriate and immediate action.

The School benefits from and welcomes your views on Health & Safety, which can be passed to your immediate supervisor or, if you prefer, to the Health and Safety Advisor or HR Manager, and you will be consulted before changes are made to policies and procedures.

Your Head of Department or other supervisor will highlight the hazards of your work or activity for which there will be risk assessments. The assessments will be reviewed periodically. Make sure you understand the risks and the specific rules for your work or activity. You should also understand the arrangements for working at heights, handling substances hazardous to health, manual handling and electrical and fire safety. If you think that work is adversely affecting your health inform your Head of Department or other supervisor without delay. You may also take your concerns directly to the Health and Safety Advisor or HR Manager.

Health & Safety Notices

Please read and pay attention to any Health & Safety notices posted in your workplace.

Accidents and emergencies

In the unfortunate event that you are involved in an accident you must first ensure the safety of yourself and those involved.

There are notices in your workplace about the action to take in the event of a Fire and where to obtain First Aid. Make sure you understand what to do. The School Wellbeing Centre is staffed during term time.

Following any accident, incident or near miss you must inform your Head of Department or other supervisor. He/she will need to complete an accident/incident/near miss form and take appropriate action to prevent a recurrence. This is not intended as a means of apportioning blame. It is vital that lessons are learned from accidents and near misses if the School is to be made a safer place.