Health and Safety Policy

This policy refers to both the Senior School and Bootham Junior School (including the Early Years Foundation Stage).

1. Purpose

The following constitute the general arrangements for the management of health and safety to ensure the safety of the staff, students and visitors to the School. Departments undertaking activities which involve significant risk have their own additional policy and procedure documents in addition to the ones summarised here. Extra-curricular activities are also subject to risk assessment and are regulated as appropriate.

2. Workplace and Welfare

2.1 The Estates Department, under the Estates Manager, have a comprehensive and pro-active servicing regime in place to ensure that installations critical to the efficient functioning of the buildings facilities and surroundings are properly maintained. The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected periodically as required by qualified professionals, and their reports are considered by the Estates Manager as part of the school's routine maintenance.

2.2 The Estates Department responds quickly to day-to-day requests for repairs and fault rectification which can be logged on the Collegiate computer based system for this purpose which is widely accessible to staff within the school.

2.3 Cleanliness and good order are maintained by a team of domestic staff under the management of the Cleaning team leader.

2.4 The access and parking of motor vehicles on site is restricted to designated areas and times, and speed restrictions are imposed. Because of the limitations on space at the Senior School, parking is generally restricted to staff and pre-booked visitors, using a permit system.

2.5 Throughout the site pedestrians take precedence over vehicles, but, although a limited one way system has been introduced and additional pathways created, it is still not possible to separate vehicles fully from pedestrians. Electronically operated vehicle barriers have been installed (at the Senior School) to restrict vehicular access into the central parts of the site at particular times. Large school events, such as Open Days and Friday afternoon junior school visits, are risk assessed for parking and pedestrian safety is monitored through the deployment of parking marshals.

2.6 The School is committed to providing a working environment which ensures that people are well at work both physically and mentally. Reasonable adjustments to working environments will be made through consultation with the HR Manager and the Nurse Manager. Where referral to occupational health consultants is appropriate this will be arranged by the HR Manager.

3. Risk Assessment

3.1 The School has a Health & Safety Risk Assessment Policy.

3.2 Hazards are identified and assessments carried out and recorded for risks within each department.

3.3 Where there is a specialist body providing health and safety advice to specific disciplines (e.g. CLEAPS in the case of Science) the risk assessments provided by that body may be used as the basis for the assessments within the disciplines found in Bootham School.

3.4 Control measures are prioritised using the standard approach based on the Health and Safety Management Regulations and other specific regulations where appropriate.

3.5 Staff are provided with regular training on matters in relation to Health and Safety and have access to good practice documents through the Health and Safety portal. Regular risk assessment training is provided to appropriate staff and support and advice is available from documents provided by ISBA and the school's participation in the regional Health and Safety forum.

3.6 Annual training is provided for appropriate staff, on the basis of risk assessment, in relation to manual handling, use of Personal Protective Equipment, asbestos awareness, slips and trips and control of hazardous substances. In order to protect staff from potential violence, conflict management training is arranged for appropriate staff. Training records for individual members of staff are maintained in the Every system.

3.7 The school has a detailed programme of annual maintenance and servicing of all machinery in the school. Records of all safety checks are maintained in the estates department.

4. Fire and Other Emergencies

4.1 Emergency procedures for fire and similar emergencies are maintained and reviewed annually. A notice of the evacuation arrangements is posted in each classroom and at other key locations. Test evacuation procedures are carried out at least once per term during the school day and for each Boarding House. Fire risk assessments are carried out by external fire consultants and reviewed whenever changes occur such as layout and change of use. The Estates Manager is responsible for any remedial measures identified in the fire risk assessment concerning physical aspects of the buildings.

4.2 The fire alarm is sounded on a test basis weekly and the fire detection and alarm systems are inspected and tested annually by a specialist contractor. Fire extinguishing equipment is inspected and tested by a competent external contractor twice per year in the Senior School and annually in the Junior School.

4.3 Lockdown procedures have been established utilising the school's broadcasting system and these are tested annually through conducting a lockdown drill.

4.4 Any hot work carried out on site is governed by a permit to work system.

5. Accident Reporting

5.1 We have both a legal and moral duty in keeping with the School's Health and Safety Policy to record accidents and consequential injuries. The School's Accident Reporting Policy and reporting forms should be used for this purpose.

5.2 Incidents which do not result in injury but nevertheless due to the nature of the hazard might have more serious consequences in a repeat incident should be recorded as "near misses". These situations should be reported immediately to Estates or the cleaning team leader as appropriate for remedial action to be initiated if the hazard remains. The accident or near miss report should be sent in all cases as soon as possible after the event to the Bursar and if serious a telephone call made as forewarning so that an investigation can be instigated and any urgently needed remedial action initiated. Accidents or dangerous occurrences which are required to be notified to the enforcing authorities under the RIDDOR legislation will be determined by the Bursar who will be responsible for making the notification.

5.3 In addition to the statutory and moral considerations we have a contractual duty to advise our insurers of accidents which may result in a claim for compensation. Notification will be the responsibility of the Bursar. We are covered by appropriate insurance both as employers and in respect of public liability. A copy of the accident report and any related investigation report will be made available to our insurers by the Bursar. Except for our insurers, or where legally required, the accident report should not be copied to third parties and any claims for compensation should be forwarded to our insurers without any comment being made to the claimant or their representative(s).

6. Control of Visitors and Contractors

The School has Visitor Policies for both the Junior and the Senior School.

Visitors are required to register at Reception and are issued with an identification badge which they surrender on leaving the premises. Contractors engaged by the Estates Department will report direct to the Estates Office and go through a similar registration process.

7. First Aid

The School has a First Aid Policy.

As a boarding school, we employ a staff of health care workers/registered nurses in a well-equipped health centre under the control of a Nurse Manager. In addition, we have a number of qualified First Aiders and Appointed Persons as required by the First Aid at Work Regulations.

8. Control of Events and Educational Visits

8.1 Educational visits require permission from the Deputy Head Operations, who is also the EVC and, in some cases, the Head.

8.2 Curricular activities, which take place off site, are deemed to have the Head's approval.

8.3 Visits overseas or involving significant or unusual risks require the Head's permission.

8.4 All residential visits require parental consent and most non-curricular off-site activities require parental/guardian/boarding staff consent as appropriate. Consent is collected via the Involve system and parents/guardians must also confirm the medical and dietary information is up to date.

8.5 Hazard identification, risk assessment and the preparation of a plan, which acknowledges all identified hazards and makes provision for foreseeable emergencies, are essential pre-requisites for Group Leaders of all off-site trips.

8.6 In-school activities are also subject to risk assessment where appropriate under the guidance of the Assistant Head (Extended Curriculum).

8.7 Some additional facilities found in the School, for which there are separate control arrangements, include

- mini-buses
- swimming pool
- fitness suite

9. Consultation with Employees

A Health and Safety Committee, with a membership which represents most Departments in the school, meets at least once per school term. It considers any health and safety issue which members wish to raise, except those which can be resolved, outside a formal meeting, by consultation with colleagues.

10. Review

10.1 A full review of the Health and Safety policy will be undertaken every three years by the Health and Safety Committee and any changes in arrangements brought to the notice of the Governors' Meeting.

10.2 Security and Child Protection do not form part of these arrangements. They are covered by other policies and documentation.

Note: This policy will be checked and updated, on an annual basis, for matters of fact and process