



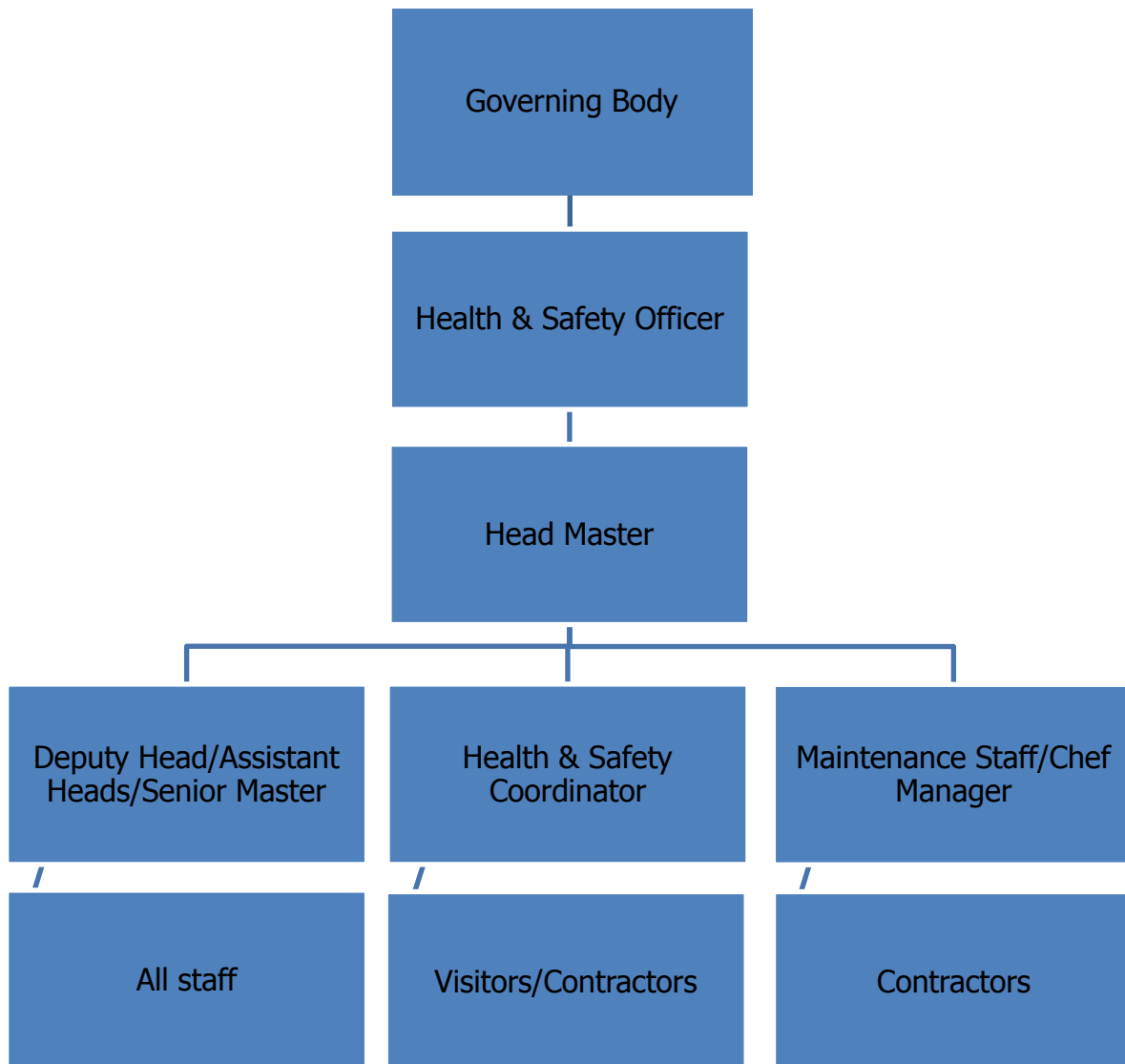
## **1. POLICY STATEMENT**

The Governing Body and Head Master at Altrincham Preparatory School (APS) fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy working and learning environment for all staff, pupils, contractors, visitors (including parents) and others who could be affected by School activities.

The School attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. The School aims to provide, so far as it is reasonably practicable, for its employees when working on the premises:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health;
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health;
- Machinery and equipment that is safe and without risk to health;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported;
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Health and Safety Officer;
- Any other suitable protection, where appropriate, where staff might be at risk;
- For the safety of visiting contractors, members of the public and authorised visitors;
- For arrangements to involve all members of the school community including pupils in developing this health and safety policy;
- For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

## 2. HEALTH AND SAFETY RESPONSIBILITY



### **The Governing Body (The Board)**

The Governing Body has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school. The Governing Body will ensure that the health and safety policy is implemented throughout the School and reviewed/updated on an annual basis.

The Governing Body will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

Where appropriate, advice from a competent person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board has elected one of the Governors, Mr Alan Hurst, to be Chair of the Health and Safety Committee (Health and Safety Officer) as he carries specific expertise being a qualified, practising architect.

### **The Health and Safety Officer**

The Governing Body has appointed a Governor with specific responsibility for overseeing its estates, known as the Health and Safety Officer. This Governor is Mr Alan Hurst who carries particular expertise through being an architect

by profession. Mr Hurst is also charged with responsibility for overseeing health and safety of the School as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Mr Hurst is also the Health and Safety Chair and as such he leads the meetings of the School's Health and Safety Committee. His other responsibilities as Health and Safety Officer are listed below, Mr Hurst may delegate some responsibilities to a competent person:

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements;
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing the document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time;
- Resolving health and safety problems;
- Establishing a school Health and Safety Committee;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours;

### **The Head Master**

The Head Master, Mr Andrew Whittaker, has day-to-day responsibility for the operation of health and safety at the School.

The Head Master will assist The Board and the Health and Safety Officer in directing the overall management and development of the Health and Safety Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. His other Health and Safety responsibilities are listed below, Mr Whittaker may delegate some responsibilities to a competent person:

- Ensuring that all areas of the School are inspected termly;
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences;
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware;
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005;
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire fighting equipment is available and maintained;
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistant is given to perform their duties in a safe manner. In particular to ensure they are given a copy of this policy, and the opportunity to read it, before starting work;
- Ensuring that arrangements are made for suitable training for all aspects of their work;
- Ensuring that suitable records are kept of:
  - Employee health and safety training
  - Accidents
  - Premises safety inspections
  - Fire equipment tests
  - Machinery and equipment safety tests and inspections
  - Any other statutory testing linked to health and safety

### **Deputy Head, Assistant Heads and Head of PE**

The Deputy Head, Mrs Lindsay McKenna, and Assistant Heads, Mrs Jan Bacon and Mrs Maria Myatt, have day to day management responsibility for the building and the playground areas attached that they oversee. They are also responsible for the safety of their staff and pupils within their buildings by ensuring staff receive necessary training and supervision.

The Head of PE, Mr Nigel Birch, has responsibility for the School's pitch as well as for the health and safety of the Bowdon Hockey Club grounds that the School uses as its sports' facility. This includes the transport of boys to and

from the grounds as well as for away matches. The Head of PE is also responsible for health and safety for after-school sports' activities.

### **Health and Safety Coordinator**

The Health and Safety Coordinator, Mrs Denise Barber, assists the Health and Safety Officer, and Head Master in ensuring that all records relating to health and safety are kept up to date and accurate. They are also responsible for scheduling any servicing and repairs relating to health and safety matters.

### **Maintenance Staff**

The Maintenance Staff, Mr Geoff Brown and Mr Jason O'Hara, will assist the Health and Safety Officer with regards to the safety and physical condition of all areas of the School site including playground and outbuildings. They are also responsible for ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the health and safety policy as appropriate to their work. They will also inform contractors of any known hazards, which might affect them whilst at work.

### **Chef Manager**

The Chef Manager, Mr Paul Garner, with the assistance and guidance from the school's catering consultants (CMC), has responsibility for all health and safety aspects associated with the catering activities (both day-to-day arrangements as well as for any functions held by the school) of the School. They are responsible for:

- The safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises;
- Ensuring that the catering staff are competent in working safely in the kitchen with particular regard to hygiene, the dangers of fire within a kitchen and fire training;
- an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.

### **Class Teachers**

All class teachers are responsible for the Health and Safety arrangements for their class throughout the school day which is from the time boys enter the school until they are safely received by their Parents, guardians or other responsible person (known to and agreed by the school) at the end of the day.

### **All Staff**

All staff are responsible for:

- taking care of the health and safety of themselves and their colleagues and for any child under their care;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- keeping up to date with current safety procedures;
- attending training as directed;
- following instructions issued by the School on matters of health and safety;
- reporting any accidents, dangerous occurrences or safety concerns to management;
- not misusing any equipment provided for their safety;
- being able to carry out emergency procedures in respect of fire, emergency evacuation, security and first aid;
- observing all safety procedures and instructions.

### **School Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the Governor who is responsible for overseeing health and safety. The other members of the Committee are:

- The Health and Safety Co-coordinator
- The Head Master
- The Deputy Head
- The Assistant Head (Pre-Prep)
- The Caretaker
- The Chef Manager

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

### **External Health and Safety Advisors**

The Health and Safety Chair will arrange, as appropriate, for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually
- Machinery used in the maintenance department are regularly serviced

### **Contractors**

Contractors should notify the School of any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the School Office/Finance Office on arrival. The Health and Safety Officer will be responsible for controlling the work of contractors to ensure the safety of pupil's, staff and visitors. In the interests of safety, all work carried out by contractors is scheduled during the school holidays where possible.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

- Work on mains electrical wiring, mains incomers and distribution boards;
- Removal of asbestos or work where asbestos materials are known or suspected to be in place;
- Major excavations and builds;
- Access to roofs and roof voids.

### **Hirers of the School**

When the School premises are used for purposes not under the direction of the Head Master then the principal person in charge of the activities or use will have responsibility for safe practices.

The Head Master will ensure that the hirers conduct themselves and carry out their operations in such a manner that all statutory and the School's safety requirements are met at all times. The hirers will be provided with a copy of the health and safety policy and asked to make themselves familiar with it. They will not, unless with prior consent from the Head Master:

- Introduce equipment for use on school premises;
- Alter fixed installations;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for persons using the premises or the staff of pupils of the school.

### **Visitors**

All visitors must report to the School Office (Prep) or Finance Office (Pre-Prep) where a signing in system is in operation. Visitors will be presented with a visitor badge and be escorted at all times.

### **3. RELATED POLICIES**

The Health and Safety Policy should be read in conjunction with the following:

- First Aid Policy
- Fire Safety Policy
- COSHH Policy
- Disaster and Emergency Policy
- Security, Access Control, Workplace Safety and Lone Working Policy
- Visitor and Intruder Policy

