

YORK MINSTER



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Minster School

Health and Safety Policy



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1. HEALTH AND SAFETY POLICY STATEMENT

The Dean & Chapter is fully committed to the promotion and implementation of effective Health and Safety policies and procedures. Working collectively with staff and operatives, the primary objective is to safeguard the health, safety and welfare of all Dean & Chapter employees and Volunteers.

Dean & Chapter policies and procedures provide a framework for the identification and management of significant risks through preventative/protective measures where such risks are unable to be eliminated. In addition, we will ensure that our operations are carried out in accordance with current statutory legislation and we will strive towards achieving best practice.

The effectiveness of the Health & Safety Policy is the subject of regular review by the Dean & Chapter and Senior Management. These reviews may lead to further training, when required, plus the identification of measurable objectives and targets set to aid the planning and continual improvement of the Health & Safety procedures, thus ensuring that the Dean & Chapter maintains and develops their safe working culture and generates continual improvement.

The application of our Health and Safety policies and procedures is the personal responsibility of all employees & volunteers. Individuals are encouraged to understand their responsibilities and assist in the implementation and improvement of the whole process.

The Dean & Chapter are fully committed to these policies and hereby endorse this Policy Statement

Keith Jones

Dean



Introduction

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence and in line with relevant legislation.

2. Responsibilities

The Dean & Chapter has overall responsibility for health and safety.

Dean & Chapter will:

- Ensure health and safety has priority
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headmaster will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures and liaise with the Dean & Chapter Health and Safety Manager
- Monitor effectiveness of any procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office

3. Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure.

The school Secretary, Bursar, Headmaster or Caretaker will liaise with contractors as appropriate.

A yearly check will be carried out by the Headmaster and Bursar to monitor the upkeep of buildings and grounds. The Surveyor of the Fabric will monitor the buildings as part of his/her 5 yearly inspection.

The Dean & Chapter agree to appropriately train staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.



Monitoring and of Health and Safety Arrangements

The Headmaster's yearly check will be used to prioritise need and to inform planning. All staff will carry out visual monitoring on a day to day basis. The Caretaker will monitor school grounds and premises daily, with problems reported to school Secretary/Bursar/Headmaster.

Equipment

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately. Relevant staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly. No second hand equipment must be introduced to school without the agreement of the Headmaster. Electrical equipment will be tested regularly in accordance with current legislation. Plugs and leads will be visually checked regularly. Electrical sockets should be switched off before a plug is removed. Fire fighting equipment and alarm systems are maintained via annual contract. PE and playground equipment is maintained via an annual contract. Hazardous substances, such as cleaning materials, chemicals and other hazardous substances are kept locked in appropriate storage areas.

Health and Safety Resources

The following documents should be referred to where applicable:

- BALPE manual
- IAPS Sports Handbook

Subject leaders are expected to be aware of Health and Safety implications within their subjects and keep other staff and/or assistants informed.

Risk assessment

Standard Risk Assessment Forms will be used for all trips or walks outside of the School boundaries. The persons responsible for completing the Risk Assessment is the person organizing the outing. An assessment should also be done where all harmful substances are used. The Dean and Chapter Health and Safety Manager will update the Headmaster with all relevant information and should be consulted if additional help or information is required.



Chemicals and Substances

All substances which may cause harm will be kept secured at all times. Reference to manufacturer's safety data sheets will be made with regards to safe use.

The Science Master will ensure that safe storage is maintained in the store between the Science room and the IT room. Correct clothing, including eye protection, will be worn during all teaching activities where children and staff may be affected.

PE and Clothing

All children will change into suitable clothing for the activity in which they will participate.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and both allows a greater degree of maneuverability when demonstrating skills as well as being more practical when dealing with injury.

Jewellery

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E.

A watch may be worn.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving equipment

Children must not attempt to lift or move heavy equipment.

Each child should be taught the correct way to lift and move light apparatus and equipment should the need arise.

Techniques should be taught to each new class.

Children should be positioned at the corners of each piece of equipment and the leader of the group says when the lift should start.

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building.

Pedestrian access to both the Old School and main school buildings, unaccompanied by adult, must be through the gate by the Roman Column.

All visitors must report to the school office and sign the visitor's book. Visitors should 'sign out' when leaving the school buildings. Any adult on site who does not work in the school and who is not wearing a visitors badge must be reported to the school office.

Vehicles

Parents are discouraged from driving into school. Those who need to drive their cars onto the school site are urged to exercise extreme caution. Wherever possible deliveries should be made once the children are safely in the building, park safely and not block doors and gates.



Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark, and where possible staff should let someone know where they are if they will not be home at their usual time, and at what time they can be expected.

Any one lone working on a regular basis, should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Fire Safety

The Minster School will provide a safe and healthy working environment with respect to fire safety in its premises.

Full Fire emergency procedures are contained in the Dean and Chapter Fire Prevention Policy.

Evacuation Procedures are positioned on the main notice board and also on the inside of each Classroom door.

Evacuation procedures are practiced trebly and reviewed at least annually.

The Headmaster will be responsible for ensuring staff:

- Check all fire doors are free from obstructions and slip/trip hazards.
- Check all escape routes are clear.
- Check all fire doors can be opened quickly and easily.
- Check all fire resisting doors close properly.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- Check there is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).

Responsibilities:

Checking all areas: Headmaster - overall supervision.

Class rooms: Class teachers

Toilets: Class teachers

Visitors: Admin staff

Each classroom to have copy of the evacuation plan on display.

The fire alarm is tested weekly by the Caretaker.

A fire drill is completed at least once a term. A record is kept in the Fire Manual which is kept in the School Office.

Systems and extinguishers are checked annually and are recorded in the Fire Manual.

The Dean & Chapter Fire Prevention Policy will be reviewed annually.



Supervision of Children

Children may not be left at school prior to 8:00 am in the Prep department and 8:15am in the Pre-Prep department.

A member of the teaching staff in each department is designated as the duty member of staff for the day. The duties of this individual are laid out in the relevant departmental staff handbook.

The duty member of staff is responsible for maintaining discipline and safety in the school playgrounds and for ensuring the safe collection of pupils at the end of the day.

- Children should be collected by 5:20pm in the Prep department and 5:00pm in the Pre-Prep department unless they are remaining for a late after-school activity. On such occasions, the person leading the activity assumes responsibility for seeing pupils off the premises safely.

First Aid and accident reporting

School staff are expected to take reasonable action as responsible adults, to deal with injuries that children sustain until the child can, if necessary, receive professional medical treatment.

All school staff will have some first aid training. Designated first aiders are identified on Notice Boards in all three school buildings.

First aid kits are located in the Staff Room for 8, 9 & 10 Deangate, the entrance hall in the Old School and the kitchen at the Red House.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin.

First aid boxes for school journeys are stored in the mini bus and the Staff Room cupboard.

All Staff have responsibility for dealing with minor accidents at lunchtime. If a child receives a bump to the head which gives cause for concern, short of an emergency, parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

For **all** significant accidents, an accident form will be completed and sent to the Health & Safety Manager. A duplicate copy will be kept on file.

Incidents of a more serious nature will be notified to the Health and Safety Manager immediately who will decide if a report to the Health and Safety Executive is needed, and review the incident with the school to see if remedial action need be undertaken to avoid a re-occurrence.

Accidents to staff must also be reported and a record kept.



Medication

The Minster School does make provision for employees at the school to administer medicine. However, at the Headmaster's discretion, regular medicine may be administered to pupils following written permission and instructions from parents.

Asthma inhalers may be stored in the School Office, but children are encouraged to take responsibility for their care and administration.

Allergies

Information about children who suffer from an allergy will be published in the staff room. Class teachers are issued with lists informing of any medical issues concerning children.

The school identifies those able to administer adrenaline via an Epi Pen when necessary. Staff have been trained in the use of Epi Pens.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately.

The School will follow HSE and Local Authority guidance on advice/reporting of diseases.

If in doubt we will contact the local PCT.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred and more generally to parents.

Staff Health and Welfare

- **Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headmaster or his Deputy as soon as possible. The Headmaster will, if possible, discuss the matter with the person concerned within 24 hours of the issue being raised.

Dean & Chapter HR has a 'Well Being Policy' which can be accessed at any time.

- **Personal Safety**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available and is stored by the Caretaker.

Staff should follow good manual handling guidelines & take care when moving or lifting equipment. If in doubt, they should seek help.

Information on safe lifting techniques can be provided by the Health and Safety Manager.



- **Violence**

Staff should always take steps to minimise the possibility of violence in school. Any incident should be reported to the Headmaster or Deputy immediately.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Administrative staff using VDUs should vary their work routines and follow guidance on regular eye tests. These can be obtained by the Health and Safety Manager.

Off Site Activities

Any visit off site must be approved by the Headmaster.

When taking children out of school The Minster School uses a standard risk assessment form, which must be completed and signed off before the trip (This process includes seeking parental permission).

- All school visits must conform to the current School Visits Policy (including completion of risk assessments and carrying of first-aid equipment).

Control of Contractors

When engaging contractors, other than through the Stoneyard, the contractor must be given a copy of the 'Dean & Chapter Contractor Health & Safety Guidelines' and they must sign to signify that they have seen these and will comply with them.

Further information or advice should be sought through H&S Manager or Stoneyard maintenance staff.



4. Critical Incidents

The Minster School contingency measures for critical incidents are:

- Road traffic accident involving pupils/accident during school trip
- Disaster in the local area.

A. Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

- Remove children from danger if possible/appropriate
- Contact emergency services
- Bring children home as soon as possible
- Obtain accurate information and inform school

Action as soon as possible:

The school (most likely the school office) will contact families of those involved making a careful note of parents whom they have been unable to reach. Contact lists are found in the school office.

If there is death or serious injury, the police will inform parents (possibly with a member of staff in attendance).

The Headmaster (or the member of staff deputising for him) will be responsible for:

- Planning communications to and from school.
- Giving the same level of information to everyone, provision of a script is sensible.
- The Headmaster will be responsible for drafting of any scripts.
- Informing staff and pupils (only facts should be given. Speculation on the causes, consequences or apportioning of blame should be avoided).
- Contacting the School Governors. Liaising with the Dean, as chairman of Governors & Chapter. Press or media should not be allowed on school premises.
- If there is need for an assembly point, the Old School hall should be used if this is practicable.

B. Disaster in the Local Area (e.g. fire, explosion, civil disturbance, terrorism)

Follow guidance from the emergency services, vacating the buildings when instructed to do so following the normal evacuation procedure as in event of fire.

5. Review

This Policy will be reviewed annually or as required subject to any changing statutory legislation, regulations, Approved Codes of Practice or Guidance. This policy is reviewed and ratified by the Health & Safety sub-committee of the school's governing body.