

Health and Safety Policy

HEALTH AND SAFETY POLICY STATEMENT, ORGANISATION AND ARRANGEMENTS

This Health and Safety Policy incorporates

STATEMENT OF INTENT (PART 1)

- The declared commitment by Marymount International School to the health, safety and welfare of employees, students and of other users of their premises

THE ORGANISATION (PART 2)

- The roles and responsibilities of those entrusted with the management of Health and Safety

THE ARRANGEMENTS (PART 3)

- The means by which the management of health and safety is achieved

Approved: April 2022
To be reviewed: April 2023

PART 1: HEALTH AND SAFETY STATEMENT OF INTENT

The Governors of Marymount International School recognises that under the Health and Safety at Work Act 1974 it has a duty to ensure, so far as is reasonably practical, the safety, health and welfare of all persons affected by its activities. And accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff, Sub-contractors and others using Marymount International School's premises.

It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of Marymount International School but is also an essential aspect of the education of its students.

Marymount International School aims to provide a safe and healthy working and learning environment for staff, students and visitors. In pursuit of this, we seek to ensure, so far as is reasonably practicable:

- The provision and maintenance of safe workplaces and safe systems of work;
- Clear definition of responsibilities of employees at all levels;
- Provision of appropriate information, instruction, training and supervision;
- Provision of effective systems of communication on all health and safety matters;
- Adequate opportunities for employee consultation on health and safety matters;
- Co-operation with other organisations in respect of health and safety.

The arrangements outlined in Marymount International School's Health & Safety policy and the various other safety provisions made by the school will not prevent accidents nor ensure safe and healthy working conditions on their own. It is strongly believed that only the adoption of safe methods of work and good practice by every individual member of Marymount International School's community can ensure everyone's personal health and safety.

Marymount International School will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance. It is believed that health and safety standards will only be maintained with the co-operation of all staff, students and visitors to our school.

We expect all staff to co-operate fully with this policy, and that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the responsible persons identified within the policy are carrying out their duties correctly.

The policy will be reviewed annually and revised where necessary.

Approved by resolution of the Board of Governors

Approved by Board of Governors

Dated: April 2022

Next Revision due: April 2023

PART 2: THE ORGANISATION

In order to achieve compliance with this policy, Marymount International School and its management teams will have additional responsibilities assigned to them, as detailed in this part of the policy.

Obligations of the Governors

- To provide the Health and Safety leadership for the School and ensure that a clear written policy statement is created which promotes the correct attitude towards Health and Safety in staff, students and visitors.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities and have sufficient experience, knowledge and training to perform the tasks required of them.
- To ensure all relevant Board decisions reflect the Health and Safety intentions in the Statement of Intent.
- To receive and consider a consolidated reports on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues.
- To review the Marymount International School Health and Safety Policy and performance annually Obligations of the Estates Committee.
- To provide Health and Safety leadership by way of defined policies and procedures as required to satisfy the requirements of the Management of Health & Safety regulations.
- Explain expectations and determine how the organisation and procedures will be delivered and monitored throughout the School.
- To ensure that there is appropriate financial provision to meet their statutory health and safety obligations.
- To ensure all relevant School decisions reflect the Health and Safety intentions in the Statement of Intent.
- To ensure that the necessary advice, resources and support are available to the Head of School including legislation updates.
- To arrange the regular review of the Health and Safety & Fire safety provisions across the School by way of independent audits and inspections to ensure performance is measured both proactively and reactively.
- To receive summary reports from Chair's Meetings on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), and completed actions to resolve previous issues.
- To present consolidated reports to the Board of Governors on health and safety monitoring and statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution.
- To present an annual review of the Health and Safety Policy to the Governors.

Obligations of the Head of School

In their capacity as the key person responsible for the effective management of Health and Safety, the Head of School will ensure the effective implementation of this policy by ensuring:

- This Policy is communicated to all relevant persons;
- Appropriate information on significant risks is given to visitors and contractors;
- Appropriate consultation arrangements are in place for staff and their representatives;
- All staff are provided with information, instruction and training on health and safety issues;
- Risk assessments of the premises and working practices are undertaken;
- Safe systems of work are in place as identified from risk assessments;

- Emergency procedures are in place;
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition;
- Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, training etc;
- Arrangements are in place to inspect the premises and monitor performance;
- Accidents are investigated and any remedial actions required are taken or requested;
- The activities of contractors are adequately monitored and controlled.

Obligations of the Teaching / Non-teaching staff holding posts / Positions of Special responsibility

This includes Deputy Heads, Chairs of Departments, Bursar, Facilities / Estate Manager, Catering Manager and Supervisors. They must:

- Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Head of School for the application of Health and Safety procedures and arrangements;
- Develop safe systems of work in accordance with the School's policies which address the key risks in their areas of responsibility and the organisation and arrangements for managing those risks;
- Carry out regular Health and Safety risk assessments of the activities for which they are responsible;
- Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work;
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head of School any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe, report and record these checks where required;
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety;
- Ensure all accidents are investigated and reported appropriately.

Special obligations of Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time;
- Give clear verbal and written Health and Safety instructions and warnings to students as often as necessary;
- Ensure the use of personal protective equipment and guards where necessary;
- Make recommendations to their Department Chair on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with the School's Curriculum requirements for safety education;
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorisation;
- Regularly check their classrooms for potential hazards and report any observed to the Department Chair and Facilities Manager.

Obligations of all Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and wellbeing of themselves, students, other employees and other persons;
- Observe all instructions on Health and Safety issued by the Head of School or any other person delegated to be responsible for a relevant aspect of health and safety;
- Act in accordance with any specific Health and Safety training received;
- Report all accidents and near misses in accordance with procedures identified in this Policy;
- Co-operate with other persons to enable them to carry out their Health and Safety responsibilities;
- Inform their Line Manager and Facilities Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger;
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements;
- Exercise good standards of housekeeping and cleanliness;
- Know and apply the procedures in respect of fire, first aid and other emergencies;
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the Health and Safety implications of such work or purchases are considered;
- Acknowledge that they have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it;
- When the premises are used for purposes by way of a contract which are not under the direction of the Head of School e.g. the provision of School meals, Summer School, then the principal person in charge of the activities will have responsibility for safe practices in the areas under their control;
- All contractors who work on School's premises are required to identify and control any risk arising from their activities and inform the School of any risks that may affect the staff, students and visitors;
- Contractors undertaking hazardous works must supply work specific risk assessments, and method statements (RAMS) before works are undertaken;
- All contractors must be aware of the School's Health and Safety policy and emergency procedures and comply with these at all times;
- All contractors must be aware of the Schools requirement for proof of DBS clearance as a precursor to site access;
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School or their representative will take such actions as are necessary to protect the safety of staff, students and visitors, including removing them from site.

Obligations of Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the Health and Safety rules of the School and in particular the instructions of staff given in an emergency.

Areas of Responsibility

The following schedule is an illustration of how the supervision and delivery of H&S responsibility are allocated in Marymount London.

PART 3 – ARRANGEMENTS

	AREA		MANAGED BY
1	Accident Reporting and Recording		Bursar
2	First Aid	(a) First Aid Provisions	Bursar
		(b) Accidents involving blood	Nurse/First Aiders
		(c) Infectious Diseases	Nurse
		(d) Administering Medicines to students	Nurse
3	Emergencies	(a) Emergency Procedures and Drills	Deputy Head / Bursar / Head of Boarding
		(b) Evacuation Notices and Signs	Facilities Manager
4	Fire Fighting Equipment	(a) Checking	Facilities Manager
		(b) Maintenance / Servicing	Facilities Manager
5	Control of Substances Hazardous to Health		Bursar / Department Chair / Facilities Manager
6	Electrical Safety	(a) Mains	Facilities Manager
		(b) Portable Appliances	Facilities Manager
7	Gas Safety		Facilities Manager
8	Smoking		Head of School
9	Display Screen Equipment		Bursar
10	Defect and Hazard Reporting		Department Chair / Facilities Manager
11	Health & Safety Information		Bursar
12	Risk Assessments	(a) Equipment, activities, etc.	Department Chair / Facilities Manager
		(b) New and Pregnant Mothers	Bursar / Deputy Head
		(c) Fire	Facilities Manager
		(d) Curriculum	Head of Departments
13	Staff duty Rotas		Deputy Head / Head of Boarding
14	Clear Passageway		Facilities Manager
15	Security		Bursar
16	Alarm Systems		Facilities Manager
17	Intruders		Facilities Manager
18	Violence to Staff		Head of School
19	Journeys and Outings		External Visits Coordinator / Bursar / Deputy Head / Head of Boarding
20	Minibuses, Coaches, Driving Permits		Bursar / Facilities Manager
21	Parking		Facilities Manager
22	Storage		Department Chair / Facilities Manager
23	Manual Handling		Facilities Manager
24	Contractors on Site		Bursar
25	Other Users		Bursar
26	Water Quality		Facilities Manager
27	Hiring of Premises		Bursar
28	Consultation with Employees		Head of School
29	Work Experience		Deputy Head
30	Work Equipment		Department Chair / Facilities Manager
31	Asbestos		Bursar
32	Work at Height		Facilities Manager
33	Noise / Vibration at Work		Facilities Manager

HEALTH AND SAFETY POLICY ACKNOWLEDGEMENT BY STAFF

Under the Health and Safety at Work Act, a copy of the Marymount London's Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to:

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct tools / utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, tools / utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded on an accident form
- (ix) report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it*

Signature

Name (Block Capitals)

Position

Date

Please return completed Health and Safety Acknowledgement Form to the Business Office