



PANGBOURNE COLLEGE

Health and Safety Policy

Revised SEPTEMBER 2011
(Next due Sept 2012 – Bursar)


PANGBOURNE COLLEGE

HEALTH & SAFETY POLICY STATEMENT

The Governors and Headmaster are fully aware of their responsibilities under The Health and Safety Work Act 1974 and other Health and Safety legislation relevant to the College's operation. The Governors of Pangbourne College, through all levels of management, are committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter the school premises, are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary controls to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The Governors have the ultimate responsibility for the implementation of this policy and through the Headmaster and the Bursar will ensure that the requirements of all health and safety legislation are established. The Headmaster is responsible for implementation of this policy within the school.


SIGNED:Chairman of Governors


SIGNED:Headmaster

DATED: 1st September 2011

THE COLLEGE'S OBJECTIVES ARE:

To provide conditions and systems of work for all employees and for other people which prevent any danger to health or safety. This requires that risk assessments will be carried out to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.

To ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff, pupils or the public.

To provide means of access and egress, which are safe, and without risks to health.

To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.

To ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels.

To ensure safe arrangements are made for the storage, handling and transport of articles and substances.

To ensure the school has and maintains up-to-date fire procedures and documents; and ensure that all employees, pupils and others using the premises are familiar with them.

While it is a requirement on everyone working in the College to comply with current legislation and Regulations, this policy must be considered in connection with the resources available for its implementation. Risks should be reduced on the ALARA (As Low As Reasonably Achievable) principle using BATNEEC (Best Available Technique Not Entailing Excessive Cost).

This policy is dependent upon the total co-operation of every person who works for Pangbourne College, as well as pupils and contractors, and indeed all employees have a legal duty to:-

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage. This duty is fulfilled by making appropriate entries in the Accident Book, supplemented if appropriate by a written report to Head of Department and Bursar. Urgent reports must be made by telephone or personal contact in the first instance. The Accident Book will be in loose-leaf format held by the Bursar and forms will be issued for reports. The Bursar will review the Accident Book monthly. There will also be a Near Miss Book, using the same methodology.
- Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

Staff Consultation

The school will hold a staff Health and Safety meeting not less than once per term. The Chairman will be the Bursar. Membership will include a Governor and others to represent different departments of the College.

The policy will be monitored to ensure it is effective and will be reviewed and revised annually and as necessary by the Committee.

HEALTH & SAFETY RESPONSIBILITIES

Purpose of this Section

To explain the general responsibilities and specific duties of school governors, senior school staff and employees with respect to health and safety.

General Guidance

The Governing Body of Pangbourne College has ultimate responsibility for health and safety.

The Health and Safety at Work etc. Act 1974 (HSAWA) places a duty on all employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and of others who may be affected by work activities, such as pupils and visitors. They must ensure that all premises, equipment and substances are safe and without risk to health.

Employees and other people must comply with any school safety policy and work in a safe manner.

Enforcement

The enforcement agency for health and safety in schools is the Health & Safety Commission. There is an Education Service Advisory Committee which has members drawn from education and training, teaching unions, business and government departments.

The information in this section closely follows the advice of that committee.

GOVERNORS

Are responsible for:

- a. Monitoring (including consideration of inspection reports)
- b. Prioritising actions where resources are required.
- c. Ensuring actions are taken.
- d. Including health and safety on governing body meeting agendas.
- e. Assessing the annual report on health and safety performance.
- f. Reviewing the safety policy
- g. Providing a Governor as a member of the H & S Committee

The Governing Body is wholly responsible for the health, safety and welfare of the teachers, support staff, pupils, visitors and for buildings and equipment.

The Headmaster and other staff have an obligation to co-operate with governing bodies so far as necessary to ensure health and safety requirements are met.

Governors must be aware of the following, and the Bursar must report to them at least annually on these matters:

- a. Administrative matters relating to accident investigation and recording, provision of health and safety training and health and safety inspection.
- b. The provision of specialist professional advice and information on health and safety matters.
- c. Structural repairs and maintenance activities including buildings /grounds.
- d. Specific problems such as the discovery of harmful substances, e.g. asbestos.
- e. Equipment purchase and personal protective equipment; gymnasium and activity equipment; and machinery.

Governors must ensure there is an effective health and safety policy, including.

- a. A declaration of commitment
- b. Acknowledgement of responsibilities towards employees, contractors, pupils and visitors
- c. The organisation for implementing the policy (Section B).
- d. Suitable arrangements for implementing the policy (Section C).
- e. Facilities for monitoring and measuring safety performance (Section C).
- f. A revision procedure (Section C).

Governors should expect individual members of staff to implement the policy and meet its objectives, for example department heads identifying hazards and making appropriate risk assessments.

Overall, governors must be sure that the school management team have set performance standards for health and safety and are achieving them.

Governors must be kept up to date regarding the following issues, and the Bursar will report to them at least annually

- a. Audits and audit reports by outside agencies, such as:
 - i HSC enforcement staff,
 - ii The appointed advisers,
 - iii Specialist contractors, e.g. for pressure vessel testing.
- b. Reports from safety representatives.
- c. New legislation which may affect the school.
- d. Self-inspection (self-audit) activity.

Governors do not have to carry out audits, etc. themselves but they should be in a position to report activity to parents and other interested bodies by written statements in an annual report.

Governing Body's Decision:

Governors are responsible for financial control and must therefore be involved in decisions affecting the budget. This may include delegation of various types and levels of expenditure to senior staff such as the Headmaster and the Bursar. They must ensure that adequate staff, funds and materials are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

THE HEADMASTER

The main responsibilities of the Headmaster are as follows, although in practice many of these functions will be delegated to the Bursar:

- a. Co-ordinating the day to day activities of the running of the whole school in accordance with the health and safety policy,
- b. Liaison with Governors or advisers and enforcement agencies on policy issues and any problems implementing the health and safety policy;
- c. Ensuring regular inspections are carried out;
- d. Submitting inspection reports to the Governors and others where applicable.
- e. Ensuring action is taken;
- f. Passing on information received on health and safety matters to appropriate people;
- g. Carrying out investigations;

THE BURSAR

The Bursar's responsibilities will include:

- a. Establishing timetables and methodology for safety auditing;
- b. Carrying out safety audits, including at least annual reports from managers;
- c. Ensuring that adequate Health and Safety training is carried out, including First Aid cover;
- d. Advising on health and safety policy revisions;
- e. Assisting in the implementation of the safety policy as necessary,
- f. Investigation of serious incidents where appropriate;
- g. Advising on inspection and monitoring procedures;
- h. Giving advice on changes in legislation.
- i. Making a report at least annually to the Governors;
- j. Determining the boundaries of responsibility between the College and contractors, notably the catering contractor.

HOUSEMASTERS

Their main responsibilities are:

- a. In addition to responsibilities commensurate with Academic positions to undertake the management of health and safety activities involved in the running of the boarding house in accordance with the health and safety policy
- b. Signing and adhering to the Divisions' Risk Assessment document. This incorporates the procedure for Divisional Boarding House Fire Precautions which should be adopted and complied with in full.
- c. Ensuring that Good Housekeeping is a major factor in running the house.
- d. Carrying out regular inspections and making reports to the Headmaster and Bursar as appropriate and at least annually
- e. Hazard analysis and risk assessment;
- f. Liaison with the Safety Co-ordinator on staff training and information;

- g. Maintenance of standards.
- h. Passing on health and safety information received to appropriate people.
- i. Acting on reports from above or below in the hierarchy.

HEADS OF ACADEMIC DEPARTMENTS AND SUPPORT HEADS OF DEPARTMENTS;

This includes but is not restricted to Catering and Domestic General Manager; Sister i/c Sick Bay; Drake Centre Manager; Shop Manager; Buildings Manager; Estates Manager, Boat Club Manager; Director of Sport; OC CCF; RSM/SSI;

Their main functions are:

- a. Day to day management of health and safety activities involved in the running of the whole school in accordance with the health and safety policy;
- b. Drawing up and reviewing departmental procedures at least annually;
- c. Carrying out regular inspections and making reports to the Headmaster and Bursar as appropriate and at least annually
- d. Hazard analysis and risk assessment;
- e. Liaison with the Safety Co-ordinator on staff training and information;
- f. Maintenance of standards.
- g. Passing on health and safety information received to appropriate people.
- h. Acting on reports from above or below in the hierarchy.

TEACHING STAFF, TECHNICIANS, SUPPORT STAFF

Their main functions are:

- a. Day to day management of health and safety within their departments, and the carrying out of active safety in the school;
- b. Checking classrooms/work areas etc. are safe;
- c. Checking safety of equipment before and during use;
- d. Ensuring safe procedures are used and maintained;
- e. Assisting in hazard analysis and risk assessment;
- f. Assessing the need for and ensuring that personal protective equipment is used;
- g. Defect and hazard reporting;
- h. Specialist tasks e.g. first aid, swimming pool safety etc.;
- i. Participating in inspections and health and safety consultation committee, if appropriate;
- j. Bringing problems to the attention of the relevant head of department.

SAFETY COMMITTEE

The Safety Committee meets on a regular basis and its purpose is to carry out the following:

- Promote Health and Safety throughout the College and develop a proactive culture to Health and Safety.
- To receive reports from Health and Safety Consultant on the effectiveness of the implementations of the Health and Safety Policy.
- To consider and introduce additional Safety rules that may be required from time to time.

- To ensure current Health and Safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence.
- To carry out any inspections of the college that may be required.
- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the College.
- To investigate any special hazards and to recommend actions to be taken
- To consider any communication received from The Health and Safety Executive and recommend action to be taken as appropriate.
- To work with the Health and Safety Consultant to continually monitor the Health and Safety Policy

Monitoring Policy

The Health and Safety Policy will be monitored by the Consultant, with regular checks and inspections being carried out, a report will follow any such inspection.

There will be a full annual review to establish whether any major changes or additions need to be made to ensure that the Health and SAFETY Policy Document is fully up to date and correctly reflects the Colleges activities.

METHODS AND PROCEDURES

Safe systems, written procedures and safety policies

Safe systems, written procedures and safety policies have been devised for activities within the College. The following departments have completed risk assessments that are designed to minimise risk of accident or injury to pupils, staff, visitors and contractors whilst in their particular department:

Biology	Physics	Chemistry
Design Technology	Art	Sport
Modern Languages	IB	Library Services
History	Geography	Mathematics
EFL	Learning Support	Drama
English	Ropes Course	

Policies are also in place for Boarding houses, Health Centre, Outside events, Works Department, Grounds Department, Domestic Services.

The college has also completed policies on Security, Data Protection, Mini Bus Use and Fire Procedures.

Training

All staff receive Health and Safety training during specific staff inset days and at other times throughout the year dependant on the needs of the individual and their role within the college. General training includes:

Fire Safety and Use of extinguishers

Fire Warden Training for appointed persons

First Aid

Risk Assessment identification and documentation

Specialist training that may be required to Grounds and Maintenance includes Mobile Access Platform Licence

Chain Saw Users Licence.

The Domestic Team receives training on COSHH, Manual Handling, Slips, Trips and Falls.

Health and Safety are both regarded as being of paramount importance in the safe guarding of pupils staff and visitors within the college community and all staff are required to read the Health and Safety Policy Document. They will be required to sign to the effect that they understand it and agree to abide by it.

Fire

In line with the various Fire Precautions and related acts, the College has ensured that all staff have received adequate and appropriate training in the following:

- Action to be taken on hearing the fire alarm
- The action to be taken on discovering a fire
- Raising the alarm and the location of the fire points
- The location and use of fire fighting equipment
- Knowledge of escape routes
- Appreciation of the importance of fire doors, clear exit routes and the need to close doors and windows.

Fire risk assessments are in place for all college buildings.

Risk Assessments

The College has a proactive approach to risk assessment and recognises the importance of risk assessment to protect the college community. In line with the requirements of The Management of Health and Safety at Work Regulations 1998 the college assessments will establish the following:

- Identify any hazards associated with a particular activity
- The potential frequency and severity of any accident
- The control measures being employed to minimise the risk of an accident occurring
- Any further action to be taken to adequately control the hazard.

These assessment are produced and maintained by individual departments and monitored by the Colleges health and safety committee.

Security and Visitors

The College has taken all reasonable steps to prevent unauthorised entry to its premises where practicable.

Whilst the grounds can be entered easily at any time, all buildings are locked at night, staff are trained to be vigilant at all times.

Visitors are required to report to reception where they receive a visitor's badge that must be worn at all times whilst on the site, they are then accompanied by a member of the college staff.

Security in general is based on a culture of alertness and vigilance by all staff, and the College policy on Security and Visitors is reviewed annually.

Machinery and Plant

Maintenance of all College equipment is carried out on a regular basis to ensure compliance with the Health and Safety at Work Act 1974, section 2(2).

Inspections and checks are carried out as follows;

- Visual inspections of equipment before use, including any fitted safety guards.
- Weekly testing of Fire Call Points and Fire Door closure within the boarding houses.
- Termly inspections of Fire Extinguishers
- Annual inspection of fire alarm systems
- Annual inspection of intruder alarm systems
- Annual servicing of boiler plant and associated equipment
- Annual Portable Appliance Testing including pupils personal possessions
- Annual checks of the stored water systems and Legionella Testing
- Maintenance of catering equipment
- Five yearly fixed wire testing
- Emergency lighting checks
- Annual servicing of college extraction systems
- Annual inspection of the Colleges High Ropes Course and Climbing Wall
- Annual inspection of staged seating.

Hazardous Substances

Where substances are used that may be controlled under the Control Of Substances Hazardous to Health (COSHH) the procedures are as follows

The listing of all substance being used to establish whether they come under COSHH Regulations

Carry out a COSHH assessment have due regard for the following points

- Prevention or Control – ideally substitute for a non-controlled substance but if not restrict use to trained staff only
- Control measures to be adopted
- Maintenance of these control measures
- Monitor the situation to establish these measures are suitable and effective
- Undertake health surveillance if necessary and relevant
- Carry out Instruction and training to ensure the following headings are understood; Use of the substances, their handling, storage and disposal, (of both substance and container).
Emergency procedures
Methods of Control

Use of the correct Personal Protective Equipment
Reviewing the manufacturers Technical Information Sheets

All the above information to be recorded and reviewed by Health and Safety Consultant with the assistance of the personnel in the department concerned.

Display Screen Equipment

The College in line with the Display Screen Equipment Regulations 1992, carries out the following procedure where equipment is used that comes under the regulations;

- Assess the operator of the Display Screen Equipment to establish if the operator is classed as a "user" under the regulations
- If there are "users" an analysis of their work stations is conducted to assess the risk to their health and safety – work stations includes display screens, ancillaries, chairs, desks, and the immediate surrounding environment.
- Implement any requirements that are forthcoming from the above analysis
- Plan or adjust activities of the users to ensure that work is interrupted by break or a change in activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- Provide appropriate eye and eye sight checks for users or any person about to become a user.
- Provide appropriate eye and eye sight corrective appliances as necessary
- Train the user or persons about to become users on the health and safety aspect concerned with the use of their work station.

Personal Protective Equipment (PPE)

The College is aware that there are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 THE College applies the following:

- Provision of appropriate PPE for all staff that require it.
- Assess the suitability of the PPE
- Maintains and when requires replaces all PPE
- Provides safe and suitable accommodation for all PPE
- Ensures PPE is compatible
- Replaces lost or damaged PPE
- Trains all appropriate staff in the use of PPE and monitors and records the use of PPE.

Under the same regulations, staff will;

- Use PPE correctly
- Wear PPE correctly
- Not misuse or abuse the supplied PPE
- Report any loss or defect.

Manual Handling

The College is aware of its obligations under the Manual Handling Operations Regulations 1992 and the possibilities of serious injury being caused by incorrect actions. Therefore in line with the regulations the College takes the following action;

- Manual handling activities involving risk, so far as is reasonably practicable will be eliminated or moved by a mechanical process.
- Where activities involving risk cannot be avoided these activities will be subjected to an assessment.
- The risk of injury will be reduced as far as reasonably possible by;
Assistance from other personnel
Use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object

Noise

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

- Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.
- Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

Vibration

The School is aware of its responsibilities under the Control of Vibration at Work Regulations 2005

and takes the following action to minimise the effect of vibration on employees:

- Equipment is selected carefully to ensure that the vibration level is as low as possible.

- Vibration levels will be established by reference to manufacturers' published data or by comparison with similar machinery.
- Exposure time by employees will be established which should enable an assessment to be made to establish whether or not vibration exposure is satisfactory.

If a suitable assessment by the above means does not indicate that the levels are well below the Exposure Action Value or a problem is clearly evident, then Vibration Specialists will be called in to carry out an appropriate survey and introduce an appropriate Management Plan which will include the consideration of Health Surveillance.

Work at height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows:

IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING OCCUR:

- Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- Major Injury to Staff, Pupils or Any Other People in an accident on the premises
- The Major Injury as listed in the Regulations.
- Dangerous Occurrences listed in the Regulations.

REPORTING:

- A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1) 2) and 3) above.
- A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.
- A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

REPORTING FORMS:

- F2508 - for injuries and dangerous occurrences
- F2508A - for diseases

RECORD KEEPING:

A record will be kept of any injury, occurrence or disease requiring report:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT