

# POLICY

## Wirral Grammar School for Boys



<b>Policy</b>	Health & Safety Policy
<b>Responsible Manager</b>	School Business Manager – Rachel Murphy
<b>Approval Date</b>	December 2024
<b>Review Date</b>	December 2025
<b>Approved by</b>	Full Governing Body

Wirral Grammar School recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continual improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

### Scope

This policy applies to all visitors, contractors, employees of and cover staff working on behalf of Wirral Grammar School for Boys.

### Policy

#### 1.0 INTRODUCTION

1.2 In order to achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

# POLICY

## *Wirral Grammar School for Boys*



### **2.0 THE GOVERNING BODY**

2.1 The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) The Headteacher is aware of his health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

2.2 A designated Governor with specific health and safety responsibility liaises closely with the school's senior management team and shall participate in scheduled inspections.

### **3.0 HEADTEACHER**

3.1 Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and effectively communicated to all relevant persons and that proper resources are made available in order to achieve this.

- a) He will plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) He provides the final authority on matters concerning health and safety at work.
- c) The Headteacher will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
- d) He delegates specific responsibility for the day-to-day management of safety arrangements to the School Business Manager

3.2 The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Accidents are investigated and any remedial actions required are taken or requested.
- f) A report to the Governing Body on the health and safety performance of the school is completed annually.
- g) The Headteacher shall also ensure that suitable arrangements are in place to ensure
  - Risk assessments of the premises and working practices to be undertaken.
  - Safe systems of work are in place as identified by risk assessments.
  - Emergency procedures are in place.
  - Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
  - Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

# POLICY

## *Wirral Grammar School for Boys*



- Inspection of the premises and monitoring of performance.
- The activities of contractors are adequately monitored and controlled.

**Note:** The Senior Deputy Headteacher shall be fully understanding of the above responsibilities, and with the School Business Manager and Senior Leadership Team, effectively support the Headteacher and provide the necessary leadership in his absence.

### **4.0 SCHOOL BUSINESSS MANAGER**

4.1 The School Business Manager is responsible for:

- Working in conjunction with the school's Health & Safety consultant advising the Headteacher on health and safety policy.
- Acting for and on behalf of the Headteacher, ensuring the policy is implemented and is clearly communicated to all relevant persons.
- With the Headteacher and Heads of Departments ensuring that emergency procedures are in place.
- The control of health, safety and welfare related costs within the school
- The sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- The engagement of external competency for health, safety and welfare matters to support the school's organisation and arrangements for health and safety.
- Ensuring that monitoring of the premises and associated services, systems, and equipment, including fire safety tests, is carried out in a scheduled and structured manner.
- Risk assessments of the premises and working practices being undertaken.
- Ensuring plant, machinery and equipment is inspected, examined, and tested to ensure it remains in a safe condition.
- Ensuring suitable arrangements are in place for the administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
- Establishing the competency of companies or individuals (contractors) to provide professional services meeting required health and safety standards, prior to engagement.
- Ensuring the activities of contractors are adequately monitored and controlled.
- Ensuring appropriate information on significant risks is given to visitors and contractors.

### **5.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY AND WHOLE SCHOOL ROLES**

5.1 This includes the School Leadership Team, Technicians and Estates staff. They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

# POLICY

## *Wirral Grammar School for Boys*



- d) Resolve health, safety and welfare problems that members of staff refer to them and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents in areas of responsibility are investigated appropriately.

### **6.0 SPECIAL OBLIGATIONS OF TEACHERS**

#### 6.1 Teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head of Department or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the School Business Manager
- i) Report all accidents, defects and dangerous occurrences to their Head of Department in the first instance.

### **7.0 OBLIGATIONS OF ALL EMPLOYEES**

#### 7.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific health and safety training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) and Officers of the Health and Safety Executive.

# POLICY

## Wirral Grammar School for Boys



- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

### 8.0 OBLIGATIONS OF CONTRACTORS

- 8.1 When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, **subject to the explicit agreement of the Governing Body**, the person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 8.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Estates Co-ordinator of any risks that may affect the school staff, pupils, and visitors.
- 8.3 All contractors must be aware of the school health and safety policy and emergency procedures and always comply with these.
- 8.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or his representative will take such actions as are necessary to protect the safety of school staff, pupils, and visitors.

### 9.0 PUPILS

- 9.1 Pupils, in accordance with their age and aptitude, are expected to:
  - a) Exercise personal responsibility for the health and safety of themselves and others.
  - b) Observe standards of dress consistent with safety and/or hygiene.
  - c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
  - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## ARRANGEMENTS

### Introduction

The following procedures and arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. The list provides a summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

### Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the appropriate Head of Department in the first instance who will ensure that the accident is investigated and reported to the School Business Manager who will inform the Governing Body and the Health and Safety Executive (via the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations procedure) as appropriate. All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported via the Every software so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

### Asbestos

The School Business Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises. Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the School Business Manager. Inspection and condition monitoring of the remaining asbestos

# POLICY

## *Wirral Grammar School for Boys*



in the school, is carried out by a competent person under a contractual arrangement. Staff must report any damage to asbestos materials immediately to the School Business Manager. Where damage to asbestos material has occurred, the area must be evacuated and secured. The School Business Manager will immediately notify the engaged asbestos consultant by telephone.

### **Contractors**

The School Business Manager supported by the Estates Co-ordinator are responsible for the selection and management of contractors in accordance with the school policy.

### **Curriculum Safety** (including out of school learning activities)

Heads of Departments are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS (advisory service for science and technology), Association for Physical Education (afPE) - formerly BAALPE, and other lead bodies should be adopted as appropriate.

### **Display Screen Equipment (DSE)**

The Headteacher, Heads of Department and School Business Manager are responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **Educational Visits and Journeys**

The Headteacher and School Educational Visits Co-ordinator are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Trips which all teachers must be familiar with.

### **Electrical Safety**

The School Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. The School Business Manager will ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive. All staff must be familiar with school procedures and report any problems to the Estates Team in the first instance. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

### **Fire Precautions and Emergency Procedures**

The School Business Manager is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training for selected staff.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.
- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

# POLICY

## *Wirral Grammar School for Boys*



All staff must be (made) familiar with the school fire safety risk assessment, emergency plan and evacuation procedures.

### **First Aid**

The names of the school's qualified First Aiders are displayed on notice boards located around the school in classrooms, corridors, and communal spaces. First Aid supplies are widely available throughout the school including departments, Medical Room, office and service areas and it is the responsibility of School Business Manager to ensure that stocks of supplies are kept up to date. All staff must be familiar with the school arrangements for First Aid.

### **Hazardous Substances**

The School Business Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are suitably assessed before being purchased and that COSHH assessments are carried out for use and storage. Heads of Departments will be responsible for ensuring COSHH assessments are carried out for tasks using hazardous substances in their areas of responsibility and that the substances are stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. All staff are reminded that no hazardous substances should be used without the permission of the Headteacher.

### **Inclusion**

All teaching and support staff should be familiar with the school's policy on Inclusion and supporting guidance. The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety, and welfare of any pupil with special educational needs (SEN). All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Inclusion Leadership Team and Curriculum Managers must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

### **Lettings/shared use of premises/use of Premises outside School Hours**

Whilst out of hours' activities using the school will be controlled by others (the organisers), the Headteacher through the School Business Manager is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy. The School Business Manager with support from the Lettings Officer is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Out of hours activities carried out by the school estates staff and cleaning staff is planned to eliminate the need for lone working. However, teachers and other staff may work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify their Head of Department of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

### **Managing Medicines & Drugs**

No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer. Staff must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs. The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

# POLICY

## *Wirral Grammar School for Boys*



### **Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the School Business Manager. All faulty equipment must be taken out of use and reported to the School Business Manager. Staff must not attempt to repair equipment themselves.

### **Manual Handling and Lifting**

The School Business Manager and Heads of Departments will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the School Business Manager for assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment. Staff/Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **PE Equipment**

The PE Leaders are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments are to have been completed for all PE activities and all staff must be familiar with these. Equipment such as wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor. All PE equipment must be visually checked before lessons and returned to the designated store area after use. Pupils must not use the PE equipment unless supervised. Any faulty equipment must be taken out of use and reported to the relevant PE Leader.

### **Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate provision of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action. PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their Headteacher of Year or the Estates Co-ordinator.

### **Risk Assessments**

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school. The Headteacher and Senior Leadership team through are responsible for ensuring general risk assessments are carried out. Teachers will undertake risk assessments for their areas.

### **Security/Violence**

The School Business Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings, and external lighting. They are also responsible for the security of the site during after school use and lettings.

Where an electronic pass ('swipe card) door access system is in operation the issuing and control of these passes will be controlled by the School Business Manager. Staff must report the loss of a card immediately to School Business Manager or Headteacher. If in use, the numbers on digital security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent. Staff must question any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where



# POLICY

## *Wirral Grammar School for Boys*



possible. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

### **Site Maintenance**

The School Business Manager is responsible for ensuring the basic maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. The Estates Co-ordinator and team will undertake routine inspections of the site and put in place suitable temporary control measures for any hazards that cannot be dealt with immediately. Planned and reactive maintenance and inspections of a more complex nature are carried out by suitably competent contractors. All staff are responsible for reporting any damage or unsafe condition to the Estates Coordinator immediately via Every software.

### **Smoking**

It is illegal and prohibited to smoke anywhere within the school site/boundaries or any building.

### **Staff Training & Development**

The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. All new staff will receive specific information and training as part of the school induction process. Staff will receive fire awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction, and training to enable them to carry out these duties. Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

### **Stress**

The school Governors and Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust, and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

### **Visitors and Contractors**

All visitors must sign in and out using the Inventory system in reception. This includes parents and peripatetic teachers/specialists. A pass will be issued which must be worn and clearly visible at all times in school. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs by the Estates Co-ordinator.

### **Working at Height**

Staff are reminded that working at height applies to any activities which cannot be undertaken whilst standing on the floor. The School Business Manager and Heads of Departments within their areas of responsibility, shall be responsible for ensuring risk assessments are carried out for working at height tasks in the school.

# POLICY

## *Wirral Grammar School for Boys*



The School Business Manager is responsible for the purchase and maintenance of all ladders, steps and other access equipment in the school. Low risk, low level work at height involving the use of steps is on occasions carried out by teaching staff or technicians. If work at height cannot be avoided, and it is planned to use a ladder, the Estates Coordinator should be advised before carrying out such work to ensure the ladders erected and used properly and have an assistant to hold the ladder steady and pass you any materials you may need.

Contractors are engaged to carry out higher risk, or extended work at height tasks, i.e. premises upkeep and maintenance tasks. Ladders shall conform to BS/EN standards as appropriate. Aluminium ladders or steps must not be used in close proximity to electricity. If there is a need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted. Never overreach. Try always to keep one hand free on the ladder to steady yourself. Your knees should be no higher than the top rung of the ladder. Do not stand on the top two steps of stepladders to carry out work. Never stand on the top step of stepladders unless it is a platform with handrails.

### **Working in Science Lab/DT Room**

Any non-science/DT staff or supply teacher or cover supervisor who may be covering in any science lab/DT room will be issued with a letter outlining the particular dangers of the room and reminding them of the rules unique to the room. The letter must be returned to the health and safety link technician or DT Technician as appropriate.

### **Implementation**

Implementation of this policy will be the responsibility of the Headteacher and Governing Body, who will act on behalf of Wirral Grammar School for Boys in matters relating to health & safety.

### **Communication**

This Policy will be circulated to all staff within Wirral Grammar School for Boys via the documents module on the Every software.

### **Monitoring**

The Health and Safety Policy for the School will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

# POLICY

Wirral Grammar School for Boys



## APPENDICES

### Appendix 1: Organisational chart

