

PART 2: SENIOR OFFICER RESPONSIBILITIES

The Governors charge the Headmaster, Headmistress, Head of Beech House (under the direction of the Headmistress) and Clerk & Treasurer with the following:

- 2.1 To pursue the Governors' objectives, outlined in the statement of intent in respect of Health, Safety and Welfare and to ensure that the 'General Statement of Policy and Intent' is displayed in all public areas and displayed on all employee notice boards.
- 2.2 To arrange to have formally documented policies and procedures, known as 'the arrangements' in place to effectively meet the requirements of current Health & Safety legislation, and to bring these to the attention of all employees and pupils. In particular to ensure that risk assessment is systematic across the Foundation with a view to promoting children's welfare, paying particular attention to supervision and school trips. To make arrangements to communicate any additional or revised arrangements to employees and pupils as appropriate. To monitor the effective implementation of 'the arrangements'.
- 2.3 To appoint Divisional Safety Officers to act on their behalf, responsible to them. As the need arises to keep a list of "appointed representatives of employee safety" at the school, to be readily available to them and to co-operate with them as is reasonable, in their efforts to carry out their functions. To ensure that those representatives acting in a health and safety capacity are allowed reasonable time off from their normal work to carry out their health & safety duties. To request regular written reports from the Health and Safety Manager, and to respond in writing if appropriate within a reasonable time, normally 10 working days.
- 2.4 To ensure that new employees are briefed about safety arrangements in accordance with the Schools Health and Safety Induction Policies and Procedures; in particular to ensure they are given a copy of the school's 'General Statement of Policy and Intent'.
- 2.5 To ensure that effective arrangements are in place to facilitate an emergency evacuation of all premises for which Bolton School is responsible. In addition to ensure that fire alarms, fire detection systems, emergency lighting and fire fighting equipment are available, maintained and inspected in accordance with the statutory requirements.
- 2.6 To ensure that the established system for the reporting, recording and investigation of accidents, (which includes near misses) is maintained and that all reasonable and practicable steps are taken to prevent recurrences.
- 2.7 To ensure any protective clothing and equipment required for the tasks undertaken is provided and used. In addition, to ensure systems are in place to ensure that it is properly stored, maintained, and renewed and that employees and pupils are fully trained in how to use such relevant protective clothing or equipment.
- 2.8 To ensure that all areas of the school are inspected for defects; communal areas once per term and all other areas of premises, for which Bolton School is responsible, at least once per annum.
- 2.9 To make provision for systems to be in place, and used to ensure contractors, service providers and visitors are briefed about the Bolton School Health & Safety arrangements, any hazards and any relevant safety procedures that are in place.
- 2.10 To ensure that an up-to-date list of employees and pupils with temporary/permanent disabilities, medical conditions (including pregnancy) and severe allergies, is available to the School Nurses, and that relevant first aid information and/or personal emergency evacuation plans for pupils/staff is made available to teaching staff in the Schools and relevant staff in Kidzone & Nursery.

- 2.11 Where Health, Safety and Welfare problems have not been resolved through the established structures, to make themselves available to any employee or pupil to discuss a Health & Safety matter and to seek to resolve it.
- 2.12 Where the Heads' and Clerk and Treasurer's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, to report this to Governors, and in the meantime to take all necessary short term measures to avoid danger, pending rectification.
- 2.13 To appoint Radiation Protection Advisors to act on their behalf on the Boys' and Girls' Divisions.

PART 3: ARRANGEMENTS FOR ORGANISING HEALTH AND SAFETY RESPONSIBILITIES

3.1 EMPLOYEES

Employees are required by law:

- 3.1.1 To take reasonable care to avoid injury to themselves or to other persons who may be affected by their acts or omissions at work.
- 3.1.2 To co-operate with employers and others in meeting statutory requirements.
- 3.1.3 Not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Health & Safety at Work etc Act 1974.
- 3.1.4 Work at all times in accordance with information, instruction and training provided.
- 3.1.5 To report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- 3.1.6 Not to undertake any task for which authorisation and/or training has not been given.
- 3.1.7 To report any accident, incident or near miss and co-operate fully with investigations in accordance with the Schools Accident Management Policies and Procedures. The Health and Safety Executive (HSE) defines an accident as 'an unplanned, unexpected event that may (or may not) cause death, injury, damage or loss'.
- 3.1.8. Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Behaviour which may put at risk an individual's own health and safety or that of others, or failure to comply with any measures designed to promote a safe and healthy working environment, will result in disciplinary action against an individual.

3.2 PUPILS ARE EXPECTED:

- 3.2.1 To observe all safety rules of the School, explicit in the Pupils Code of Conduct & Regulations.
- 3.2.2 To exercise personal responsibility for the safety of self and others.
- 3.2.3 To observe the instructions given by teaching staff and/or support staff at all times and particularly in an emergency.
- 3.2.4 To use and not wilfully misuse or interfere with anything provided for the purpose of safety.

- 3.2.5 To observe standards of dress consistent with safety and/or hygiene and to wear PPE as and when instructed to do so by a member of staff.

3.3 PARENTS ARE EXPECTED:

- 3.3.1 To be aware of the contents of section 3.2 above, and the details included in the Parent Contract in relation to Health and Safety and to support the School's aims in establishing these.
- 3.3.2 Not to send their son/daughter to school if he/she is known to be suffering from a contagious disease.
- 3.3.3 To make school aware of any medical problems their son/daughter is suffering from as they arise.
- 3.3.4 To drive on to the campus with the utmost caution, comply with all speed limit and other traffic signs displayed, and to observe such other restrictions as may be imposed by the school from time to time.

3.4 THE DUTIES AND RESPONSIBILITIES OF THE HEALTH & SAFETY MANAGER ARE:

To promote a positive health and safety culture across the Foundation, giving advice to others, paying attention to the law, whilst using initiative and taking a common sense approach.

Specifically:

- 3.4.1 To keep abreast of all Health and Safety legislation, and to advise Senior Officers and the Head of Beech House on Health & Safety Strategy and legislation. To be a member of the Health and Safety Committee, and the four Health and Safety sub-committees.
- 3.4.2 To prepare new Health and Safety Policies for management consideration, and to revise current arrangements in line with organisational or legislative changes. To work alongside the Safety Officers to monitor and ensure the effective implementation of such.
- 3.4.3 To keep up to date with the latest developments in Health and Safety practices and to provide all Heads of Department and Line Managers with up-to-date Health and Safety information, giving advice about their legal responsibilities. To advise Heads of Department and Line Managers about generic and specific Risk Assessments for all working practices.
- 3.4.4 To provide general advice and guidance on all Health and Safety matters affecting employees, pupils and other persons relating to the premises for which Bolton School is responsible.
- 3.4.5 To provide formal termly and annual reports to the Governing Body.
- 3.4.6 As requested by managers, to be responsible for identifying, organising, delivering and monitoring of Health & Safety related training programmes.
- 3.4.7 In liaison with the Head of Estates to put in place, oversee and maintain emergency evacuation and fire safety procedures, paying particular attention to the roles of appointed persons, fire marshals etc.
- 3.4.8 In liaison with the Head of Estates to advise on all aspects of fire protection and fire fighting. To be the contact with the local Fire Brigade and, in conjunction with the Head of Estates to ensure compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- 3.4.9 To investigate and report on all accidents/incidents and near misses, in conjunction with the appointed Safety Officers and to keep all necessary records and statistics. To provide guidance about principles and techniques for accident prevention, using information from accident statistics.
- 3.4.10 To work with Heads of Department and the Head of Estates, to maintain Health & Safety records, including COSHH assessments, safe systems of work, risk assessments, lifts and lifting equipment inspections, PAT register, pressure vessels certificates etc. To make provision to store the information in an easily accessible manner.

- 3.4.11 To work with the Head of Estates, to liaise with contractors and service providers to manage the control of risk to employees, pupils and visitors. To ensure all personnel work safely when on School premises and that contractors and service providers are conversant with the School Safety Rules and the dangers and safeguards in the area in which they are working.
- 3.4.12 To liaise with external agencies, e.g. Health & Safety Executive, insurance companies (via the Services Bursar), professional bodies' etc, including the reporting of all accidents and work related ill-health matters that are required to be reported in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R)
- 3.4.13 To assist in the development of safe systems of work in relation to existing processes as well as to new machinery, new processes and materials.
- 3.4.14 To assist in reviewing the arrangements for safety training, instruction, supervision and guidance for all employees, in liaison with the Line Managers and Heads of Department.
- 3.4.15 To act as the Safety Officer for Central Services.
- 3.4.16 To assist in the development of a system of regular periodic inspections of buildings, plant, machinery and equipment.
- 3.4.17 To offer advice and make recommendations on the selection and suitability of PPE and protective clothing.
- 3.4.18 To maintain, with the assistance of the School Nurses, adequate first aid facilities and to consult with the Nurses about any pupils and employees whose physical or mental condition is likely to lead to an accident.

3.5 SAFETY OFFICERS

Safety Officers will be appointed for each Division, Beech House and within Central Services. The person appointed will be responsible to the relevant Senior Officer. The role of the Safety Officers will be:

- 3.5.1 To monitor and audit all departments within their area to ensure Line Managers, Heads of Department and other staff are implementing the safe working practices outlined in the School's 'Arrangements'. This will include checking that relevant risk assessments are in place, are regularly reviewed and recorded and that staff have had relevant training.

Following this to suggest solutions and make recommendations to address any identified shortfalls in compliance, and to monitor and audit the introduction of such solutions on a regular basis.

- 3.5.2 In liaison with the members of the Sub-Committees, to act as a focus for employee participation in the prevention of accidents and avoidance of occupational illnesses.
- 3.5.3 In liaison with the representatives of employee safety, to regularly communicate information to Senior Managers and colleagues relating to Health, Safety and Welfare.
- 3.5.4 To assist in the reviewing of First Aid and fire prevention arrangements.
- 3.5.5 To ensure that periodic inspections of their Division/School are undertaken including:
 - inspections of all rooms on an annual basis, and
 - inspections of all communal areas at least once per term

To record all findings and where necessary action appropriate measures in relation to defects that may adversely affect the Health, Safety and Welfare of pupils, staff and visitors.

- 3.5.6 To be a member of the Health and Safety Committee and to ensure that the matters discussed are then communicated to Boys' Division, Girls' Division, Beech House, Nursery, Kidzone and Central Services staff.

3.6 HEALTH & SAFETY COMMITTEE

The Health & Safety Committee will include Employees from across all areas of the Foundation to:

- 3.6.1 Promote co-operation between all parties concerned in instigating, developing and carrying out measures to ensure the health and safety of all employees, pupils, and other persons who may be affected by the activities of employees at work.
- 3.6.2 Help management to draw up safety rules/policies applicable to the school and suggest amendments to these rules/policies if circumstances demand change.
- 3.6.3 Consider the circumstances and real causes of major accidents, dangerous incidents and near misses in the school and ensure that decisions are made and actions are carried out.
- 3.6.4 Seek co-operation from all employees in all matters concerned with Health & Safety and in particular in accident prevention.
- 3.6.5 Participate in promoting good health and safety practice throughout the school.

The Health & Safety Committee will meet each term and at such times appropriate to particular circumstances. The members of the Committee will ensure that the matters discussed by the Committee are then communicated to their individual work colleague groups.

- 3.6.6 To assist in the ratification of the Schools 'Arrangements' for managing Health and Safety prior to committee approval.
- 3.6.7 To communicate, promote and contribute to the implementation of the Schools 'Arrangements' for managing Health and Safety.

3.7 HEALTH & SAFETY SUB COMMITTEES

The Health & Safety Sub Committees will include Employees from across all areas of the Foundation namely Boys' Division, Girls Division, Early Years and Central Services.

- 3.7.1 To address specific issues arising within the particular area for which the sub-committee is responsible and to carry out actions to resolve those issues. To regularly review the actions taken.
- 3.7.2 To assist in the ratification of the Schools 'Arrangements' for managing Health and Safety prior to committee approval. To communicate, promote and contribute to the implementation of the Schools 'Arrangements' for managing Health and Safety.

3.8 HEALTH & SAFETY PROJECT GROUPS

These groups will be assembled and dissolved as and when required. Members of the Health and Safety Project Groups will be nominated and/or volunteer to join the Groups. The role of the Health and Safety Project Groups will be:

- 3.8.1 To address specific issues arising across the Foundation and to carry out actions to resolve those issues. To regularly review the actions taken.

3.8.2 To regularly feedback developments to the Health and Safety Committee.

3.9 THE DUTIES AND RESPONSIBILITIES OF HEADS OF DEPARTMENT AND LINE MANAGERS ARE:

- 3.9.1 To be responsible for communicating all relevant information relating to Health, Safety and Welfare to colleagues within their departments.
- 3.9.2 To be responsible for all aspects of safety in their departments and to encourage safety consciousness within the department, and elsewhere as appropriate.
- 3.9.3 To prepare and maintain up-to-date risk assessments and codes of practice for all potentially hazardous practices that take place in their departments.
- 3.9.4 To carry out regular safety inspections and where necessary, to advise the Headmistress, Headmaster, Head of Beech House, Clerk & Treasurer or Health & Safety Manager, as appropriate, of any measures required to ensure a safe and healthy working environment, including failures of staff/pupils to follow the procedures or codes of practice.
- 3.9.5 To be conversant with all work matters relating to their department including, in the case of teaching staff, the subject content of their courses, so that they can advise members of their departments on associated safety matters.
- 3.9.6 To ensure those new entrants and those who are moved to new work, are properly instructed as to safe working methods and the hazards associated with their new jobs.
- 3.9.7 To ensure that essential health and safety notices are displayed in accordance with the Schools' Safety Signs and Notices Policy and Procedures.
- 3.9.8 To ensure that they are conversant with the operation of any apparatus/machinery within their department, including the wearing of Personal Protective Equipment (PPE) as appropriate. If there is a particularly complex piece of equipment, then the Head of Department should designate a person whose responsibility it is to operate it and train others in its use. The Head of Department should make regular checks that the named person is competent.
- 3.9.9 To make sure that any person using departmental material is conversant with safety procedures, including the wearing of PPE as appropriate, and aware of hazards which might be encountered during a class or general work situation. This includes monitoring and checking that such procedures are being observed.
- 3.9.10 To ensure that the COSHH Regulations 2002 (as amended) are observed in the use, storage and disposal of materials in their department.
- 3.9.11 To ensure that staff do not use equipment, including electrical equipment which has not been tested in line with the School's procedures or that requires inspection and planned maintenance at regular intervals, and this has not been carried out.
- 3.9.12 To ensure that all accidents, incidents and near misses in their department are reported and to co-operate fully with investigations in accordance with the Schools Accident Management Policies and Procedures. To forward this information on a Bolton School Accident Form to the Health & Safety Manager in a timely manner.
- 3.9.13 Where necessary and appropriate, to seek specialist advice and support to promote safe working practice and arrangements.

3.10 THE DUTIES AND RESPONSIBILITIES OF CLASS TEACHERS ARE :

- 3.10.1 To be conversant with the School's policies, procedures, codes of practice and special safety measures, including risk assessments and safe systems of work to be adopted in their own special teaching areas and to ensure that they are applied.
- 3.10.2 To exercise effective supervision of the pupils and be aware of the emergency procedures to be carried out in respect of fire, major alerts and accidents.
- 3.10.3 To lead by example and personally follow safe working procedures.
- 3.10.4 To give clear instructions and warnings as often as necessary.
- 3.10.5 To use general protective clothing, specific PPE, guards and / or special safe working procedures where necessary.
- 3.10.6 To make recommendations to their Heads of Departments e.g. on safety equipment and on additions or improvements to specialist areas, equipment or machinery which are dangerous or potentially so.
- 3.10.7 To ensure the School Nurses or the Health and Safety Manager are informed of any pupils with temporary disabilities and to establish any action to be taken in the event of illness/emergency involving such pupils.

3.11 THE DUTIES AND RESPONSIBILITIES OF TECHNICIANS/SUPPORT STAFF/ASSISTANTS ARE :

- 3.11.1 To be conversant with the School's policies, procedures, codes of practice and any special safety measures, including risk assessments and safe systems of work to be adopted in the specialist area(s) in which they are employed.
- 3.11.2 To lead by example and personally follow safe working procedures.
- 3.11.3 To use PPE, guards and/or special safe working procedures wherever necessary.
- 3.11.4 In the event of their discovering a potential hazard in a teaching room, to take steps to inform a teacher or the Head of Department immediately and if necessary to take steps to exclude pupils and other colleagues pending action.

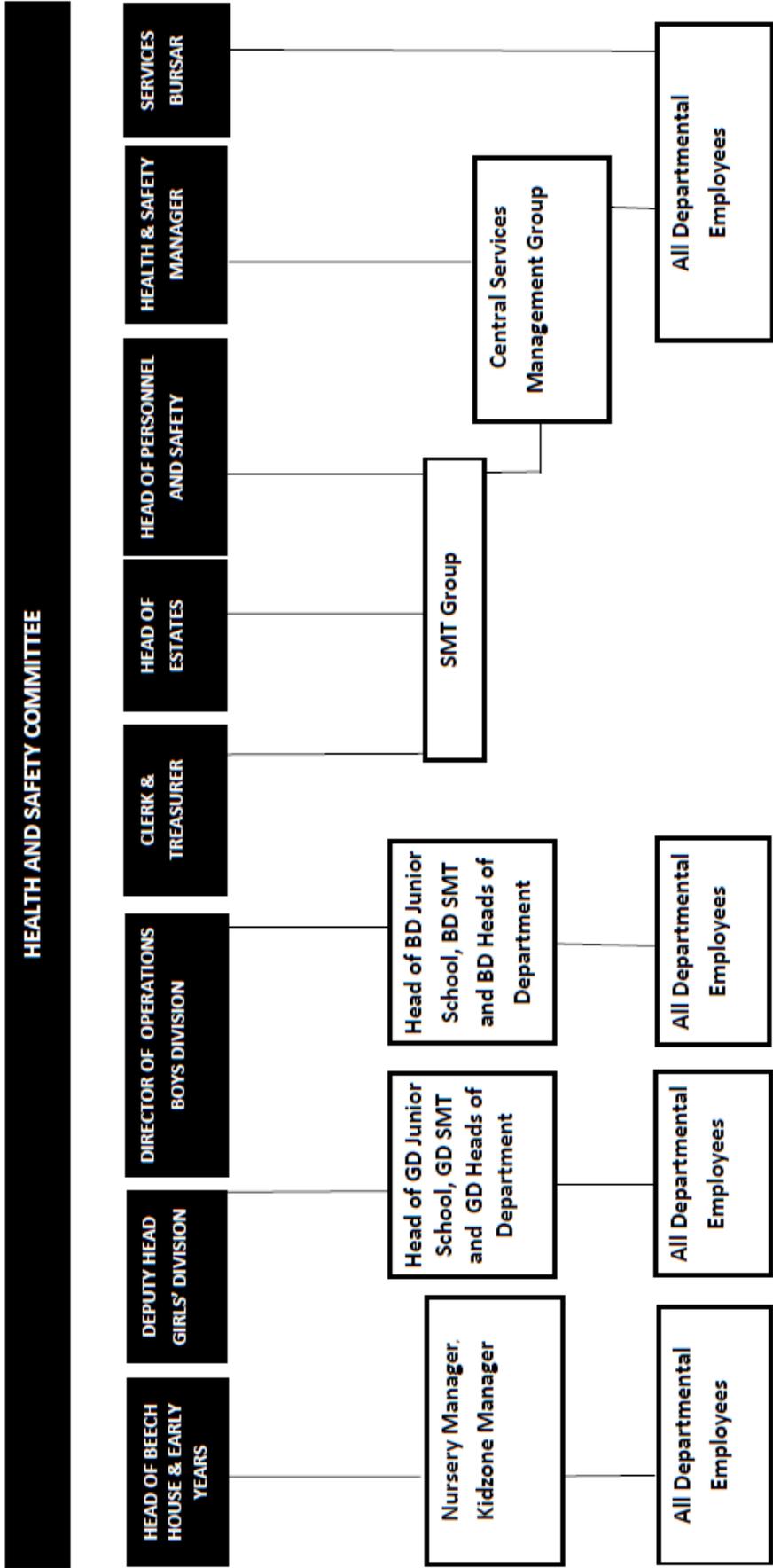
Arrangements for Managing Health and Safety

Accident Management	Policy and related documents
Asbestos Management	Policy and related documents
Blood Borne Viruses (BBV) in the workplace	Policy and related documents
Coach Drivers Alcohol Testing	Policy and related documents
Control of Legionella	Policy and related documents
Control of Noise	Policy and related documents
Control of Vibration at Work	Policy and related documents
Control of Substances Hazardous to Health	Policy and related documents
Display Screen Equipment	Policy and related documents
Emergency Lighting	Policy and related documents
Fire Safety	Policy and related documents
First Aid	Policy and related documents
Health and Wellbeing	Policy and related documents
Health and Safety Induction	Policy and related documents
Home Working	Policy and related documents
Legionella	Policy and related documents
Lifting Equipment and Lifting Operations Management	Policy and related documents
Managing Contractors & Service Providers	Policy and related documents
Manual Handling	Policy and related documents
New and Expectant Mothers	Policy and related documents
Permit to Work	Policy and related documents
Safety Signs and Notices	Guidance Document
Security	Policy and related documents
Smoke Free Workplace	Policy and related documents
Violence and Aggression	Policy and related documents
Working Alone	Policy and related documents
Working at Height	Policy and related documents
Working within Confined Spaces	Policy and related documents
Young Persons at Work	Policy and related documents

BOLTON SCHOOL HEALTH & SAFETY COMMUNICATION CHART MARCH 2015

BOARD OF GOVERNORS

SENIOR OFFICERS



BOLTON SCHOOL HEALTH & SAFETY SUB GROUP STRUCTURES MARCH 2015

