

## Health and Safety Policy (A9)

Scope:	Whole School
Release date:	November 2018
Review date:	November 2019
Author:	Health and Safety Advisor
Reviewer:	Bursar
Approval body:	Governing Body

### Linked documents

This policy should be read in conjunction with the:

- Risk Assessment Policy (A10)
- First Aid Policy (A7)
- Fire Safety Policy (A11)
- Educational Visits Policy (Internal)
- Electrical User Checks Policy (Internal)
- Control of Substances Hazardous to Health (CoSHH) Policy (Internal)
- Health and Safety in Connection with Computers (Internal)
- Asbestos Management Plan (Internal)
- Employee Handbook (which includes a variety of HR Policies) (Internal)
- Personal Emergency Evacuation Plan (Internal)
- Work Pressure and Stress Policy (Internal)
- Equal Opportunities and Diversity Policy (Internal)
- Security Policy (Internal)
- Suitability of Staff Protocol (Internal)
- Suspension of Normal School Routine Policy (Internal)
- Lone Working Policy (Internal)

### Acronyms

D&T – Design and Technology.

CLEAPSS - Consortium of Local Education Authorities for the Provision of Science Services.

iHasco – Name of an online training company used by the School.

CPD – Continuing Professional Development

CoSHH – Control of Substances Hazardous to Health

EVC – Educational Visits Coordinator

## **Availability**

This Policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School office / Pupil Services Team.

# **Contents**

## **Scope**

## **Breadth**

## **Aim**

## **Statement of General Policy**

## **Policy Procedure**

### **Organisation – Roles and Responsibilities**

- Headmaster and Bursar
- Senior Management Team
- Deputy Head Academic
- Facilities Manager
- Heads of Department/Line Managers and Leaders of (School) Activities
- Educational Visits Coordinator (EVC) and Deputy EVC
- Health and Safety Advisor
- Health and Safety Committee
- The Duties of all Members of Staff

## **Arrangements**

### **Risk Assessments**

#### **Higher Risk Issues**

- Electrical Safety
- Manual Handling
- Working at Height
- Work Equipment
- Control of Substances Hazardous to Health
- Management of Asbestos
- Lone Working
- Work Pressures and Stress
- New and Expectant Mothers
- Workstation Equipment
- Smoking
- Transport

#### **Accidents**

- Accident/Incident Record Form
- Near-Miss or Minor Injury Record Forms
- Staff Absence from Work Following an Accident/Incident

- Accidents/Incidents Involving Visitors/Contractors
- Accidents/Incidents Involving Members of the Public
- Accident Investigation

#### **Fire Arrangements**

- Fire Prevention and Protection
- Fire Procedures

#### **Access to School Premises**

- Unauthorised Visitors
- Trespass and Access onto our Grounds
- Security Lights
- Preventing Access to our Buildings
- Challenging Unauthorised Visitors
- Cold Callers
- Visitors and Contractors
- Disabled Visitors
- Parking Facilities and Deliveries
- Reception

#### **Adverse Weather or events requiring suspension of normal school routine**

#### **Monitoring our Health and Safety Performance**

#### **Reactive Monitoring and Active Monitoring**

## **Scope**

This policy applies to all departments of the Senior and Prep School.

## **Breadth**

This policy states the organisation, arrangements and monitoring in place at the School to ensure that all relevant health and safety regulations are met.

## **Aim**

The aim of this policy and our health and safety arrangements, is to ensure that:

- We are able to meet our responsibilities under the Health and Safety at Work, etc. Act 1974, and all relevant regulations enabled under this Act.
- To strive for continuous improvements in our Health and Safety arrangements at the School.
- To ensure that we have the cooperation of all staff, pupils, visitors, contractors and other stakeholders in order to encourage a positive Health and Safety Culture throughout the School.
- We follow the 'Plan, Do, Check, Act' approach as noted in the HSE document [Managing for Health and Safety HSG65](#)

## Statement of General Policy

The Governors of Wisbech Grammar School (encompassing the Senior School and Magdalene House Prep), are committed to protecting the health, safety and welfare of our employees, pupils, parents, contractors and visitors, so far as is reasonably practicable. To this end, it is recognised that the cooperation of all staff, pupils, visitors, contractors and other stakeholders is essential and, as such, a positive Health and Safety Culture is encouraged throughout the School.

The activities of Wisbech Grammar School will be conducted within the requirements of the relevant health and safety legislation.

All staff and pupils will be encouraged to follow best working practices and to be mindful of their own health and safety and that of others who might be affected by their acts or omissions.

In particular, attention will be paid to the provision of:

- A safe and healthy working environment
- Safe premises, equipment and working practices
- Adequate information, instruction, supervision and training in relation to health and safety issues for both staff and pupils
- The positive wellbeing of staff and pupils
- Adequate consultation with staff and pupils in relation to health and safety issues.

The Governors will ensure that adequate resources are allocated to health and safety, including the appointment of a Health and Safety Advisor to provide health and safety support, assistance and advice to the school community and the use of additional technical and/or specialist advice where deemed necessary.

The Governors will monitor and review the effectiveness of the policy annually and will also review the minutes from the termly Health and Safety Committee Meetings at the Risk and Governance Committee meetings. The Governor with specific oversight of this aspect of the School's operation is Mr. I MacLachlan.



Mr Chris Staley, BA, MBA  
Headmaster



Dr Dennis Barter, MB, BS, MRCP,  
FRCPCH, DCH  
Chairman of Governors

## Policy Procedure

### Organisation – Roles and Responsibilities

#### Headmaster and Bursar

As well as the general duties which all members of staff have, the Governors direct that the Headmaster shall promote an active health and safety culture within the School. He shall be responsible for ensuring the formulation and implementation of School Health and Safety policies and the promotion of effective health and safety practice. The Headmaster is enabled to delegate the day to day management of health and safety to the Bursar.

The Headmaster and Bursar are required to take all reasonable action to ensure that the staff are familiar with the requirements of all relevant legislation, codes of practice and guidelines in their area of responsibility and that they are met in full at all times.

In particular, the Headmaster and Bursar will:

- Be aware of the general requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the School.
- Ensure that staff responsible for areas of the school, create safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- Ensure that relevant staff create safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus so that each task is carried out safely and within a safe environment.
- Consult with members of staff on health and safety issues.
- Ensure that systems of risk assessment are arranged by staff to allow the prompt identification of potential hazards.
- Ensure that the Health and Safety Committee is able to meet its terms of reference, with support from the highest level.
- Work with staff to identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified reasonable training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, pupils and others to promote health and safety.
- Ensure that any defects in the premises, its plant, equipment or facilities which cause a significant risk to the health and safety of staff, pupils and others are made safe without delay.
- Encourage all employees to suggest ways and means of reducing risks and promoting health and safety.
- Ensure that accident and incident information is collated and, when necessary carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Monitor our first aid and welfare provision.

## **Senior Management Team**

The Senior Management Team comprises the Headmaster, Bursar, Senior Deputy Head (Magdalene House), Deputy Head Academic, Deputy Head Pastoral, Head of Marketing and Admissions and HR Manager. The Senior Management Team shall assist the Headmaster and Bursar in their responsibilities for implementing the School Health and Safety Policy. They are to ensure the adequate provision of resources to those with specific health and safety responsibilities and, in their individual roles, will ensure that the Headmaster and Bursar are well informed of:

- current health and safety priorities,
- progress and implementation of improvements,
- conflict with health and safety and academic and other demands,
- uniformity of approach to health and safety throughout the School.

## **Deputy Head Academic**

The DH Academic is responsible for ensuring that the School has an effective procedure for safely and quickly evacuating the School campus buildings in the event of a fire or other similar emergency. This procedure will be practiced, tested and sufficiently robust to enable School occupants to evacuate to a safe place during the time when pupils are on site for any reason. This system will be expected to dovetail into any system in use during 'out of hours' times and hence the DH Academic will work closely with the Facilities Manager to this end.

## **Facilities Manager**

The Facilities Manager is responsible to the Bursar for ensuring that the fabric and building systems (including fire systems) within the School meet the appropriate Health and Safety standards. This will include making adequate arrangements to ensure high standards of Health and Safety in carrying out the work of departments under his purview, including contractors as appropriate to the circumstance. The purview of the Facilities Manager includes work within the following departments; Facilities and Maintenance, Caretaking, Cleaning, Tradesmen, Catering, Minibus Drivers (where appropriate) and Grounds.

In areas which have a line manager/supervisory member of staff (Maintenance, Caretaking, Cleaning, Catering and Grounds), the immediate responsibility for Health and Safety for the relevant department lies with the line manager, thereafter, reporting back to the Facilities Manager.

## **Heads of Department/Line Managers and Leaders of (School) Activities**

The Health and Safety duties of Heads of Department/Line Managers/Leaders of Activities, both teaching and support are to:

- Promote high standards of Health and Safety awareness and practice in their areas of responsibility.
- Ensure that safe methods of work exist and are implemented throughout their department.
- Ensure that health and safety regulations, rules, procedures and codes of practice are written and are being applied effectively.
- Ensure that positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- Ensure that all plant, machinery and equipment in the department in which they work is adequately guarded and in safe working order.

- Provide, make readily available and check at appropriate intervals any necessary protective clothing and equipment (PPE).
- Ensure that toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled and if necessary, are noted on the fire risk assessment for the area.
- 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 bring to the notice of their own line manager, any person who consistently fails to consider their own well-being or the health and safety of others.
- Report any health and safety concerns, queries or suggestions to any member of the Health and Safety Committee.
- Ensure that any accidents/incidents or near-misses which occur are reported to the Health and Safety Advisor or to the correct person as advised on the relevant reporting sheet.
- Ensure that the first aid equipment contained within their area is suitable and sufficient for the risks of injury presented by the activities or tasks being undertaken there.
- Ensure that if a contractor is to be brought into the school to undertake work on our behalf, that this is alerted to the Facilities Manager with sufficient notice to enable a full disclosure of work to be undertaken, the areas to be worked on and any risks presented by the work.
- Ensure that new staff receive adequate Health and Safety Induction, in line with the current practice at the school, in addition to the induction provided by the Health and Safety Advisor (if unsure, please contact the Human Resources Department)
- Arrange for their staff to be adequately trained, informed, instructed and supervised, including ensuring that staff have read and understood any risk assessments put in place for their areas of responsibility. It is good practice to evidence this with a staff signature and date on hard copy.
- Provide suitable and sufficient risk assessments for all areas, activities, machinery and tasks under their control, and implement the control measures required by those assessments. In certain departments it may be appropriate for the Head of Department/Line Manager/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:
  - Ensure that the line manager or supervisor is competent to carry out the assessment and
  - Understand that the responsibility for risk assessment completion and control measure(s) still lies with the Head of Department.

Training can be provided by the Health and Safety Advisor if required.

### **Educational Visits Coordinator (EVC), Deputy EVC and Magdalene House EVC**

The EVC, Deputy EVC and Magdalene House EVC are responsible for:

- Supporting the Headmaster in ensuring that visits follow regulations and guidelines, together with the School's relevant policies and procedures.
- Approving educational visits as agreed by the Headmaster.
- Ensuring that staff are adequately prepared to organise and run trips safely.
- Assisting with writing risk assessments and where necessary to arrange appropriate training to ensure appropriate safety measures are in place.

- Ensuring that visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behavioural management to adequately safeguard all party members.
- Ensuring there is an emergency contact for each visit.
- Ensuring that the WGS and MH Educational Visits Policy follows the Critical Incident Policy, wherever relevant.
- Keeping records and monitoring individual visits through the completion of trip evaluation forms, including reports of accidents and “near-misses”, to review in association with the Senior Management Team and Health and Safety Committee.
- Receiving on-going training in order to fulfil their duties.

### **Health and Safety Advisor**

The Health and Safety Advisor is employed by the school as the Competent Person under the Health and Safety at Work etc, Act 1974. The advisor is employed to give advice and assistance to anyone in the school community in order to protect and promote health and safety.

### **Health and Safety Committee**

The Health and Safety Committee is an internal School committee attended by staff members with particular responsibilities for higher risk departments/activities/areas in relation to the school. The Committee minutes are seen by the Governing Body and specifically, the Health and Safety Governor in order to keep them informed of health and safety issues affecting the school on a termly basis.

The principal functions of the Health and Safety Committee are the promotion of the health, safety and welfare of all persons when on School premises and of staff and pupils when engaged upon activities relevant to the School’s purposes, including off-site activities.

The Health and Safety Committee Terms of Reference can be found at T drive/Health and Safety/Staff Resources/Health and Safety Committee.

The membership of the Committee comprises:

- a. Bursar (Chair)
- b. Deputy Head Academic
- c. Deputy Head Pastoral
- d. Senior Deputy Head (Magdalene House and Safeguarding Representative)
- e. HR Manager
- f. Facilities Manager
- g. Head of Science (Upper School and/or Lower School)
- h. Head of DT
- i. Head of Sport
- j. Head of Catering
- k. School Nurse
- l. Representative from Performing Arts
- m. EVC representative
- n. Health and Safety Advisor (Secretary)

## **The Duties of All Members of Staff**

All employees have responsibilities under the Health and Safety at Work, etc. Act 1974.

Employees shall:

- Take reasonable care of their own health and safety and in addition, that of pupils, visitors, other staff or anyone else who may be affected by their acts or omissions
- Cooperate with the school, following any training, procedures, policies or instructions put in place by the school to protect any or all persons.
- Use and take good care of any safety equipment provided.
- Report health and safety defects to the appropriate person, ensuring that the risk cannot continue if at all possible (for example, put a piece of defective equipment out of use)

The School expects all staff to take an active role in promoting and building a positive Health and Safety Culture.

## Arrangements

### Risk Assessments

Risk assessments for each relevant department, area, task, event etc. will be completed, as required, by Heads of Department or delegated deputy (provided that they are trained to do so). Any member of staff who requires assistance with this can contact the Health and Safety Advisor. Training on completing risk assessments (as part of Health and Safety Roles and Responsibility training) is given on a rolling programme to all relevant staff at the school, however, any member of staff can receive the training if felt to be beneficial to them and agreed with their line manager.

As a general rule, risk assessments should be reviewed annually if dealing with pupil specific risks, or every 3/4 years if there have been no significant changes to the task, area or circumstances of the task/area being considered. If there is any doubt, an annual review is undertaken. Wherever appropriate, risk assessment copies are held on the T drive:/Health and Safety/Staff Resources/Risk Assessment/Departmental Risk Assessment.

Please refer to the Risk Assessment Policy held on the T drive:/School Policies for further information.

### Higher Risk Issues

#### Electrical Safety

The Electricity at Work Regulations 1989 are wide ranging and include requirements for both fixed and portable electrical appliances used by staff.

The School ensures that all of its portable electrical appliances for use at school (even if brought in as a 'new' item to School), are portable appliance (PAT) tested before use and thereafter at suitable intervals.

We also ask all staff to visually check ('user check') any portable electrical items before use in order to safeguard their own and other's health and safety, making sure that the equipment is in good working order, with no:

- Loose parts/joints
- Loose wiring
- Scorch marks/very hot plugs etc.
- Cracks or missing parts in the body of the equipment or plug
- Holes or deep scrapes, etc. in the lead.

The School prescribes that staff:

- NEVER use any equipment which they suspect might be faulty or damaged
- NEVER carry out home-made repairs, such as using masking tape over an exposed wire.
- ALWAYS report the equipment to the maintenance department/ Facilities Manager and ensure that the equipment cannot be used in the meantime.

Please refer to the Electrical User Checks Policy held on T drive:/Health and Safety/Staff Resources/Electrical Safety for further information.

## **Manual Handling**

No employee or pupil is to be required to lift or handle anything which in doing so, they believe likely to cause them injury. The School trains all staff in risk assessing manual handling tasks, in order that they can confidently identify which tasks can be safely carried out and which require more planning or assistance. The Health and Safety Advisor can be asked for assistance if required.

## **Working at Height**

No work is to be carried out where any person could fall from any height which could conceivably cause them harm. Where tasks require significant work at height, a risk assessment must be undertaken and all necessary precautions put in place before the work continues. The School trains all relevant staff in work at height, as appropriate to risk.

## **Work Equipment**

Work equipment is defined as any machinery, appliance, apparatus, tool or installation for use at work. The School is required to ensure that work equipment is suitable for use, maintained and inspected to ensure that no parts which could cause danger, are able to. Users of this equipment must therefore receive suitable information, instruction, supervision and training on this equipment (as appropriate to their current knowledge, experience and skill level) from their supervisory member of staff, usually a line manager or organised by the same.

The Facilities Manager is responsible for ensuring that the following systems are tested in line with statutory requirements, except where they are carried out by the individual departments:

- Local exhaust ventilation
- Pressure systems
- Gas appliances
- Lifting equipment

## **Control of Substances Hazardous to Health (CoSHH)**

The School has a duty to control the risks to health for persons working with hazardous substances, such as chemicals, dusts or biological agents. In the majority, these persons will be employees of the School, however, in controlling the exposure to these substances for employees, we also control or eliminate the exposure to others who might be affected such as pupils or visitors to our premises. Heads of Department and leaders of activities have a duty to carry out risk assessments for all tasks/areas within their remit to ensure that staff, pupils or visitors are not put at risk. The CoSHH Policy and Risk Assessment Form can be found on the T drive:/Health and Safety/Staff Resources/Policies.

## **Management of Asbestos**

The School will ensure that the risk to persons at the School from exposure to asbestos is kept to an absolute minimum through implementation of the WGS Asbestos Management Plan (held on T: drive/Health and Safety/Staff Resources/Policies).

This plan designates that the Facilities Manager is the appointed person for asbestos, and he is deemed competent to coordinate and manage the survey and planning processes on behalf of the School and report progress.

The Facilities Manager will ensure that maintenance staff and contractors are informed as appropriate concerning the presence of asbestos containing materials and safety arrangements/changes to normal arrangements which will be required whilst any works are carried out.

All Contractors appointed by the School will be briefed fully on any possible asbestos containing materials (ACM's) in the area of work or which might be disturbed through the work being carried out. All contractors who then bring in additional staff at a later time will ensure that their staff are informed of the same and where necessary, taken to the Facilities Manager or other appropriate staff member for information.

The Facilities Manager ensures that all asbestos identification surveys and plans are documented, held with the Asbestos Registers and are kept up to date. There are 3 copies of the Asbestos Register and these are held with the Facilities Manager, in the Grounds and Maintenance shed and at Pupil Services reception. The Facilities Manager also ensures, that in line with Governors' requirements, that wherever possible, asbestos is removed from the School rather than left in place and managed.

## **Lone Working**

If a member of staff wishes to work after the normal school closure time (7pm) when there is no function, they must arrange to do so in advance with the Caretaker, who will lock the rest of the school. The caretaker must be informed again when the staff member is ready to leave the School. Staff are able to log onto the School system remotely in order to avoid late working on the School premises alone. Teaching staff also have access to the Senior Common Room, using their own key, provided the Magdalene House archway and side gates are open. This is a secure area and staff are asked to ensure the door remains locked whilst on the premises and upon leaving. Please refer to the Lone Working Policy for more information, found on T drive:/Health and Safety/Staff Resources/Policies.

## **Work Pressures and Stress**

Staff are advised to speak to their Line Manager if they believe they may be suffering from Stress and are having difficulty dealing with work pressures. The HR Manager will work through a variety of stress related issues to support staff and help to reduce the pressure felt. For example, the following items would usually be looked at:

- task prioritisation,
- working practices and planning,
- taking 'down time' and encouraging work-life balance (including use of mobile devices)
- annual leave being taken,
- reviewing workloads/staffing to enable more carefully planned work,
- challenging aspects of their role,
- management skills,

- confrontation styles and bullying ( please refer to Equal Opportunities and Diversity Policy on the T: drive/School Policies/Employee Handbook)
- skills analysis in relation to the post held,
- training,
- career planning,
- job enrichment and review,
- communication and consultation,
- workstation assessment (with assistance from H&S Advisor)

The Work Pressure and Stress Policy can be found on the T drive:/Health and Safety/Staff Resources/Policies. All HR Policies can be found on the T drive:/School Policies/Employee Handbook.

### **New and Expectant Mothers**

New and expectant mothers, and/or their unborn child(ren) may be at an increased risk from the effects of certain working conditions, or the use of physical, chemical or biological agents. The School assesses the working conditions of our pregnant staff (providing that we are notified) at approximately 16 and 30 weeks into the pregnancy. These assessments are carried out by the HR Assistant with the employee concerned and the Health and Safety Advisor can be asked for advice and assistance with this if required.

### **Display Screen Equipment**

The Display Screen Equipment (or DSE) Regulations protect the health, safety and welfare of employees who must use computers for a significant part of their everyday working life. The regulations apply where there are employees who 'habitually use display screen equipment as a significant part of their normal work'. These employees are known as display screen 'users'.

All staff to whom this applies carry out an assessment of their workstation either upon joining the School or as part of a wholesale relevant staff review to ensure that they are sitting and working correctly. Where staff are having problems with making suitable changes, or have new or existing health concerns, they can also ask the Health and Safety Advisor to advise and if necessary, conduct an additional assessment. Staff are also advised to conduct a new assessment whenever their workstation set up changes or they move within the school and/or where they have any concerns regarding their comfort at the display screen.

All users are entitled to request an eye and eyesight test which the School will pay for. If the test shows that glasses are required specifically for display screen work, the school will pay for a basic pair of frames and lenses (although staff are expected to pay any added cost over and above the most basic pair) In every instance where payment of glasses is requested by employee/optician, the school will contact the optician to discuss further. If an employee's regular pair of glasses are suitable for display screen work the School will not cover the cost of them nor contribute towards them.

Users are entitled to further tests at regular intervals after the first test, and in between if experiencing visual difficulties which may reasonably be considered to be caused by display screen work undertaken on behalf of the School. For more information please refer to the Health and Safety in Connection to Computers document which can be found on the T drive:/Health and Safety/ Staff Resources/Policies.

## Accidents

It is essential that the School is informed of all accidents, incidents and near-misses which occur either on the School site or off-site but during a School activity or event, such as an 'away' sporting fixture. By gathering this information, we not only meet our legal health and safety requirements, but also ensure that we are kept informed of any trends in our accidents/incidents or near-misses. By noting these, we are then in a better position to amend our current practice and reduce the likelihood of them occurring again in the future. This information is presented to the Health and Safety Committee termly in the form of statistics and charts.

### Accident/Incident Record Form

Should First Aid need to be administered following an accident or incident, the School has an Accident/Incident Record form which is used for all adverse events which result in any significant personal injury or in damage to property. This form should always be used if dealing with any injuries or near-misses to pupils, employees, visitors, visiting pupils, parents or contractors. The staff member in charge of the event, person, area, class etc. is responsible for ensuring that the accident/incident is reported, either by themselves or by another staff member. More information on First Aid can be found in the First Aid Policy, which is found on the T drive:/School Policies/Public Policies.

### Near-Miss or Minor Injury Record Forms

There are also two Near-Miss or Minor Injury Record forms, one for the Senior and one for the Prep School, which are used for all occurrences involving our employees or pupils, which either:

- a. Did not result in any personal or property damage, but could have done or
- b. Did result in very minor or superficial injury or harm.

To clarify, a non-significant injury may be reported as a near-miss if very minor, such as a superficial bruise, bump, burn, cut or graze. These injuries will be subjective to the reporter and person injured however and hence if in doubt please report on an Accident/Incident Record. If there is a chance that the injury might develop into a larger problem (e.g. such as an infected cut) please report on an Accident/Incident Record.

- Completed Near Miss forms in Magdalene House should be filed in the Accident File in the Staff Room.
- Completed Near Miss forms in the Senior School should be handed to the Human Resources Assistant (employees) or the Health and Safety Advisor (senior pupils/visitors)
- Completed accident/incident forms should be handed to the Human Resources Assistant (employees) or the Bursar (pupils, visitors) or the Facilities Manager (Contractors)

If an injury renders a person unable to complete a form, a witness or someone who is able to enter an account of the accident/incident should make the entry. The person's account must be entered as soon as possible after the event. Any incident involving an emergency must be reported to a member of the senior management team immediately.

### Staff Absence from Work Following an Accident/Incident

Where accident/incident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident/incident at work must keep the school informed of their progress, up to and including a return to normal duties.

If the incident results in over seven consecutive days of incapacity for work it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) within 10 -15 days, depending upon the reason for report. This process will be carried out by the Bursar, Health and Safety Advisor or a member of the Senior Management Team.

Should there be a major incident at the school which may or may not have resulted in injury, or should any of the accidents/incidents/near misses warrant an investigation, this will be carried out by or with the assistance of the Health and Safety Advisor.

The school must keep records of any developments to the injured person's health, up to and including a return to normal duties. The Human Resources Department must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

### **Accidents/incidents Involving Visitors/Contractors**

Any non-employee who is involved in an accident/incident or near-miss incident whilst on the school's premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that the school's procedure is adhered to.

Visitors and contractors who are unable to enter their own account on the form must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

### **Accidents/Incidents Involving Members of the Public or Visiting School pupils**

If an injury occurs to a member of the public on the school's premises that results in their removal from site for hospital treatment (not just examination/diagnostic checks), this may be notifiable under the RIDDOR Regulations 2013 if it is deemed to have 'arisen out of or is in connection with work'. This judgement relates to whether the responsible person at the school (e.g. H&S Advisor or Head Sports Coach) believe that the incident was caused by a failure in:

- the way a 'work activity' was organised (e.g. inadequate training on safe tackling);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

### **Accident Investigation**

An internal investigation will be undertaken when any significant accident, incident, ill health, near miss or dangerous occurrence occurs on the school's premises during the course of any work or teaching activity. In the event that the enforcing authority wishes to carry out an investigation, the School will strive to meet all of its legal responsibilities when co-operating with the investigating inspector.

Accident or incident investigation is not a means of determining fault or apportioning blame.

The purpose of the investigation is:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident

- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that where required, effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

This policy will apply to all accidents or incidents involving pupils, employees, visitors, members of the public and contractors. The school will co-operate with employers of contractors who may be involved in any accident or incident.

In most cases involving staff/visitors/contractors, the accident/incident investigation will be carried out by the Health and Safety Advisor, alongside the HR Manager if considered appropriate. For accidents/incidents involving pupils, this role may be carried out by an appropriate member of the teaching staff, with assistance from the Health and Safety Advisor as necessary.

## Fire Arrangements

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm will be raised immediately. This should be the first action taken on discovery of any fire, however small.

All employees are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. The organisation will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

Responsibility for summoning the fire brigade is outlined in the Fire Safety Policy, held on the T drive:/School Policies/Public Policies. The persons responsible are the Facilities Manager, Deputy Head Academic or Headmaster. In the event of none of these persons being available, all staff are able and empowered to call the fire brigade should it be believed to be necessary.

The organisation does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so and if the staff member concerned is confident in their ability to correctly use a fire extinguisher and to be able to extinguish the fire. Guidance on this will be included in staff Fire Awareness Safety training.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points, which are on the hard-standing tennis courts.

Re-entry of the building is strictly prohibited until either:

- a. The fire brigade officer has given the all clear (if applicable) or
- b. The Deputy Head Academic or other senior staff member has given the instruction for all to be dismissed, after consultation with the Facilities representative on site.

Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

The master fire alarm panel, showing the location of all alarm call points, is physically located in the North Brink Reception Lobby with a secondary panel in the Senior School Common Room lobby. A repeat panel is located in the Maintenance Shed. Staff are not given advance warning of fire

practices, unless crucial to the operation of their department (e.g. catering, F&N and science). If the fire alarm goes off for any other reason, Emergency Services are contacted automatically.

Employees should report any concerns regarding fire procedures so that the School can investigate and take remedial action if necessary.

## **Fire Prevention and Protection**

The school will, in consultation with employees and their representatives:

- Ensure that any persons who might have difficulty hearing the alarm, reacting to the alarm or moving to exit the building are given necessary consideration and assistance, as long as their disability is made known to the school. Please refer to the Personal Emergency Evacuation Plan, held on T drive:/Health and Safety/Staff Resources/Policies.
- Appoint persons to be responsible for specific procedures with regards to fire including:
  - the person responsible for summoning the fire brigade
  - those responsible for carrying out roll calls or supervising evacuation assembly points
  - fire incident controllers responsible for liaising with the fire brigade on arrival
  - those responsible for inspecting the means of escape
  - those responsible for regularly staging fire evacuation drills
  - those responsible for test and inspect fire-fighting equipment and fire warning systems
- Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities

## **Fire procedures**

In the event of discovering a fire, all staff should:

- Activate the nearest and/or safest fire alarm
- Only attempt to extinguish a fire if it is safe to do so, if you are confident that you can use the correct extinguisher in the correct way, if you are confident that it will extinguish the fire or you must use it in order to exit the building to safety
- Leave the building quickly and calmly and report to the assembly point.

Our policy for the security and workplace safety at Wisbech Grammar School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

## **Access to School Premises**

### **Unauthorised Visitors**

The School campus covers a significant area of land within Wisbech with its buildings and grounds, and as such we need to be particularly conscious of the associated security and safety issues in order to safeguard our pupils, staff, local community and School. Please refer to the Security Policy held on T: drive/Health and Safety/Staff Resources/Policies.

Unauthorised visitors, for the purposes of this document, include any person/s on the School grounds who do not have permission to be in that particular area. This could therefore include members of the public, authorised visitors/contractors who stray from the guided path and also

pupils of the School in areas where they are not authorised to be. This section also forms part of our wider procedures for Safeguarding, Health and Safety and Security.

## **Trespass and Access onto our Grounds**

The School borders on to residential and openly accessible areas on many sides and as such we may have varying degrees of 'undesirable' behaviours ranging from occasional trespass through to criminal acts such as property damage, theft or assault. Due to the range of such behaviours we endeavour to deal appropriately with each one depending upon the circumstance. For example, where the access is for a small number of local children to play a short lived, one off, safely played sports game we might endeavour to turn a blind eye until the activity is finished, advising them politely that the grounds are private. If this then becomes a regular event however, we will take action to prevent it from happening or, if appropriate to the group/circumstance, endeavour to enable the access on a more formal basis. Wherever possible we will support our local community and share our grounds responsibly.

As the controllers of our buildings and grounds, Wisbech Grammar School has to meet the requirements of the Occupiers Liability Act 1984. This means that we must use all reasonable measures to ensure that users and visitors, both invited and uninvited, are not put at risk from entry onto our grounds or into our buildings. This means that if we have areas where persons could be at risk of harm, we need to take precautions to reduce or remove the risk. We would for instance, fence off an area which poses a threat to young children. This duty is more pronounced however where there is a history of unauthorised access and hence if we do have regular unauthorised visitors to the site, we need to take extra care.

## **Security Lights**

We use security lights to protect the outside of our buildings. They are fitted around the site.

## **Preventing Access to our Buildings**

Unauthorised visitors may also attempt to enter our grounds or buildings. All of our buildings have either a security pad entry system (code changed on a regular basis) or are locked when not occupied. This protects our property, authorised occupants and also unauthorised visitors, such as children; most especially in relation to areas which could pose harm to them should they be able to enter, such as D&T, maintenance sheds, plants rooms, store rooms and science laboratories.

The School also uses a security firm at key day and night times to ensure that unauthorised access and criminal behaviour such as vandalism and theft is discouraged.

Our caretaking staff are also on duty between 6.45am and 7.30pm on weekdays (unless there are later running events) and at core times during the weekends to ensure that there is an additional presence on site.

## **Challenging Unauthorised Visitors**

Members of staff are encouraged to challenge strangers on the main campus who are not wearing a visitor's badge, or who they believe should not be in the area. Staff should **not** however challenge any person who they believe may cause them personal harm. In this case, staff should call for assistance from Security (if nearby) or the police if necessary.

As our School is on a relatively open campus, there may be occasions where legitimate visitors are challenged, for instance, parents dropping off children to Magdalene House. In this circumstance,

the challenging staff member should apologise but explain that we take security very seriously because of our pupil safety.

## **Cold Callers**

Cold callers, especially salespeople who call at Pupil Services Reception, should be invited to leave a business card and/or literature, but should not be allowed into the premises or be given any names or locations of personnel.

## **Visitors and Contractors**

All visitors and contractors are required to sign in at our Pupil Services Reception, where they are issued with a visitors' badge, which should be worn at all times that they are on school property. They are shown the school's emergency evacuation notice (see our policy on fire safety) and the way to the assembly point. Some of these persons may also be required to provide additional identification and undergo additional checks, in order to meet our Safeguarding requirements. Please refer to the Suitability of Staff Protocol, which can be found on the T: drive/School Policies/Employee Handbook. Visitors should normally wait in the Crush Hall until they are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out (and return their badges) on leaving.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Contractors are usually dealt with via the Facilities Manager as part of additional works at the school. In all cases where there may be work which involves disturbing the fabric of the building, the contractor is shown the Asbestos Register for the school and the work discussed in advance in order to ensure that a safe system of work is in place.

The main contact person from the school will take reasonable steps to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in a safe manner, taking advice from the Health and Safety Advisor or Facilities Manager wherever necessary.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they comply with all safety directives of the Governors and that they will not take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees and other affected by their working practices under the provisions of the Health and Safety at Work, etc. Act 1974.

## **Disabled Visitors**

We ask that visitors to Wisbech Grammar School who are disabled let us know in advance if they require any special arrangements, including for safe evacuation in the event of a fire. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our historic buildings on a scattered site. We are progressively introducing facilities for wheelchair users. We already have several lifts and ramps, but do not yet have total coverage of the site. We have disabled parking on site.

## **Parking Facilities and Deliveries**

There are clear signs directing visitors to our visitors' car park and delivery lorries are advised where to deliver to, depending upon the nature of the goods they are carrying

There are warning signs on the School campus restricting speed to 5mph, and speed humps in addition.

We require all larger delivery lorries to be fitted with audible reversing alarms, and our Head of Catering has instructed our regular suppliers to avoid between 8am and 9am for all food deliveries, as these have to be taken to Skelton Hall, within the main campus. Our other deliverers have also been advised to avoid key times during the School day. The School has completed a specific risk assessment to cover deliveries to the school and these can be found on the T drive:/Health and Safety/Staff Resources/Risk Assessment/ Departmental Risk Assessments/Events, Buildings or Areas.

## **Pupil Services Reception**

The Pupil Services Reception is located behind a secure, access coded door and is manned between 7.45am and 5.30pm during weekdays in term-time. During holiday periods the Reception may not be manned, however there is a phone located just outside the access door and this will then call a number of persons within the School to alert them to a visitor.

## **Adverse Weather or events requiring suspension of normal school routine**

The School has a Suspension of Normal School Routine policy (T drive:/School Policies/Curriculum and Exam) which is implemented in the event of adverse weather conditions. The policy is in place to ensure that wherever possible, parents, pupils and staff are not put at risk by making unnecessary journeys in adverse weather conditions and is also used to communicate effectively with parents and staff with regards to the same.

## **Monitoring our Health and Safety Performance**

Monitoring our health and safety performance is an essential part of our health and safety strategy and ensures that our written policy and procedures for health and safety meets the reality. We monitor our own health and safety performance in a variety of ways.

### **Reactive Monitoring and Active Monitoring**

Reactive monitoring is the process of investigation into things that have gone wrong and involves learning from mistakes or failures; in essence, troubleshooting. These mistakes may have resulted in injuries and illness, property damage or near misses. Some examples of reactive monitoring carried out at the School are shown below.

- Accident, incident and near miss investigation and trend analysis
- Ill health/sickness absence levels and Return to Work Reports
- Health and Safety Committee Meeting reports

Active monitoring aims to avoid failures and help to improve health and safety performance by looking at the operations, systems, equipment and people to identify and then correct faults or failings or to ensure that there are no faults or failings in the first instance.

Active monitoring gives the school feedback on its performance without the need for an accident, incident or case of ill health. It allows us to measure successes rather than merely to respond to recorded failures. Some examples of active monitoring are shown below.

- Routine inspections of premises, areas and equipment.
- Routine inspections and reviews of risk assessments in relation to the activity or area they relate to; checking that any control measures are appropriate and are effective in avoiding or reducing the risk.
- Health and Safety Auditing.
- Planned function tests for certain pieces of equipment (usually part of a planned preventative maintenance regime).