

## POWNALL HALL SCHOOL

*‘Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise their academic, sporting, musical and creative potential. The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.’*

### F 3 & 13 WELFARE, HEALTH AND SAFETY POLICY

***This is a whole school policy; it refers to and includes EYFS, after school care and holiday clubs held on our premises. Please see page 7 for EYFS.***

*This policy has been written with reference to DfE Advice ‘Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies’, ISI Regulatory Standards for Independent Schools (0916), the Statutory Framework for the Early Years Foundation Stage (2012), the Health and Safety at Work Act 2004 and associated regulations.*

#### **Introduction**

ISI, Ofsted and EYFS standards place a requirement on independent day schools and EYFS providers to make suitable provision for the welfare, health and safety of pupils, staff (including temporary staff and contractors), Governors, volunteers and visitors. All employers are required by law (see references) to:

- Provide a written welfare, health and safety policy (if they employ five or more people).
- Assess the risks to employees and to pupils, Governors, contractors and visitors who could be affected by their activities.
- Organise, plan, monitor and review preventative and protective measures.
- Obtain access to competent welfare, health and safety advice.
- Consult their employees about the risks at work and the organisation’s preventative and protective measures.

There is a range of sanctions for failure to adhere to the requirements of the law, including, imprisonment and substantial fines under the Corporate Manslaughter and Corporate Homicide Act 2007, when a management’s negligence has resulted in death. School Governors, who are deemed to be the “employers” of independent schools, therefore have every incentive to promote an active welfare, health and safety culture. Governors of independent schools need to take their responsibilities very seriously indeed, particularly if their school is unincorporated, when they potentially carry personal liability.

#### **Part 1 GENERAL STATEMENT OF WELFARE, HEALTH AND SAFETY BY THE CHAIR OF GOVERNORS**

As Governors of Pownall Hall School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and supportive, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare, health and safety of all in our community so that effective learning can take place.

The school will adopt good safety and welfare practices, including:

- the safe use, storage, handling and transportation of articles and substances, including hazardous ones.
- the provision of adequate information, instruction, training and supervision for pupils, employees including temporary employees, contractors and volunteers.
- the provision of safe machinery and equipment regularly maintained, including safety devices and protective clothing when appropriate.
- the provision of adequate and suitable facilities and arrangements for the welfare of pupils and employees.
- the provision of a safe healthy school and place of work, including security, access and egress from the premises.
- the consideration of everyone who uses the site in and out of school hours.
- the regular safety audits and monitoring and review of our policies

We fulfil our responsibility as Governors of Pownall Hall School by appointing Mrs S Levy as the Governor with responsibility for overseeing welfare, health and safety in the school and by reading and questioning, where appropriate, all the necessary associated policies that are presented for our approval.

Day to day responsibility for the operation of welfare, health and safety at the school is vested with the Headmaster who has nominated the Deputy Head as Welfare, Health and Safety Officer (WHSO) for the school, assisted by the Bursar. As Governors, we have specified that that the school should adopt the following framework for managing welfare, health and safety:

- that the Governor overseeing welfare, health and safety attends the termly meetings of the school's Welfare, Health and Safety Committee and receives copies of all the paperwork.
- that a report on welfare, health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is presented annually to Governors for information and approval.
- that the minutes of the Committee's discussion on welfare, health and safety are tabled at the second meeting of the full Governing Body in each term, together with any other issues on welfare, health and safety that the Committee Chairman wishes to bring to the Governors' attention.
- that the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals. All such reports are considered by the Finance and Management Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- that the school's adherence to welfare, 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 hygiene training for food handlers; for the hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular deep cleaning and pest control services. The Bursar reports on all these aspects to the Welfare, Health and Safety Committee.
- that the school has a fire risk assessment, carried out by a competent person, which is updated every three years or more frequently if significant changes are made to the site. The Welfare, Health and Safety Committee should review this risk assessment every time it is amended.
- that all internal working areas have adequate heating, lighting and ventilation, in accordance with current School Premises Regulations.

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 cooperating with the Headmaster, the WHSO and the Bursar in order to enable the Governors to comply with welfare, health and safety duties. In order to fulfil their responsibilities employees must:

- obey all safety rules and procedures, including the use of protective devices and the wearing of protective and safe clothing.
- report promptly to the Bursar, who will inform the WHSO, all hazards, potential hazards and defects in equipment as well as any shortcomings in the school's systems or procedures.
- exercise awareness, alertness, diligence, self control and common sense whilst at work.

Employees should be in no doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's Welfare, Health and Safety Policy.

## **Part 2 STATEMENT BY THE HEADMASTER: ORGANISATION FOR WELFARE, HEALTH & SAFETY**

Mrs Eileen MacAulay, the Chair of Governors of Pownall Hall School, has delegated day to day responsibility for organising welfare, health and safety to me, its Headmaster. That role gives me the responsibility for ensuring compliance with the school's Welfare, Health and Safety Policy. This document consists of three parts: the General Statement by the Chair of Governors, this description of the Organisation for welfare, health and safety and, lastly, detailed arrangements for welfare, health and safety.

Every member of staff is responsible for ensuring the welfare, health and safety of staff, pupils and others (especially: visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).

I have delegated some of my duties to other members of staff; but ultimate responsibility for welfare, health and safety, for which I am answerable to the Chair of Governors, rests with me. The areas where my duties have been delegated are:

### **Safety and Security and Visitors**

Ensuring that all visitors book in at Reception and wear visitors' badges – the School Office Manager  
Visitors are also informed of any relevant health and safety and safeguarding information in a booklet given to them.

Contractors will be made aware in more detail of the health and safety requirements within the school.

### **Vehicles**

Car parking on site and vehicles on site – the Bursar

School Minibus/ Coach arrangements (including notifying parents of delays) – the teacher in charge of taking children off site

### **Accidents**

Maintaining an accident book and reporting notifiable accidents to RIDDOR – the School Office Manager, who is also responsible for keeping statistics of accidents and preparing summary reports for the Welfare, Health and Safety Committee.

Escorting pupils to hospital – available staff

Checking that all first aid boxes and eye washes are replenished and in good order - the staff with First Aid Qualifications and a representative of each area of the school, who will report to the School Office Manager if replenishment is required

### **Fire Prevention**

Keeping fire routes and exits clear - the Bursar, who in turn has delegated day to day management to the Estate Manager

Electrical Safety Testing - all the buildings at Pownall Hall School have current electrical installation certificates – the Bursar

Regular portable appliance testing – the Bursar

Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Bursar and Estate Manager

Lightning protection is in place for all buildings – specialist contractor

All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.

Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Estate Manager

Switching off all kitchen equipment at the end of service – the Catering Manager

Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the member of staff who last used the equipment

Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – the person using such materials

### **Water, Drainage etc**

The Bursar and the Estate Manager are responsible for ensuring that drains, gutters etc are kept unblocked and checking that all drain runs are clear (using external contractors if necessary).

### **Risk Assessments**

The welfare of staff and pupils at the school is the first priority of Pownall Hall School. A common-sense and proportionate approach is taken to risk assessment. Written risk assessments are reviewed annually for those aspects of school life which involve a significant level of risk; the Bursar oversees and collates these written risk assessments and reports to the Welfare, Health & Safety Committee on these.

Written risk assessments are maintained by:

- Fire safety – the school's Fire Officer
- All rooms, corridors and exits- the Deputy Head and Bursar

- Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) – the Catering Manager and the Bursar
- Grounds maintenance - the Bursar and maintenance team
- Slips and trips – the Bursar
- Manual handling – the Bursar
- On-site vehicle movements – the Bursar
- Selecting and managing contractors – the Bursar
- Managing work-related stress – the Deputy Head
- Asbestos Register- the Bursar
- External advisors for WH&S and Fire Risk - Hettle Andrews

Written risk assessments are maintained for by the person indicated teaching in the following areas:

- EYFS – the EYFS Co-ordinator
- Science (including COSHH and flammable materials) – Science teacher
- Physical Education/Sports and Games (including swimming) – PE teacher
- Art and Design Technology (including COSHH and flammable materials) – Art teacher
- All visits and trips – teacher in charge who reports to the Deputy Head

All members of staff are responsible for taking reasonable care of their own safety, that of pupils and visitors and assessment of risk is an integral part of this duty.

### **Training**

All necessary training will be give to staff and -

Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – the Headmaster
- Science-related welfare, health and safety training – the Science teacher
- Design and Technology related training – Art/ D&T teacher
- Welfare, health and safety training for the Catering and Cleaning staff – the Catering Manager
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures - the Bursar/ Fire Safety Officer
- Inducting new staff in welfare, health and safety – the Deputy Head/Induction mentor
- Identifying specific welfare, health and safety training needs of staff – all Heads of Department
- First aid training- the School Office Manager (and the Bursar).

### **External Advisors for Welfare, Health and Safety**

At Pownall Hall School, we use external consultants to advise on matters of welfare, health and safety within the School.

- Engineers monitor and service the school’s plant, equipment, including boilers, annually.
- The school’s adherence to welfare, health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:
  - A hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
  - Hygiene training for food handlers.
  - The deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas where necessary.
  - Appropriate pest control measures to be in place.

- 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.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. 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 RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All domestic boilers are serviced annually
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested by a specialist contractor.

### **Welfare, Health and Safety Officer (WHSO)**

The Deputy Head and Bursar are the WHSOs,, and they are responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to welfare, health and safety. They also co-ordinate the advice given by specialist safety advisors and produce action plans. They have overall responsibility for monitoring welfare, health and safety within the school and for reporting any breaches to me. They are responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

### **School Welfare, Health and Safety Committee**

The school's Welfare, Health and Safety Committee meets once a term under the chairmanship of the Bursar and Deputy Head (WHSO). The Governor representative who is responsible for overseeing welfare, health and safety, attends these meetings.

The committee considers the following:

- Matters concerning welfare, health and safety changes in regulations.
- Fire Safety Procedures, fire risk assessments, fire drills and log
- Accident update, statistics, near misses
- Educational visits, evaluations, proposals, risk assessments
- Health and safety checks, risk assessments
- Training report
- Reports from specialist areas, including estates, PE, science, EYFS, theatre and catering
- Policy review as necessary

## **Part 3 SPECIFIC ARRANGEMENTS FOR WELFARE, HEALTH AND SAFETY**

### **Training and Induction of Staff**

Pownall Hall School will ensure that welfare, health and safety training forms part of the process of inducting new staff into their responsibilities. The training will need to be tailored to the requirements of the individual's role and include manual handling. Existing members of staff are required to update their training in accordance with regulations. Several members of staff in the Early Years Foundation Stage (EYFS) hold a paediatric First Aid qualification. (See Educational Visits policies 4a and 4b) Records of training are available and kept on staff files.

Staff are trained regularly using EDUCARE and Hettle Andrews training systems. Included are modules on Health and Safety, Fire, Lifting in the workplace. If staff work in areas where specialist equipment is needed, training will be given.

## **Areas of Risk**

The following areas of significant risk have been identified. Pupils are not allowed unsupervised access to these areas and arrangements have been made to minimise risk:

- Science: the Science teacher maintains risk assessments for certain experiments and is responsible for the safe use and storage of equipment and materials. COSHH assessments are maintained on the use and safe storage of all chemicals.
- Art and Design and Technology: the teacher maintains risk assessments for all activities and COSHH assessments for the use and safe storage of oil based paint and other flammables, as well as the use of all equipment.
- Catering Department: the Catering Manager maintains risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures for use of chemicals and other products. Records of staff training are kept.
- Maintenance, Caretaking and Cleaning areas: risk assessments are maintained for all activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility
- Anti-Bullying
- Behaviour Management, Discipline and Sanctions
- Catering and Food Hygiene
- Child Protection
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Disability
- Educational visits
- Educational Visits for EYFS
- First Aid
- Fire safety, procedures and risk assessment
- Manual handling
- Medical Questionnaire for parents re pupils
- Minibus use
- Security, including workplace safety and lone working
- Special Education Needs (SEN) and Learning Difficulties
- Stress Management

## **Consultation with staff**

Staff are invited to share any concerns which they may have relating to Welfare, Health & Safety at the weekly staff briefing. They are informed of any changes to school policy and government legislation.

## **Dealing with Health and Safety emergencies - procedures and contacts**

For Fire see 7a Fire Safety and Procedures Policy

For Educational Visits see 4a Educational Visits Policy  
All other incidents see Critical Incident Management Policy

## **EYFS**

**The named person for EYFS is the EYFS Co-ordinator, Mrs. Beryl Spence.**

**The whole school policy applies to the EYFS, after school care and holiday clubs held on our premises with the following additions:**

- the school operates and implements a firm No Smoking policy in accordance with the Public Health (England) Smoke Free Regulations 2007. This applies to all internal and enclosed outdoor play areas and the minibus.
- staffing ratios are in accordance with Statutory Regulations for Independent Schools.
- at least one adult in EYFS has a paediatric First Aid qualification, which has been gained on a full course of a minimum duration of twelve hours.
- the school ensures that adults looking after EYFS children or having unsupervised access to them are suitable to do so.
- the school will promote the good health of the children and take the necessary steps to prevent the spread of infection and take appropriate action when they are ill.
- the children's behaviour will be managed effectively in a manner appropriate to the ages and needs of the children in EYFS.
- indoor and outdoor spaces, furniture, equipment and toys are safe and suitable for purpose.
- there will be no corporal punishment or threat of corporal punishment used in Pownall Hall School at any time.

## **Monitoring and Review**

This policy, accompanying statements and appendices will be monitored and reviewed by the Welfare, Health and Safety Committee, the Headmaster and Governors and will be reviewed annually.

**Approved**

**Date: November 2016**

***Signed: Mrs Eileen MacAulay***

***November 2016***

**Review Date: November 2017**

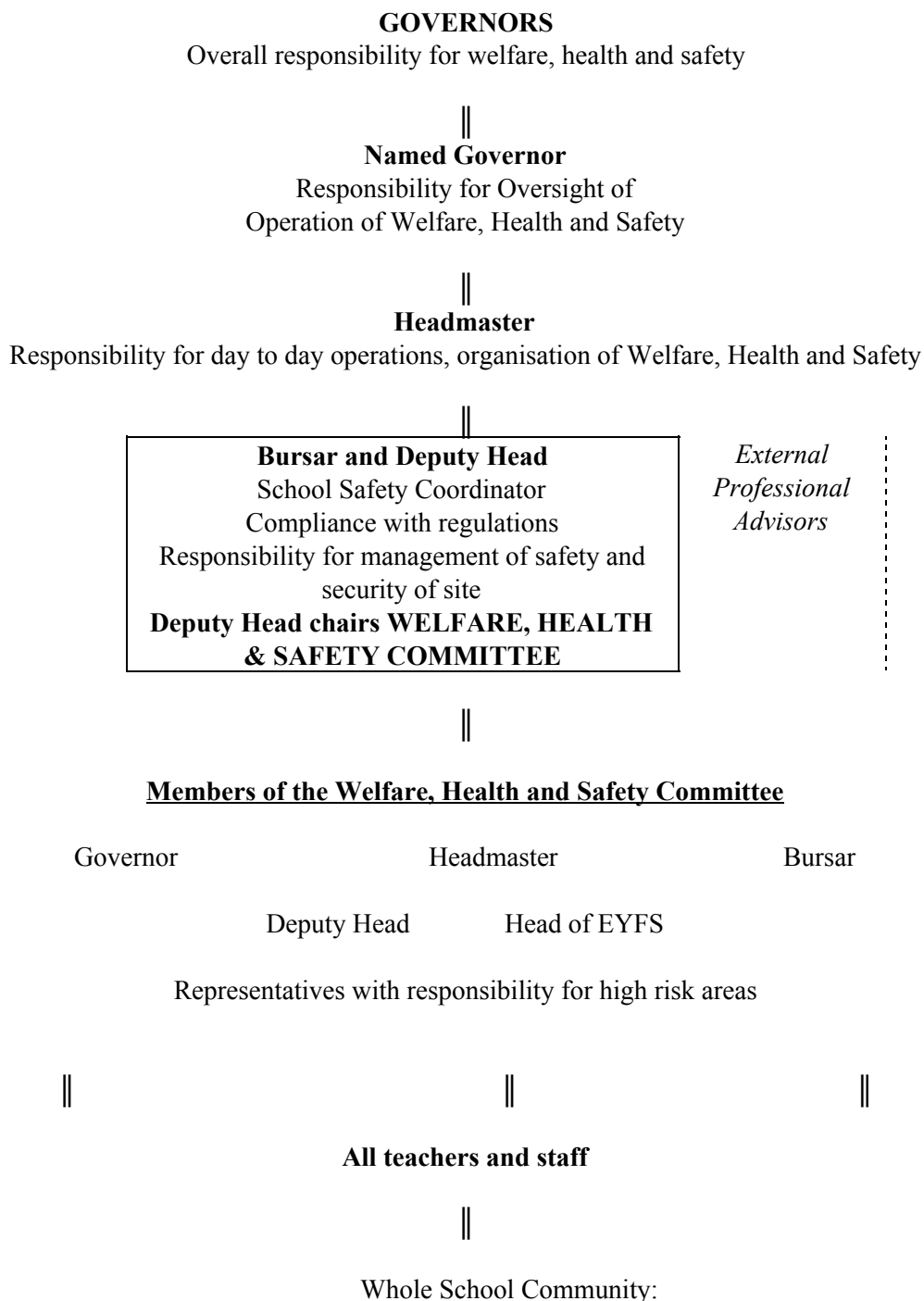


## References:

- A: “Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies” (DfE Advice 2011) ([www.education.gov.uk](http://www.education.gov.uk))
- B. The Handbook for the Inspection of Independent Schools: The Regulatory Requirements, September 2016 ([www.isi.net](http://www.isi.net)).
- C. The Statutory Framework for the Early Years Foundation Stage DfE 2012 ([www.education.gov.uk](http://www.education.gov.uk))
- D. “Responsibility for the Management of Welfare, health and safety in Schools” Section G of the ISBA Model Staff Handbook, by Rickerbys Solicitors LLP of March 2009, ([www.rickerbys.com](http://www.rickerbys.com)).
- E. “Welfare, health and safety and Welfare at Work,” Chapter N of the Bursars’ Guide by Pinsent Masons LLP of 2009 ([www.pinsentmasons.com](http://www.pinsentmasons.com)).
- F. “Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences,” HSE Leaflet of 2003, ([www.hse.gov.uk](http://www.hse.gov.uk)).
- G. “Leading Welfare, health and safety at Work,” a joint IOD/HSE Guidance Document, ([www.hse.gov.uk](http://www.hse.gov.uk)). Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- H. Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors, September 2009 ([www.isi.net](http://www.isi.net))
- I. “Welfare, health and safety for Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163)” British Standards Institute Guidance ([www.bsi-global.com](http://www.bsi-global.com))

APPENDIX TO PART 2

**DIAGRAM SHOWING THE ORGANISATION FOR WELFARE, HEALTH AND SAFETY**



Pupils, Governors, Visitors, Volunteers.  
Contractors working on site.