

HEALTH AND SAFETY (RISK ASSESSMENT) POLICY

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PART I: INTRODUCTION

Aims of this policy

- To state the School's legal responsibility for the health and safety of its employees, pupils and visitors.
- To establish who is responsible for health and safety and what responsibilities are delegated to whom.
- To outline the School's arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.
- To state the School's risk assessment policy.
- To provide appropriate risk assessments for particular School activities, including staff training.

Requirements of this policy

This policy complies with Part 3, paragraph 11 of the [Education \(Independent Schools Standards\) Regulations 2014](#): 'The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.'

Guidance on health and safety

This policy draws on the DfE guidance [Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies](#) (February 2014). It draws on guidance from the [Health and Safety Executive](#). It adheres to the requirements of the Independent School Inspectorate (ISI) regulatory handbook, paragraphs 142-154 and (for risk assessment) paragraphs 181-183. The policy has followed the HSE guidance [Health and safety checklist for classrooms](#).

Other relevant School policies

Other School policies relevant to health and safety should be read in conjunction with this policy:

- Safeguarding and child protection policy;
- Pupil behaviour policy;
- Anti-bullying policy;
- Fire safety policy;
- First aid policy;
- Supervision policy;
- Educational visits policy.

PART 2: RESPONSIBILITY FOR HEALTH AND SAFETY

Legal responsibilities and sensible management of health and safety

The School has a legal responsibility under the Health and Safety at Work Act 1974, which establishes the duties of the employer (i.e. the School) for the health and safety of those at the School. Both employer and employees have a duty of care to the pupils at the School. Acting *in loco parentis* means that anyone caring for a child has a duty to act in the same way that a prudent parent would in similar circumstances. While exercising this duty of care to staff, pupils and visitors, those charged with responsibility for health and safety should do so sensibly, on the principle that while risks can be minimized, they cannot be entirely removed. The Health and Safety Executive (HSE) give guidance on [Leading sensible health and safety management in schools](#), which Governors and SMT should read.

Management of health and safety

Legal responsibility for health and safety is held by the Trustees, who delegate responsibility for the School to the Governors. The Chair of Governors appoints a Governor in charge of health and safety (currently Mrs Flora Lyon). Responsibility for managing health and safety in the School is held by the Head Master, who delegates its day-to-day management to the Deputy Head (Pastoral). The Deputy Head (Pastoral) liaises with the Cathedral Clerk of Works on health and safety issues that impact on the School and attends the Cathedral health and safety committee. He also chairs the School health and safety committees (teaching and domestic staff), consulting staff on risk assessment and overseeing maintenance of the site.

Specific roles and responsibilities¹

i) The Governors

The Governors are responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable.

The Governors' health and safety functions are delegated to the staff of the School to fulfil. However, responsibility is not delegated.

The Governors should do the following:

- put in place sensible approaches to health and safety, with clear policies that focus on the real risks, and do not encourage unnecessary paperwork;
- implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the School's activities;
- tell the employees of the School about the real and significant risks in the School and the precautions they need to take to manage them;
- make sure that staff have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed;
- check that the control measures have been implemented and remain appropriate and effective.

¹ Based on HSE [guidance](#).

ii) The Head Master

The Head Master's role is to exercise his authority in line with the School's policies, procedures and standards.

The Head Master should do the following:

- ensure that the School is following its health and safety policy and has effective arrangements for managing the real health and safety risks at the School;
- maintain effective communications with the Governors, staff, pupils and visitors, including parents and contractors, regarding the significant risk on site;
- make sure that the staff have the appropriate training and competencies to deal with risks in their area of responsibility;
- consult and work with recognised professional associations and safety committees
- make sure that staff understand their responsibilities and how to access support and advice to help them manage risks responsibly.

iii) Deputy Head (Pastoral)

The role of the Deputy Head (Pastoral) is to take the day-to-day lead for health and safety on site. The Deputy Head is the focal point for the School's health and safety management arrangements. His role includes the following:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the on-site procedures and the precautions to follow;
- accident and incident reporting;
- implementation, monitoring and review; of training procedures;
- preparation of reports and returns for the SMT.

iv) Other School leaders

Other leaders, such as the Head of Pre-Prep, Bursar or Heads of Department have expertise in their areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department. They should work closely with the Deputy Head (Pastoral) to ensure that best practice is ensured.

v) All members of staff

All members of staff play an important part in sensible health and safety management in schools. Staff are asked to contribute to making the School safer and healthier, developing sensible rather than overly cautious approaches. Staff should do the following:

- take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions;
- co-operate with the School and colleagues, contractors and others to enable them to make and keep the School safe;
- raise health and safety concerns in line with the School's arrangements;
- recognise that health and safety is about controlling the real risks, not eliminating all risks, doing things safely, not finding reasons not to do them.

Health and safety law poster

The School is required, by law, to display the HSE-approved law poster to its staff. The poster is displayed in the staff area on the ground floor and in the kitchen.

Pupil access to dangerous areas on the School property

Out-of-bounds signs are located at risky areas of the School (such as the science laboratory, kiln room, edges of the playground or underground car park) to indicate to pupils that unsupervised entry into those areas is prohibited. The science laboratory is locked when lessons are not taking place, as is the kiln. The medical room is locked at all times when a matron is not on duty in there. Members of staff supervise the playground at all times, and boys are spoken to regularly about the rules against going off-site for any reason (such as fetching a ball that has strayed out-of-bounds).

Risk assessment policy

Risk assessment is managed by the Deputy Head (Pastoral).

Risk assessments are drawn up for the following:

- normal on-site and off-site (e.g. Games) activities;
- School trips, on an individual basis;
- any activity that involves an unusual risk (e.g. adventure play, kayaking etc.).

Risk assessments are written or reviewed and renewed on an annual basis and whenever circumstances change in a way that impacts on risk. The Deputy Head (Pastoral) works with staff (through the health and safety committee) and boys (e.g through the School Council or health and safety questionnaires) to ensure that he is aware of risks and hazards.

Risk assessments for all standard School activities are written by the Deputy Head (Pastoral) and, where appropriate, counter-signed and dated by relevant staff. They are then saved on the shared common drive and displayed in the classroom, where possible. For trips, the risk assessment should be completed by the Group Leader, approved by the Deputy Head (Pastoral) and included in the documentation taken by all accompanying staff.

All risk assessments must be submitted to the Deputy Head (Pastoral) well in advance of the activity, to be checked and signed off. This submission time will vary depending on the nature of the activity. Staff planning trips should consult the risk assessment section of the School's educational visits policy.

Health and safety policy

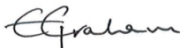
This is the statement of general policy and arrangements for:		Westminster Cathedral Choir School
The Trustees of the Roman Catholic Diocese of Westminster		has overall and final responsibility for health and safety
Neil McLaughlan (Head Master), who delegates health and safety management to: Edward Graham (Deputy Head Pastoral)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Deputy Head (Pastoral)	<i>Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)</i>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Deputy Head (Pastoral)	<i>Staff and contractors are given necessary health and safety induction and provided with appropriate training. Staff who lead offsite activities (trips, fixtures, tours) receive training and guidance from more experienced staff.</i>
Engage and consult with employees on day-to-day health and safety conditions	Deputy Head (Pastoral)	<i>Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety committee meetings.</i>
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Deputy Head (Pastoral)	<i>Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.</i>
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Deputy Head (Pastoral)	<i>Toilets, washing facilities and drinking water are provided. Chemicals and dangerous substances must be safely secured. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</i>

Health and safety law poster is displayed at (location)	Kitchen and Staff Room
First-aid box is located:	Deputy Head's Office, Staff Room, Kitchen, Art Room (Room 1), Medical Room (boarding house), Science Laboratory (Room 11), Pre-Prep Reception
Accident book is located:	Deputy Head Pastoral's office and Pre-Prep Reception

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Sample Risk assessment – classrooms

Art Room

Name and position: Edward Graham – Deputy Head (Pastoral) (as of January 2015)	Signature: 
Location/name of classroom: Art Room	Date: 01/07/2018

Questions you should ask:	Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?	Y	
	Are art rules clearly explained to boys at the beginning of each term?	Y	
	Do boys know how to clear up properly after art lessons and what is expected?	Y	
	Are trailing electrical leads/ cables prevented wherever possible?	Y	
	Is lighting bright enough to allow safe access and exit?	Y	
Work at height (falls)	Are procedures in place to deal with spillages, eg water, blood from cuts?	Y	
	Is the teacher the only person to get books down from high shelves?	Y	
Furniture and fixtures	Is the teacher the only one to operate the windows?	Y	
	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?	Y	
	Is furniture in good repair and suitable for the size of the user, whether adult or child?	Y	
	Is the projector firmly fastened to the ceiling?	Y	
	Where window restrictors are fitted to upper-floor windows, are they in good working order?	Y	
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?	Y	
Kiln Room	Is the printing press in a secure position and clearly explained as an out of bounds object at the beginning of term?	Y	
	Are boys aware that they are not allowed to enter the kiln room, unless with a teacher?	Y	
	Is there a sign on the kiln room door, noting out-of-bounds to all boys?	Y	
Sharp implements and objects	Does the Head of Art ensure that no flammable materials are left in the kiln room?	Y	
	Are boys supervised when using sharp objects?	Y	
	Are boys shown how to use sharp instruments properly, before they use them themselves?	Y	
	Are sharp instruments safely stored away when not needed?	Y	
	Are all dangerous and toxic substances locked securely away?	Y	

Toxic and dangerous substances	Do boys use potentially dangerous items (glue-guns, strong glues) under close supervision?	Y		
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> • clear • unlocked • easy to open from the inside 	Y		
	Is fire-fighting equipment in place in the classroom?	Y		
	Are staff and pupils aware of the evacuation drill, including all possible exits? Are fire alarms in working order?	Y		

Further action needed

Hazards noted	Action taken and when?

Company name: Westminster Cathedral Choir School

Date of risk assessment: June 2018

Signed: E GRAHAM



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Being hit by a vehicle	Boys and staff moving between the Friary (Pre-Prep) and the main school building (Prep).	Boys to walk in pairs to and from WCCS and they know not to cross roads without permission When crossing roads, staff must ensure that boys are silent. A member of staff must walk at the front and back of the group so that everyone stays together. Members of staff to also stand on sides to ensure traffic can be signaled to . Crossing must take place at a place with the shortest distance (at junction of Stillington Street).	Monitor after issues arise	All staff present	All
Slipping on wet pavements / slippery leaves	Boys may slip when conditions are wet.	Staff must remind boys to take extra care when the weather is wet.	Monitor accordingly	All staff present	All

Combined risk assessment and policy template published by the Health and Safety Executive 08/14