

# St George's School

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|  | <b>Health &amp; Safety Policy</b>                                                                                                                                                                                                                                                                                                                                                                                 |                                  |
|                                                                                   | <b>Committee: Finance, Audit &amp; Facilities Committee</b>                                                                                                                                                                                                                                                                                                                                                       |                                  |
|                                                                                   | <b>Co-ordinator : Mr T Fleming</b>                                                                                                                                                                                                                                                                                                                                                                                |                                  |
|                                                                                   | <b>Last Reviewed : Autumn 2025</b>                                                                                                                                                                                                                                                                                                                                                                                | <b>Next Review : Autumn 2026</b> |
|                                                                                   | <b>Policy links to:</b> <ul style="list-style-type: none"> <li>▪ <b>Health and Wellbeing Policy</b></li> <li>▪ <b>Medical Emergency Protocol</b></li> <li>▪ <b>Child Protection Policy</b></li> <li>▪ <b>Information Security, Online Safety &amp; Data Protection Policy</b></li> <li>▪ <b>Fire Procedures</b></li> <li>▪ <b>Lockdown Procedures</b></li> <li>▪ <b>School Emergency Response Plan</b></li> </ul> |                                  |

## 1. Statement of intent

St George's School will strive to achieve the highest standards of health, safety and welfare consistent with its responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

The School commits to provide and maintain a safe and healthy environment for staff, pupils and visitors to the school site while they are at work or attending as a pupil. In doing so, the School aims to:

- Establish and maintain safe working procedures amongst staff, pupils and visitors to help prevent occupational injury or ill health
- Ensure that the School's premises and equipment are maintained safely and regularly inspected
- Ensure safe handling, use, storage and transport of substances
- Encourage constant awareness amongst all staff with regard to health and safety
- Provide adequate information and training to enable individuals to carry out activities safely
- Have robust procedures in place in case of emergencies

This policy sets out how the above aims are met and how identified potential significant health and safety risks are managed, controlled and reviewed.

This policy will be brought to the attention of all members of staff.

This policy will be reviewed annually.

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992 and 1999, which require employers to make an assessment of the risks to the health and safety of their employees, carry

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out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the HSE and sets out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

## 3. Roles and responsibilities

### 3.1 Governing Body

The Governing Body has ultimate responsibility for ensuring health and safety management systems are in place and effective.

The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to significant risks to their health and safety. The Governing Body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The Governing Body delegates the day-to-day implementation and management of the above to the Headteacher. Where required, the Governing Body will seek specialist professional advice on health and safety which the School may not feel competent to deal with via Hertfordshire County Council's (HCC) Education Health and Safety Team.

The Governing Body's Finance, Audit & Facilities Committee receives reporting on health and safety at each of its meetings, allowing it to receive relevant information, monitor the implementation of policies and procedures, and to feedback any significant matters to the Governing Body as required.

### 3.2 Headteacher

The Headteacher is responsible for the day-to-day implementation and management of health and safety. This involves:

- Working with others to enable and implement health and safety policy and procedures
- Communicating required health and safety information and procedures
- Ensuring there is enough staff to safely supervise pupils
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing risk assessments and inspections and implementing any required actions
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training

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- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up
- Ensuring that premises, plant and equipment are maintained in a safe and serviceable condition
- Monitoring contracting procedures to ensure health and safety is included in specifications and contract conditions
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Reporting to the Governing Body on health and safety matters

### 3.3 Chief Operating Officer

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher delegates the task of overseeing health and safety in line with the above to the Chief Operating Officer, supported by the Site Manager.

### 3.4 Heads of Departments/Teams

Within individual departments and teams, the task of ensuring compliance with health and safety procedures as set out in the section on operational procedures is delegated to the relevant Head of Department/Team. This involves:

- Applying health and safety policy and procedures to their own department/team or area of work
- Ensuring staff under their control are aware of and follow health and safety policy and procedures
- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that appropriate control measures are implemented
- Taking appropriate action on health and safety matters that members of staff refer to them, informing the Site Manager of any problems they are unable to resolve within the resources available to them
- Carrying out regular inspections of their areas of responsibility to ensure equipment and activities are safe
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable staff under their control and pupils to avoid hazards and contribute positively to their own health and safety
- Ensuring that all accidents and incidents occurring within their department/team are promptly reported to the Site Manager

### 3.5 All Staff

All employees within an organisation have general health and safety responsibilities while they are at work. Staff must be aware that they are obliged to take care of their own health and safety while at work, along with that of others who may be affected by their actions. School staff have a general duty of care to pupils in the same way that a prudent parent/carer would do so. Staff must therefore commit to:

- Comply with health and safety policy and procedures at all times
- Work in accordance with training and instructions
- Co-operate with the School on health and safety matters
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Report all accidents and incidents to the Site Manager
- Not intentionally interfere or misuse any equipment provided in the interests of health and safety

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- Ensure they only use equipment or machinery that they are competent to use or have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.6 Pupils and Parents/Carers

Pupils and parents/carers are responsible for following the School's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.7 Contractors

Contractors must agree appropriate health and safety practices with the Site Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### 3.8 Lettings

Individuals or organisations that hire any aspect of the school site or facilities are provided with the relevant health and safety procedures relating to their let. Hirers are responsible for complying with these procedures and any specific instructions from staff, including those relating to fire evacuation and other emergency procedures.

The terms and conditions of hire may also include specific conditions relating to safeguarding, insurance, medical provision and supervision. Hirers are also expected to take reasonable actions to ensure their own health and safety and of those they are responsible for.

## 4. Operational procedures

Risk Assessments

Accident Reporting Procedures

Fire and Emergency Equipment

Flammable and Hazardous Substances (COSHH)

Legionella

Asbestos

First Aid, Medication and Infection Control

Premises Equipment

Lone Working

Working at Height

Manual Handling

Display Screen Equipment

Minibuses

Offsite Visits