



# Repton School Arrangements for Carrying Out and Monitoring the Health and Safety Policy

## 1 Introduction

All members of Staff are to ensure that the School's Safety Policy is implemented and that they are always aware of their duties in this respect. Everyone has a responsibility to ensure that all activities in which they are involved are conducted safely.

## 2 Responsibility to Report Hazards

The reporting of hazards and concerns is everyone's responsibility. All members of staff who consider an activity, piece of equipment or building to be hazardous should report the matter immediately to their Head of Department, a member of the SMT, the relevant House Parent or the Planned Maintenance and Health and Safety Manager. Concerns should also be reported to the maintenance team via Flow360 and if urgent a supporting e mail to the Head of Facilities. All staff are to ensure that pupils are safe at all times and must make themselves aware of the potential hazards with any activity they are undertaking.

## 3 Risk Assessments

Notwithstanding everyone's responsibility to be vigilant and report hazards, those responsible for specific areas and activities must ensure that appropriate Risk Assessments are undertaken, recorded, maintained, implemented, and reviewed. All staff involved in an activity must have read, understood and must follow the Risk Assessment when undertaking or supervising the activity. Risk Assessments must also be reviewed and updated at least annually and when new hazards are identified. Guidance on the completion of Risk Assessments can be found in the Health and Safety Channel on MS Teams or via direct contact with the Planned Maintenance and Health and Safety Manager.

## 4 Accident Recording, Analysis and Reporting

Two Accident reporting systems are currently in place:

- Staff and Visitors accidents are held electronically and can be accessed on the "Rep All Staff" team page with the link "Dealing with emergencies (Staff and Visitors)". These are reported to the Planned Maintenance and Health and Safety Manager.

- Pupil accidents are held electronically and can be accessed on the “Rep All Staff” team page with the link on “Dealing with emergencies (Pupil Accident Form)”. The information submitted go to the Health and Wellbeing centre.

The Planned Maintenance and Health and Safety Manager and Lead Nurse reviews both Staff and Pupil data no less often than termly with a view to identify any trends, lessons that can be learned and any mitigating action / training required. The numbers and types of accidents/incidents are reported on a termly basis to the Health and Safety Committee and summarised in the annual report to the Governing Body in the lent term. Accidents which are reportable under RIDDOR are covered by paragraph 16 below.

## **5 Response to Accidents, Incidents and Audits**

The Planned Maintenance and Health and Safety Manager will investigate all serious accidents and with the support of the relevant HoD will monitor and review trends on a termly basis. Audits, accident and incident investigations, internal inspections, complaints, investigations, fire drills and alarm activations are all likely to produce actions. These actions will be addressed in a prioritised, systematic manner and signed off when complete.

## **6 Annual Review**

The member of staff responsible for a particular area or activity must ensure that Risk Assessments are in place and reviewed as necessary and at least annually, this includes all Fire Risk Assessments. All Risk Assessments must be shared with the Planned Maintenance and Health and Safety Manager for audit and overview.

## **7 Equipment**

- All new electrical equipment is to be visually inspected before use and then incorporated into the PAT testing across the site. Any concerns should be raised with the Maintenance team in advance of use. PAT testing is carried out annually during the summer holidays and managed by the Planned Maintenance & Health and Safety Manager.
- Dangerous equipment is to be inspected in accordance with statutory requirements and to an acceptable standard of good practice to ensure that all guards are in position, faults are addressed and that they are working effectively.
- Alarms and emergency cut-off mechanisms are to be tested periodically in accordance with regulations/good practice.
- Line managers are to ensure that their team are correctly trained in the use of all equipment, are wearing the appropriate PPE and are aware of and following any Risk Assessments that are in place.
- Control of electrical safety is vested in the Estates Bursar and/or the Head of Facilities.
- The Heads of Science, Chemistry, Biology, Physics, Art and Design and Technology are to ensure that a visual check of all fume cupboards and dust extraction systems is made before use to ensure that there are no obvious faults. Formal checks are to be made monthly to

ensure that the system is working. All fume cupboards are to be checked with the anemometer at least annually and readings are to be recorded. Tests with the anemometer are to be carried out in the Chemistry and Biology Departments by the Laboratory Technicians. If a visual check or the annual test with the anemometer reveals any defect the piece of equipment should not be used, a notice to this effect should be attached to the equipment and the matter must be reported at once to the Maintenance team. In addition to these controls the extraction systems (LEV) installed in both Design Technology and the Maintenance Team Joiners' Workshop are inspected and tested annually by specialist contractor under the control of the Planned Maintenance and Health & Safety Manager.

## **8 COSHH**

Any substances introduced for the first time are to be accompanied by the relevant Health and Safety Data Sheet. A COSHH assessment is to be made for all new substances before they are taken into use and all Staff who are to use them are to be instructed in the correct method of usage and the action to be taken in the case of an accident. Any member of Staff who requires training on new equipment or the correct use of new or existing substances should request this from the appropriate line manager.

The Head of Facilities, Domestic Bursar, Head of Grounds & Gardens and the Maintenance Foreman are to ensure that all their teams have been instructed in the correct way to store and handle hazardous substances. They are to ensure that all the members of staff for whom they are responsible have read and understood the Health and Safety Data Sheets. The Head of Facilities and the Head of Grounds & Gardens are to ensure that all their team are alert to the need to reduce exposure to noise and vibration to the minimum and that they wear appropriate PPE and complete any HAV logs as necessary.

## **9 Science, Art, Technology, Sport and Music**

The Heads of Science, Chemistry, Biology, Physics, Art and Design and Technology are to ensure that they have instructed all their Staff on the procedures for dealing with risks such as ionising radiations, noise, biological hazards, and the selection, secure storage, labelling and transport of gases, toxic chemicals and solvents.

The Heads of Science, Chemistry, Biology, Physics, Art and Design and Technology are also to ensure that their staff know the correct method of disposal of any substance hazardous to health. Any requirement for specialist advice on the storage or disposal of hazardous chemicals or substances is to be referred to the Schools Planned Maintenance and Health and Safety Manager and may be referred to our external adviser (PIB).

The Heads of Science, Chemistry, Biology, Physics, Art and Design and Technology are to ensure that staff and pupils are not exposed to noise without wearing appropriate ear protection.

The Head of Science is the Schools Science Safety Officer. The Head of Physics is the Radiation Protection Supervisor. The Radiation Protection Adviser is Dr K W Bowker who may be contacted on 01235 555411.

The Director of Music is to ensure that appropriate arrangements for ear protection are made for music teaching and music activities.

The Head of Design & Technology will ensure that the workshop machinery is supported by a robust Risk assessment management process. They must ensure that the machinery is well maintained, and pupils are supervised when working in higher risk areas such as welding, drilling, and the use of hand tools.

## **10 Educational Visits**

A senior member of staff (Director of Safeguarding Compliance) is appointed as the Educational Visitors Coordinator. With their assistance, all members of Staff responsible for organising visits, outward bound activities and field trips are to ensure that the health and safety aspects are considered before setting out, that staffing levels and experience are appropriate, that all necessary safeguarding checks are complete and that the procedures to be followed in case of any issues whilst away from the School are thoroughly understood by all those taking part. Staff responsible should remind pupils constantly of the need to be safety conscious. Members of staff responsible for Duke of Edinburgh's Award expeditions or activities and for CCF activities are to ensure that these are conducted in accordance with the procedures laid down by these organisations. Members of staff taking parties on climbing or any activities in which rope work or water are involved are to be qualified and are to be particularly alert to the potential dangers. They are also to ensure that all those supervising the activity are appropriately qualified to do so and that all those involved are thoroughly briefed before starting.

## **11 Grounds & Gardens**

The Head of Grounds & Gardens and/or Head Groundsman is to ensure that their team are aware of the correct methods of using all equipment. They are to ensure that protective clothing is provided and worn on all occasions when hazardous work is being done and all work is carried out in accordance with the relevant Risk Assessment. They are to ensure that all grounds equipment is secured at the end of each working day to prevent unauthorised access or use.

The Head Groundsman, and the Head Gardener are to ensure that all members of their team are alert to the need to reduce exposure to noise and vibration to the minimum and that on all occasions when their team are exposed, they wear appropriate PPE, operate within HAV guidelines and complete the necessary HAV logs.

## **12 Domestic Operations**

The Domestic Bursar is to ensure that safe working practices are followed by all catering and cleaning staff, both day and evening teams. They are to ensure compliance with the relevant health, safety, and food safety regulations, and that appropriate COSHH, manual handling, food hygiene and other training is undertaken. Training is provided via the VVV/ Safety Media package that is managed by HR.

## **13 Support Staff**

The Maintenance Manager and Head of Grounds & Gardens are to ensure that all their team are alert to the need to reduce exposure to noise to the minimum, and that on all occasions when their team are exposed, they wear appropriate ear protection.

The Head of Facilities is responsible for ensuring that safe systems and methods of work are adopted for all maintenance work undertaken at School. He is to ensure that all equipment used by the Maintenance team is cleaned, inspected, and serviced regularly and that the relevant protective clothing is provided and worn when necessary and in accordance with the relevant Risk Assessment. The Head of Facilities is also to ensure that all equipment is secured at the end of the working day to prevent unauthorised access or use.

## **14 Contractors**

All Heads of Departments are to ensure that all contractors who are engaged to carry out work in the School are competent and are aware of the School's safety policy and that their work is to be carried out in accordance with the HSW Act. During pre-contract meetings for the larger projects, the Estates Bursar is to ensure that contractors are made aware of the need to ensure that their site is fenced off. It is particularly important that contractors are briefed carefully, and their activities monitored closely when the site is in an area in which pupils and staff may be present. The Head of Facilities is to pay particular attention to the electrical supply used by contractors to ensure that is not overloaded. He is also to monitor the use of scaffolding by contractors to ensure that there are no obvious irregularities.

## **15 Emergency and Response Plans**

### **15.1 Emergency Plan**

The School has an Emergency Plan and Disaster Recovery Plan which is reviewed periodically by the Senior Management Team. This plan covers in the event of a major incident, including what would happen in the case of an overnight emergency.

### **15.2 First Aid**

The School has a separate First Aid Policy and Procedures. Whilst an appropriate number of academic and support staff are First Aid trained, the main first aid facilities are at the Health and

Wellbeing Centre (extension **325**). First Aid training is provided on an ongoing basis, organised and recorded by the Health & Wellbeing Centre.

### **15.3 Fire**

The management and organisation of the School's Fire Policies and Procedures are clearly laid out in the Fire Safety Policy and the Fire Alarm Procedures Policy. Whilst the School's Fire Safety Officer has overall responsibility for Fire Safety across the site, staff who are responsible for specific areas, e.g. Boarding Houses or Academic Departments etc must comply with the School's Fire Policies and ensure that:

- Termly fire evacuation practices are conducted and recorded, and that fire related equipment is checked at appropriate intervals.
- All fire related actions and incidents are recorded in their fire log book (including practices, equipment checks and alarms (both real and false)).
- Work with the School's Fire Officer to ensure that Fire Safety Risk Assessments are completed, recorded, reviewed and appropriate follow up actions are taken.
- Ensure that all escape routes are all clear within responsible areas at all times.

## **16 RIDDOR**

Certain injuries, diseases and dangerous occurrences are to be reported to the Health and Safety Executive (HSE) under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The main categories of which are:

### **16.1 Pupils and Visitors**

Injuries to pupils and visitors who are involved in an accident at School or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment); or
- Accidents that are a direct result of inadequate equipment, poorly maintained facilities and lack of supervision.

### **16.2 Staff**

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident. The reportable (non-exhaustible) specified Injuries are:

Occupational diseases, Dangerous occurrences or any specified injuries that include fractures (other than fingers and toes), loss of consciousness caused by head injury etc.

RIDDOR is reported by the Planned Maintenance and Health and Safety Manager following an internal investigation.

## **Estates Bursar / Planned Maintenance and Health and Safety Manager**

The Estates Bursar and the Planned Maintenance and Health & Safety Manager will provide an annual report on Health and Safety to the Lent Term meeting of the Governing Body. They are responsible for the organisation, management and implementation of Health & Safety Policies and Procedures across the School and coordinate the engagement with the School's H&S advisor PiB.

## **17 Health and Safety Committee**

The Planned Maintenance and Health and Safety Manager will ensure that the School Health and Safety Committee meets at least termly, is made up of the right composition of Academic and Support Staff, is well organised with an appropriate agenda and meetings are accurately minuted. The Planned Maintenance and Health & Safety Manager will liaise as necessary with the designated H&S Governor to ensure they remain briefed, are engaged with the H&S across the School and are involved in the H&S meetings as necessary.

## **18 External Inspection and Advice**

Visits by specialist officials (e.g., Fire Officers, Environmental Health Officers, HSE etc.) will take place periodically. All visitors of this nature must report in the first instance to the School Office and be signed in. Specialist visitors will be accompanied at all times by the Planned Maintenance and Health & Safety Manager, supported by the subject specialist as necessary. Advice and support is provided to the School via Sally Hill of PiB.

## **19 Boarding Houses**

Residential Boarding Houses must be compliant to both Fire Safety Orders and Health & Safety regulations. Houseparents, Matrons and House Tutors are all responsible for the day-to-day overall Health & Safety and Fire Safety, this includes the security of the building.

Boarding House Risk Assessments are reviewed annually or as necessary by the Houseparent, Matron, Planned Maintenance & Health and Safety Manager, Domestic Bursar and the School Marshal to review and implement any process improvements. The Risk Assessments are stored centrally within the Pastoral documents and a copy is saved within each relevant Boarding House.

## **20 Review**

The Planned Maintenance and Health and Safety Manager keeps the schools Health and Safety Policy and Management system under constant review, and makes amendments as required. Reviews resulting in changes to and development of significant policies and procedures are communicated to all relevant staff. The Health and Safety Policy Statement, Organisation for Carrying out the Safety Policy and the Arrangements for Carrying Out and Monitoring the School's Safety policy will be reviewed annually.

Review Date: Michaelmas 2023