Health & Safety Policy

Date Approved: January 2021
Last Review Date: September 2026
Author: Deputy Head (i/c Health and Safety), Finance Director/Bursar
This policy is for Bury Grammar School

Legal Basis:

The primary basis for health and safety matters lies in the Health & Safety at Work Act etc. 1974, which is the primary legislation covering occupational health and safety in Great Britain. The Health and Safety Executive (HSE), local authorities (and other enforcing authorities, such as the Fire Authorities) are responsible for enforcing the Act and other Statutory Instruments.

Please note – we also have a standalone Allergy Policy which should be read in conjunction with this policy

Part One: General Statement of Health & Safety Policy

1.1 As Governors of Bury Grammar School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all of 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.

1.2 The arrangements outlined in this statement and the various other safety provisions made by the Board of Governors cannot, alone, prevent accidents or ensure safe and healthy working conditions. The Board of Governors believes that only the adoptions of safe methods of work and good practice by every individual can safeguard everyone's health and safety. The Board of Governors will take all reasonable practical steps to identify and reduce hazards to a minimum, but all staff, pupils and visitors to the School 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.

1.3 We fulfil our responsibility as Governors of Bury Grammar School by appointing a Governor with responsibility for overseeing health and safety.

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

1.5 The Governor overseeing health and safety attends the meetings of the School's Health and Safety Committee termly and receives copies of all relevant paperwork. This paperwork would be available for the meeting of the full Governing Board if required where governors can discuss the issues, make recommendations and request further information.

1.6 The available paperwork that can be requested includes a report on health and safety covering all accidents and near misses reported involving pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures. Health and Safety is tabled at each meeting of the full Governing Board.

1.7 Further issues on health and safety that the committee Chair wishes to bring to the Board's attention may be tabled via a member of the Directorate

1.8 The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals and are included in the School's routine maintenance programmes. Any significant defects are considered by the Business Committee and Governors review recommendations on how to rectify these defects and the timescales.

1.9 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, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep clean and pest control services. The Catering Manager reports on these aspects to the Chair of the Health & Safety Committee after which the papers including these reports are provided to the Directorate for any required consultation by the Finance & Resources Committee

1.10 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 three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee reviews this risk assessment every time it is amended and submit a report as part of the papers for the Business Committee.

1.11 Qualified health and safety practitioners review the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Business Committee.

1.12 The School has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

1.13 The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training' where appropriate. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to members of the teaching and support staff where necessary.

1.14 Governors enable adequate resources to be made available to facilitate the implementation of the Policy.

1.15 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 Principal, Deputy Principal, the Finance Director/Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with health and safety duties. All members of staff are responsible for reporting any significant risks or issues to any member of the Executive.

1.16 All employees are briefed on where copies of this statement can be obtained on the School's staff intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two to five of this document.

Signed (……....) Chair of Governors, for and on behalf of the Board

Date (……..…)

PART TWO: ORGANISATION

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

2.0 BOARD OF GOVERNORS ("THE BOARD")

2.1 The Board has overall collective responsibility for health and safety within the School. It must endeavour to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They 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.

2.2 THE EXECUTIVE:

PRINCIAL & DEPUTY PRINCIPAL

2.3 The Principal and Deputy Principal will assist the Board in directing the overall management and development of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Principal and Deputy Principal will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

2.4 As well as the general duties which all members of staff have (see point 2.28 below), the Principal and Deputy Principal have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils and visitors and any other persons using the premises or engaged in activities sponsored by the School and will take all reasonable practicable steps to achieve this through the Deputy Head EVC and H&S, the Finance Director, the Head of Estates, Heads of appropriate Departments, Senior Teachers, teachers and others as appropriate.

2.5 The Head of Estates will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Site security
- Fire safety (in conjunction with the Deputy Head EVC and H&S)
- Electrical safety
- Gas safety
- Water quality
- Asbestos

- Emergencies (in conjunction with the Deputy Head EVC and H&S)
- Staff induction (in conjunction with the Deputy Head EVC and H&S)
- Contractor compliance (including safeguarding)

2.6 He/she will also:

- advise the Principal and Deputy Principal on maintenance requirements;
- co-ordinate advice from specialist safety advisors and producing associated action plans;
- along with the Deputy Head EVC and H&S, monitor health and safety within the School and raising concerns with the Principal and Deputy-Principal;
- check compliance with the Construction (Design and Management) Regulations;
- attend the Health & Safety Committee meetings and chair when required along with the Deputy Head EVC and H&S.

2.7 SENIOR LEADERSHIP TEAM (SLT)

2.8 The SLT will make themselves familiar with the requirements of the School's Health and Safety Policy and any other health and safety legislation and codes of practice which are relevant to the work in their area of responsibility.

2.9 In addition to the general duties which all members of staff have (see point 2.28 below), they will be directly responsible to the Principal and Deputy Principal or the member of staff nominated by the Principal or Deputy Principal to have overall day-to-day responsibility for the implementation and operation of the School's Health and Safety Policy within their relevant departments and areas of responsibility.

2.10 They will take a direct interest in the School's Health and Safety Policy and in helping other members of staff, pupils and others to comply with its requirements. They will delegate the day to day responsibilities to the Head of Department that they manage.

2.11 HEADS OF DEPARTMENT (TEACHING)

2.12 The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.

2.13 As part of their day-to-day responsibilities they will endeavour to ensure that:

- safe methods of working exist and are implemented throughout their department.

- health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- staff, pupils and others under their jurisdiction are instructed in safe working practices.
- new employees working within their departments are given instruction in safe working practices.
- regular safety inspections are made of their area of responsibility as required by the Principal /Deputy Principal or as necessary.
- positive, corrective action is taken where necessary and where possible to safeguard the health and safety of all staff, pupils and others.
- all plant machinery and equipment in the department in which they work is adequately guarded and is in good and safe working order.
- all reasonably practicable steps are taken to prevent the unauthorized or improper use of all plant, machinery and equipment in the department in which they work.
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled according to COSHH regulations.
- they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- all the signs used meet the statutory requirements.
- all health and safety information is communicated to the relevant persons.
- they report, as appropriate, any health and safety concerns to the appropriate individual.

2.14 Heads of Department are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

Senior School:

- Science (including harmful substances and flammable materials) – Head of Science;
- Sports activities – Director of Sport;
- Drama – Head of Drama;
- Art (including harmful substances and flammable materials) – Head of Art;
- Music – Head(s) of Music;
- Design & Technology – Head of CAPA (including ventilation system and all machinery);
- Outdoor lessons – Educational Visits Coordinator;
- Trips and visits – Educational Visits Coordinator;
- Domestic Science – Head of CAPA;

Primary School:

- Primary outdoor lessons, trips and visits and practical subjects including Art, Food Technology, Drama, Music and Sport – Primary Principal.

2.15 Staff mentioned above will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

2.16 The Head of Science is responsible for:

a) liaison with the Radiation Protection Advisor (RPA) under the HSE*, (currently Karen Cox of Oldham Council, last visit 14/05/26)*, for ensuring compliance with the ionising Radiations Regulations 2017 and local rules made to comply with these regulations for Bury Grammar Schools. The Radiation Protection Supervisor (RPS), currently Peter Curry, is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them for Bury Grammar Schools. Radiation Protection 2026 PFC

b) Fume Cupboards and Local Exhaust Ventilation which must be inspected, examined and tested by a competent contractor at periods no greater than 14 months with remedial work undertaken.

2.18 HEAD OF ESTATES & CATERING MANAGER

2.19 The Head of Estates will assist the Finance Director/Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

2.20 The Head of Estates will arrange as appropriate for inspections made by competent persons and where appropriate external consultants to advise on matters of health and safety within the School. Such provision will include:

- The external fabric of the School will be inspected periodically for signs of damage by competent persons. The nature and frequency of inspections will depend on the use of the building along with the construction type (traditional brick, steel, concrete or timber frame) and any environmental considerations. Any visible changes in building structural condition will be formally reported to the Head of Estates and the Finance Director/Bursar and actioned using appropriate competent, professional advice. Some inspections may be undertaken by a member of Estates staff, and some may need to be carried out by a professional surveyor. A record of inspections, identified issues and actions will be maintained.
- The School's plant and equipment will be inspected and tested in accordance with legislation and manufacturer's guidance, using competent and qualified personnel. This includes but is not limited to, electrical installations, gas appliances, pressure systems, lifts, gym and fitness equipment, machinery used in design technology, machinery used by the Estates etc.

2.21 The Head of Estates must endeavour to ensure:

- The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.

- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- A qualified health and safety practitioner reports annually on the arrangements for health and safety in all classrooms, support areas, public spaces, sports and swimming facilities.
- The School has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The School maintains an asbestos register and the Head of Estates, reporting to the Finance Director/Bursar, is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations [all of which are RCD protected and meet the requirements of BS7671 IET 18th Edition wiring regulations].
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to check compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

2.22 The Catering Manager will assist with the implementation of the following:

- The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:

    - An outside professional company to complete a full annual audit of the kitchen.
    - Professional advice regarding healthy foods from School Food Standards UK.
    - One or two professional deep cleans of the kitchen per annum, including extract ducts, certificate to be provided and displayed for EHO.
    - Pest control measures to be in place, Bury council to check site each month, and all documentation to be stored in kitchen office for inspection.

2.23 SCHOOL HEALTH AND SAFETY COMMITTEE

2.24 The Committee will meet once a term, or more frequently if required, and will be chaired by the Deputy Head EVC and H&S or Finance Director/Bursar. The other members of the Committee will be:

- Governor with responsibility for Health & Safety
- Head of Estates – to represent Estates, Canteen, Farraday House
- Compliance & Projects Manager
- Compliance Officer
- Senior Primary Lead – to represent the Primary Division
- Trade Union Representative
- Finance Director/Bursar's PA – minute taker
- School Health Support Worker(s)
- Deputy Head Pastoral (Reported to remotely)

2.25 The role of the Committee is to:

- discuss matters concerning health and safety in every area of the School, including any changes to regulations;
- monitor the effectiveness of health and safety within the School;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements and check training is up to date;
- review the results of any fire risk assessments, fire safety equipment testing, the results of practise fire evacuations and any other information relating to fire;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

2.26 THE SCHOOL HEALTH SUPPORT WORKERS

2.27 The School Health Support Workers will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive. All RIDDOR reported incidents must be reported to the Deputy Head Operations, Head of Estates and Bursar immediately.

- Preparing summary reports for the School Health and Safety Committee.

- Checking that all first aid boxes and eye wash stations are replenished.

2.28 STAFF

2.29 The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / Deputy Head Operations / Head of Estates of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff 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 co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- 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;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

2.30 In particular all members of staff will:

- be familiar with the safety policy and any and all safety regulations as laid down by the Board of Governors.
- check health and safety regulations, rules, routines and procedures are being applied effectively by staff and pupils.
- see that all plant, machinery and equipment is adequately guarded.
- see that all plant, machinery and equipment is in good and safe working order.
- not make unauthorized or improper use of plant, machinery and equipment.
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- check that toxic, hazardous and highly flammable substances are correctly used, stored and labelled according to COSHH regulations.
- report any defects in the premises, plant, equipment and facilities which they observe.
- take an active interest in promoting health and safety and suggest ways of reducing risk.

3.0 PART THREE: HIRERS, CONTRACTORS AND OTHERS

3.1 When the premises are used for purposes not under the direction the Principal and Deputy Principal then the persons in charge of the activities for which the premises are in use will have responsibility for health and safety and safe practices of everyone under their direction while on the Bury Grammar School premises.

3.2 The relevant senior Bury Grammar School employee (e.g. Finance Director/ Deputy Head EVC and H&S/ Head of Estates/ Principal Primary) will endeavour 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.

3.3 When the School premises or facilities are being used out of normal School hours then, for the purposes of this policy, the organizers of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section and in the signed Hirers Contract between the School and the Hirer.

3.4 When the premises are hired to persons outside the employ of the Board of Governors, it will be a condition for all hirers, contractors and others using the School premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Governors and that they will not without prior consent of the Board of Governors:

i. introduce equipment for use on the School premises.
ii. alter fixed installations.
iii. remove fire and safety notices or equipment.
iv. take any action that may create hazards for persons using the premises or the staff or pupils of the School.

3.5 All contractors who work on School premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work 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 Act etc 1974.

3.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal / Deputy Principal will take such actions as are necessary to prevent persons in his/her care from risk of injury.

3.7 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 Act etc 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

4.0 PART FOUR: PUPILS AND PARENTS

4.1 Parents can find copies of BGS's Health & Safety Policy Part 1 – General Statement of Health & Safety Policy on the School website. Updates are given as required. The responsibility for updates lies with the Principal and Deputy Principal.

4.2 Pupils are expected to observe all the safety rules of the School stated in the Pupil Planner.

5.0 PART FIVE: ARRANGEMENTS

5.1 ACCIDENT REPORTING

i. If any member of staff, pupil or other person on the premises should become ill or suffer an injury as a result of an accident, details must be recorded on an accident report form. These forms are available from the Health Support Workers.
ii. If the accident is notifiable under the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), a Health Support Worker and the Head of Estates or Deputy Head EVC and H&S will together follow the correct procedure in reporting to the HSE.
iii. Copies of all accident reports should be sent the Executive, Head of Estates and Deputy Head EVC and H&S. The Head of Estates or Deputy Head EVC and H&S will investigate the circumstances of any serious accident so reported and will inform the Executive of any steps to be taken to avoid recurrence of an incident.
iv. A notifiable accident occurring on a School activity away from School must be notified to the Executive immediately and to the HSE if necessary on return to School.
v. Minor accidents and incidents should be recorded, and the Health Support Worker notified.
vi. Any Near Misses should be reported using the Incident Report Form which is available from the Deputy Head EVC and H&S or on Sharepoint.

5.2 FIRST AID

i. The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. The Health Support Workers have primary responsibility for first aid and will normally deal with all first aid matters, although emergency first aid may be administered by anyone so qualified, but only so far as knowledge and skill permits.
ii. The number of certified first aiders will not, at any time, be fewer than the number required by law and as set out in the School's First Aid Policy.
iii. First aid boxes containing the statutory items will be held at various locations throughout the School. Maintenance of these boxes is the responsibility of the Head of Department in the first instance who must report any items missing or out of date to the Health Support Workers who will

check the contents every term. The Health Support Workers will provide a laminated sign for each First aid box to act as a checklist.

iv. For out of School activities the Group Leader is responsible for the first aid kit where it is required as soon as it is taken from the Health Support Worker's office; on returning it the Group Leader should inform the Health Support Worker of anything that has been used and he/she will replenish the missing items.

v. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the premises or as part of a School-related activity.

5.3 EMERGENCY PROCEDURE

i. The Principal and Deputy Principal will endeavour to ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to: a) save life b) prevent injury c) minimize loss.
This sequence will determine the priorities of the emergency procedure. It is the duty of all members of staff to follow instructions relating to the procedures to be followed in case of emergency and they must check that the pupils in their charge are follow the procedure.

ii. Fire procedures will be regularly rehearsed by staff and pupils.

5.4 ELECTRICAL SAFETY

i. Electrical equipment will be used in accordance with The Electricity at Work Regulations 1988.

ii. All electrical equipment will be constructed, maintained and used so as to prevent danger.

iii. Staff will visually check the state of electrical equipment they are using and report immediately any defect in cable, plug or socket and take all steps not to use the apparatus until the faults have been rectified.

iv. The Head of Estates must check that a register of all electrical equipment is kept, and each item subjected to a test on a rolling basis at least every 4 years, the results of which will be recorded in the register.

Appendix A: References

Reference should be made to the following policies for operational guidance:

- CCTV
- First Aid
- Educational Visits
- Fire
- Minibus
- Risk Assessment
- Emergency Procedure

Appendix B- CLEAPSS login detail
https://science.cleapss.org.uk/login.aspx?logout=true
username is: personal to each signed up member
password is: personal to each signed up member

If a member of staff wishes to access CLEAPPS materials they should contact Alan Dennis for assistance

Appendix C- Relevant sections link
Please follow this link to find sections staff should be familiar with.

Appendix D- Review and Updates Log

Health and Safety Issues and Updates

Date	Policy version	Summary of key change(s)	Name
09/09/23	September 2023	Changes to named persons, eg Vice-Principal to Deputy Principal	AED
29/09/24	September 2024	No material change	AED
12/08/25	September 2025	No material change	AED
August 2026	September 2026	No material change	AED

Appendix E- Historic changes log

Change	Date	Person
Addition of Changes Log. Updated for 2020	27/8/20	AED
Update of paragraphs referred to in ISSR commentary for September 2020	16/10/20	AED
Updated/re-written to comply with ISBAs revised template for H&S Policy dated 29/9/2020, approval date changed to January 2021	3/12/2020	JS
Appendix B added to show CLEAPSS login details	28/08/2021	AED
Appendix C added to make signing of staff for understanding H&S sections easier	01/09/2021	AED
Update of paragraphs referred to in ISSR commentary for September 2021	06/10/21	AED
Updating roles for responsibility to specific Risk Assessments.	01/09/22	AED
Change to electrical testing from annual to at least every 4 years	05/09/22	AED
Change to reflect visit of Radioactive substance check officer Robin Cotton	21/10/22	AED
Change of CLEAPPS username and password to band saw23	05/01/23	AED