



**HEADINGTON**  
SCHOOL · OXFORD

# **Health and Safety Policy**

**Senior and Prep School  
(including EYFS)**

Approved by Council:	6 Dec 2018
Reviewed by:	Assistant Bursar (Operations)
Date of last Review	Oct 2018
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Meets:	ISI 11a

# HEADINGTON SCHOOL - HEALTH AND SAFETY POLICY & INSTRUCTIONS

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Head of IT Support  
PS Head


# HEADINGTON SCHOOL

## HEALTH AND SAFETY POLICY & INSTRUCTIONS

### 1. STATEMENT OF INTENT

- 1.1 The Council of Headington School recognise that under the Health and Safety at Work etc. Act 1974 they have a legal duty to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- 1.2 The School Council accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the School Council that health and safety are a responsibility at least equal in importance to that of any other function of the School.
- 1.3 The School Council will take all such steps as are reasonably practicable:
  - 1.3.1 to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
  - 1.3.2 to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
  - 1.3.3 to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. The School's Health and Safety Consultants are available to provide relevant information and this will be distributed to the staff as appropriate;
  - 1.3.4 to develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
  - 1.3.5 to provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
  - 1.3.6 to control effectively the activity of all outside contractors when on the School's premises. It is the intention of the School Council that, apart from routine supervision and control of contractors, their Safety Policies will be provided for inspection when considering tenders;
  - 1.3.7 to encourage full and effective two-way consultation on health and safety matters by using the management structure of the School and the committees already existing;
  - 1.3.8 to ensure that this Policy is used as a practical working document and that its contents are publicised fully;
  - 1.3.9 to constantly review the details of this Policy and to keep it in line with changes in current legislation.

- 1.4 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care regarding waste.
- 1.5 The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees while they are at work as required by the Management of Health and Safety at Work Regulations 1999.



Signed:

Mrs Sandra Phipkin  
(Chairman of the Council)

Date: 7 July 2018

## 2. MANAGEMENT STRUCTURE

### 2.1 The School Council

The School Council accepts full responsibility for health and safety within the School. It will monitor the effectiveness of the implementation of this Policy and will revise it where necessary. The School Council, via the auspices of the Headmistress and Bursar, will ensure that any changes in this Policy will be drawn to the attention of all employees.

### 2.2 The School Health and Safety Committee

The School Health and Safety Committee is to meet twice per year under the chairmanship of the Headmistress to consider all health and safety issues affecting the School. The composition of the committee and its terms of reference are at Annex A. The Head of the Preparatory School will chair a subordinate committee to review issues directly affecting the Prep School and will report back to the main School Health and Safety Committee. Roles of the key committee members, employees in general and pupils are detailed below.

### 2.3 The Headmistress

The ultimate responsibility for the School's safety organisation and activities rests with the Headmistress who shall whenever appropriate be represented and advised by the Deputy Head. She shall:

- 2.3.1 be the focal point for day to day references on safety, and give advice or indicate sources of advice;
- 2.3.2 co-ordinate the implementation of the approved safety procedures in the School;
- 2.3.3 maintain contact with outside agencies able to offer expert advice;
- 2.3.4 report all known hazards immediately to the School Council and stop any practices or the use of any equipment, machinery etc. she considers as unsafe until satisfied as to the safety;
- 2.3.5 make recommendations to the Bursar and/or the School Council for additions to or improvements to equipment, machinery etc. which are dangerous or potentially so;
- 2.3.6 make or arrange for investigation of the premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations;
- 2.3.7 review from time to time the fire drills and emergency evacuation procedures, provisions of first aid in the School and emergency regulations and make recommendations where necessary for improvements;
- 2.3.8 review regularly the distribution of safety information concerning the School;
- 2.3.9 recommend necessary changes in improvements in welfare facilities such as screens, blinds, coffee machines, etc.;

- 2.3.10 report on the safety matters to the School Council;
- 2.3.11 take steps to ensure that any changes in the curriculum and also changes in systems of work on the domestic side are considered for the health and safety implications;
- 2.3.12 be responsible for ensuring that all Heads of Department (HoDs), Housemistresses and Line Managers fully understand their responsibilities for Health & Safety and are given both the time and the encouragement to pursue them.
- 2.3.13 provide for the proper induction of new members of Teaching Staff and Visiting Teachers, Health Centre Staff; Admissions, Technicians and Secretarial Staff covering Health & Safety, Fire and Emergency Evacuation procedures.
- 2.3.14 convene regular meetings of the School Health and Safety Committee.

## 2.4 The Bursar

On a day-to-day basis the Headmistress's responsibility regarding the domestic and administrative side of the School is devolved by Council to the Bursar, and the Bursar in particular will:

- 2.4.1 be responsible for maintaining the safety of the School buildings, grounds, trees, drives and boundary walls together with the proper upkeep and maintenance of plant, machinery (including hand operated lifts), electrical equipment, tools and other equipment including fire fighting equipment. He is also responsible for making arrangements for the handling, storage and transport of chemicals and substances hazardous to health, also for the routine testing of electrical equipment owned by the School to be used by staff and pupils;
- 2.4.2 recommend any necessary changes and improvements to buildings, facilities, plant or equipment to the School Council and plan to budget accordingly;
- 2.4.3 ensure a system is in place for the reporting back of all accidents, incidents, near-misses and damage to School property and investigate accordingly;
- 2.4.4 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises involving as appropriate the School architects;
- 2.4.5 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School functions are fully used and kept up to date;
- 2.4.6 ensure the proper induction of new employees covering Health and Safety issues.
- 2.4.7 monitor the effectiveness of this Policy and report back to the Headmistress and Council as appropriate.



## 2.5 The Head of the Preparatory School

Is responsible for the safety of the children in her care and shall:

- 2.5.1 be the focal point for day to day references on safety in her school and give advice, referring any serious queries to the Headmistress;
- 2.5.2 co-ordinate and implement the safety procedures in the Preparatory School;
- 2.5.3 report any hazards or lack of safety on any tools or machinery on indoor/outdoor apparatus to the Headmistress and Bursar forbidding their use until their safety has been established;
- 2.5.4 be informed of and report to the Headmistress and Bursar any accidents;
- 2.5.5 review the provision of first aid from time to time;
- 2.5.6 establish regular fire drills and other safety procedures;
- 2.5.7 distribute safety information in the Preparatory School by notices on the walls and by giving information to staff and pupils;
- 2.5.8 ensure that the adventure playground equipment is suitably supervised when pupils are using it;
- 2.5.9 annually examine the adventure playground equipment and report any faults or defects to the Bursar;
- 2.5.10 ensure that all staff of the Preparatory School are aware of the safety procedures and guidelines for the use of the adventure playground equipment;
- 2.5.11 within the Preparatory School she shall consider where there are special departmental responsibilities relating to Health and Safety and delegate responsibility formally based on para 2.7 below (Heads of Departments), e.g. Early Years Foundation Stage, Science, Music, Physical Education.
- 2.5.12 to arrange risk assessments for all potentially hazardous activities or movement by Staff, Pupils or Employees, and to record the results, referring any need for action to the Headmistress or Bursar as appropriate.
- 2.5.13 briefing new members of the Department, as part of their induction and at appropriate intervals thereafter, on the School's Health & Safety policy and Fire Safety and Emergency Evacuation policies and procedures, particularly those specifically relating to the department.
- 2.5.14 to convene regular meetings of the Prep School Safety Committee and to report back to the main School Health and Safety Committee.

## 2.6 The Head of Boarding and Housemistresses

The Head of Boarding is responsible for all boarding matters. The Housemistresses in turn (or in their absence their designated relief Housemistresses) or Assistant Housemistresses are responsible for the safety of the pupils in their care during the time that they are in the boarding houses. Apart from the normal supervisory role Housemistresses will have very specific duties as follows;

- 2.6.1 ensuring that all fire doors are kept closed at night, this check being undertaken by themselves and not delegated to pupils;
- 2.6.2 making arrangements for night-time fire practices at the agreed frequency;
- 2.6.3 ensuring that all pupils, house assistants and sleeping-in domestic staff in the house are fully familiar with all fire instructions and emergency evacuation procedures;
- 2.6.4 constantly monitoring all the dormitories as to correct use of electrical equipment;
- 2.6.6 ensuring that all means of escape in case of fire are at all times kept free and unobstructed, and are clearly signed and known to pupils;
- 2.6.7 contacting the Clerk of Works if there are any problems with the location and allocation of fire extinguishers; exercising effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, first aid etc.
- 2.6.8 arranging for the proper induction of all pupils for whom they are responsible, with particular regard to Health & Safety, Fire and Emergency Evacuation procedures.
- 2.6.9 producing written fire risk assessments for their houses, reviewing them annually and initiating any necessary actions.
- 2.6.10 understanding and briefing all boarding house staff (and assistants) on the operation of the fire alarm system and the interpretation alarm panel messages in conjunction with the Clerk of Works.

## 2.7 Teachers Holding a Post of Special Responsibility - In particular all Deputy Heads, Assistant Heads and Heads of Department

Such teachers have responsibility for the application of the School Safety Policy to his/her own Department or area of work. They are:-

- 2.7.1 directly responsible to the Headmistress (Senior School staff) or Head of Preparatory School (Prep School staff) for the application of existing safety measures and procedures within the Department etc. Advice or instructions given by the DfE (e.g. The Teaching of Science in Secondary School) and the Headmistress, including the relevant parts of this Statement shall be observed;
- 2.7.2 responsible for establishing and maintaining safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances e.g. guillotines, chemicals (COSHH);

- 2.7.3 required to resolve any health and safety problem any member of staff may refer to her/him and refer to the Headmistress any of these for which she/he cannot achieve a satisfactory solution within the resources available;
- 2.7.4 required to carry out regular safety inspections of the Department or activities for which she/he is responsible and where necessary submit a report to the Headmistress;
- 2.7.5 required to ensure as far as is reasonably practicable the provision of sufficient information, instruction and training to enable employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- 2.7.6 where appropriate, seeking advice and guidance from relevant experts;
- 2.7.7 proposing to the Headmistress requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
- 2.7.8 instructing all for whom they have a duty of care with clear directions on the handling of substances hazardous to health before these substances are handled in practical work;
- 2.7.9 responsible for reporting any accidents, incidents, near-misses or damage to the Headmistress and the Bursar for appropriate action; and providing further details as necessary;
- 2.7.10 responsible for co-operating with the Bursar or other Heads of Department to ensure compliance with relevant legal requirements.
- 2.7.11 briefing new members of the department, as part of their induction and at appropriate intervals thereafter, on the School's Health & Safety policy and Fire Safety and Emergency Evacuation policies and procedures, particularly those specifically relating to the department.
- 2.7.12 carrying out, recording and reviewing (annually) risk assessments on any activity which involves significant risk and for which their Department is responsible, and the implementation of any remedial action.

2.8 Administrative and Support Staff Members Holding a Position of Special Responsibility: including PAs, School Secretaries, Counsellor, Bursarial Staff, Laboratory Technicians, and the IT Systems Manager, Admissions Registrar, Marketing Manager, Development Director and Theatre Manager

Such persons have a general responsibility for the application of the School Health & Safety Policy to her/his own Department or area of work. They are:

- 2.8.1 directly responsible to the Headmistress or Bursar (whichever is line manager) for the application of existing safety measures and procedures within their Department or area of responsibility. Advice or instructions given by the DfE or other Government bodies (e.g. The Teaching of Science in Secondary School) and the Headmistress, including the relevant parts of this Statement shall be observed;
- 2.8.2 to establish, and where necessary in liaison with the appropriate Head of Department, to maintain safe working procedures including arrangements for ensuring as far as is reasonably practicable safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances e.g. guillotines, chemicals;
- 2.8.3 required to resolve any health and safety problem any member of staff may refer her/him and refer to the Headmistress or Bursar any of these for which she/he cannot achieve a satisfactory solution within the resources available;
- 2.8.4 responsible for carrying out regular safety inspections of the Department or activities for which she/he is responsible and where necessary submitting a report to the Headmistress or Bursar;
- 2.8.5 required to ensure as far as is reasonably practicable the provision of sufficient information, instruction and training to enable employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- 2.8.6 where appropriate seek advice and guidance from relevant experts;
- 2.8.7 briefing new members of the department, as part of their induction and at appropriate intervals thereafter, on the School's Health & Safety policy and Fire Safety and Emergency Evacuation policies and procedures, particularly those specifically relating to the department.
- 2.8.8 carrying out, recording and reviewing (annually) risk assessments on any activity which involves significant risk and for which their department is responsible, and the implementation of any remedial action.

## 2.9 Estate Manager (Clerk of Works), Head of Gardens & Grounds, Sport Facilities Manager

The Estates Manager, Head of Gardens & Grounds and Sport facilities Manager are each responsible for applying the Health & Safety Policy to their areas of work. The latter are responsible to the Estates Manager, who is in turn directly responsible to the Bursar for the application of existing safety measures and procedures within that area of work. Each shall:

- 2.9.1 where necessary establish and maintain safe working procedures for the use of machines and equipment including, circular saws, chain saws and the handling, transport and storage of chemicals, volatile substances and other substances hazardous to health, in particular will ensure that no equipment or substance is used by any employee without adequate instruction and direction on the safety aspects of its use.
- 2.9.2 ensure that for all the activities carried out the staff nominated are sufficiently trained and qualified to perform their duties (e.g. spraying, chemical testing, electrical testing);
- 2.9.3 refer to the Bursar any problems his staff may refer to him for which he cannot find a satisfactory solution and report to him any necessary additions or improvements to plant, tools, machinery and protective clothing;
- 2.9.4 ensure that other employees have full information, instruction and training on the use of equipment so that they avoid hazards to themselves and others;
- 2.9.5 ensure that other employees have full information on the first aid equipment and that any accident is reported to the Bursar and the injured person, if any, referred to the School Nurse, or hospital immediately for action.
- 2.9.6 ensure all pesticides will be safely and securely stored and will be under lock and key except when being carried for use. The person responsible for the spraying of pesticides will have been on a course approved under the Control of Pesticides Regulations 1986 or hold a Certificate of Competence issued by the National Proficiency Tests Council (Tel:02476857300);
- 2.9.7 ensure all staff who use hazardous equipment (eg circular saws, chain saws, hydraulic lifts) are provided with the correct Personal Protective Equipment (eg hearing protection, visors, safety footwear and the correct ballistic clothing) and that they have had training in the use and handling of that equipment, and that work will proceed according to the Provision and use of Work Equipment regulations 1998 (PUWER)
- 2.9.8 be constantly aware of potential hazards and ensure that all employees in their charge, and temporary workmen, exercise the necessary care and obey safety rules.
- 2.9.9 draw the attention of the Bursar to the need for any risk assessments or hazardous situations in the School Grounds or Buildings.
- 2.9.10 brief new members of the Department, as part of their induction and at appropriate intervals thereafter, on the School's Health & Safety policy and Fire Safety and Emergency Evacuation policies and procedures, particularly those specifically relating to the department.

## 2.10 Health Centre Senior Nurse

2.10.1 The Health Centre is to be staffed during core school hours (08:00-18:00). Whilst the boarders are in residence they may be available on site available on mobile phone. The School Nurse is responsible for the health and safety of the patients in her Health Centre and for informing the School Doctor of medical events when required. The Staff members responsible for any girl or group of pupils when an accident or sickness takes place is to ensure the School nurse is informed of the situation as soon as reasonably practicable based on the nature of the incident.

In most cases the injured person should be taken to the Health Centre. When this is not possible the School Nurse may be available on site while she attends the scene. In obvious dire situations the Ambulance Service should be called. The School Nurse is to give advice on the treatment of illness or accidents on the School premises or in the grounds and where necessary arrange for patients to be sent to the Accident and Emergency Department of the John Radcliffe Hospital.

2.10.2 They are to advise and direct the Nurses and Nurse Matrons, who will administer to the boarders either in the boarding houses or the Health Centre as necessary, on all medical matters and general H&S issues as they relate to the Health Centre.

2.10.3 They are to be fully conversant with the accident and reporting system. In the Preparatory School, where accidents should be reported first to the Head of the Preparatory School, and then to the Headmistress AND to the Bursar, the School Nurse may be called if required or the Emergency Services.

2.10.4 They are also to advise on the contents of the appropriate first aid equipment in the first aid boxes and is responsible for checking their contents and arranging their (re)supply and management.

2.10.5 They are to ensure that pupils in the Health Centre are aware of fire evacuation routes and procedures.

2.10.6 They are to fully induct any new staff working in the Health Centre with regard to Health & Safety.

2.10.7 They are to ensure the appropriate medical protocols and policies in relation to health care are created and implemented.

## 2.11 Special Obligation of Class Teachers

The safety of pupils in classrooms, laboratories and work rooms is the responsibility of the Headmistress (Senior School staff) and Head of Preparatory School (Prep School staff) and delegated to the class teacher. The teacher has traditionally carried responsibility for the safety of pupils when she/he is in charge. If for any reason (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work), the teacher considers she/he cannot accept this responsibility, she/he should discuss this matter with the Head of Department, Deputy Head or Headmistress before allowing practical work to take place and the matter must be referred subsequently to the Headmistress. A class teacher (and this includes teaching practice students) is expected

- 2.11.1 to exercise effective supervision of the pupils (and teaching assistants) and to know the emergency procedures in respect of fire, first aid and to carry them out. In the event of other emergencies such as bomb alert or intruders, the Fire Evacuation Procedure will be the same as that used following normal Fire Alarms.
- 2.11.2 to know the special safety measures to be adopted in her own special teaching areas and to ensure that they are applied;
- 2.11.3 to give clear instructions and warnings as often as necessary (notices, posters and handouts are not enough);
- 2.11.4 to integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- 2.11.5 to follow safe working procedures personally;
- 2.11.6 to be aware of and ensure the application of rules covering the handling of substances hazardous to health;
- 2.11.7 to call for protective clothing, guards, special safe working procedures, etc., where necessary;
- 2.11.8 to make recommendations to his/her Head of Department regarding safe equipment and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

## 2.12 Laboratory Technicians

They will be responsible to the Head of Department as appropriate for the following:

- 2.12.1 isolating so far as is possible gas supply to laboratories at the end of each teaching day;
- 2.12.2 the constant security of all toxic and highly flammable substances which may be used in their department;
- 2.12.3 ensuring that all stores are kept securely locked when not actually being supervised;
- 2.12.4 be responsible for ensuring that all experiments and services are rendered safe, as far as it is safe to do so, on hearing the fire alarm;
- 2.12.5 be responsible for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the prep rooms.
- 2.12.6 ensuring that the First-Aid kits and arrangements are satisfactory.

## 2.13 The Housekeeping Manager

The responsibility for the safety all cleaning stores and cleaning equipment rests with the Housekeeping Manager. She is also responsible for:

- 2.13.1 maintaining good standards of housekeeping and cleanliness in the School buildings and boarding houses;
- 2.13.2 ensuring that her staff observe standards of dress consistent with safety and hygiene, know and apply emergency procedures in respect of fire and first aid and understand the safe use of cleaning equipment and do not misuse equipment provided for their safety and that of others;
- 2.13.3 delegating clearly in writing to the Housekeeper and Cleaning Supervisors their Health and Safety responsibilities;
- 2.13.4 co-operating with the appointed Safety Representative and Enforcement Officer of the Health and Safety Executive or Public Health Authority;
- 2.13.5 reporting to the Bursar any problems over Health and Safety and pursuing a satisfactory solution urgently;
- 2.13.6 maintaining a record of accidents to all Housekeeping Staff and investigating their causes.
- 2.13.7 inducting all Housekeeping Staff with particular regard to Health & Safety and retraining as necessary.
- 2.13.8 ensuring all risk assessments for all equipment and cleaning processes are updated annually and published and remedial actions initiated.
- 2.13.9 conforming to all requirements to assess the risk, store and manage materials that are subject to COSHH legislation (particularly in respect of cleaning materials).



## 2.14 The Catering Manager

The responsibility for the safety of the School kitchens, food stores, serveries, dining rooms with the Catering Manager. He is also responsible for:

- 2.14.1 establishing good standards of hygiene and safety measures in the School kitchens in accordance with legislation including the maintenance and implementation of appropriate HASAW polices;
- 2.14.2 ensuring that his staff observe standards of dress consistent with safety and hygiene, know and apply emergency procedures in respect of fire and first aid and understand the safe use of cookery or cleaning equipment and do not misuse equipment provided for their safety and that of others;
- 2.14.3 delegating clearly in writing to the Head Chef and Shift Leaders their Health and Safety responsibilities:
- 2.14.4 co-operating with the appointed Safety Representative and Enforcement Officer of the Health and Safety Executive or Public Health Authority;
- 2.14.5 reporting to the Bursar any problems over Health and Safety and pursuing a satisfactory solution urgently;
- 2.14.6 maintaining a record of accidents to all Catering Staff and investigating their causes.
- 2.14.7 inducting all Catering Staff with particular regard to Health & Safety and retraining as necessary.
- 2.14.8 ensuring all risk assessments for all equipment and catering/cleaning processes are updated annually and published and remedial actions initiated.
- 2.14.9 conforming to all requirements to assess the risk, store and manage materials that are subject to COSHH legislation (particularly in respect of cleaning materials).

## 2.15 Obligations for All Employees

The Health and Safety at Work Act 1974 states that it shall be the duty of every employee while at work:

- 2.15.1 to take reasonable care for the health and safety of herself/himself and of other persons who may be affected by his/her acts or omissions at work; and
- 2.15.2 as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as is necessary to enable that duty or requirement to be or complied with. In order that the law be observed and responsibilities to pupils and other visitors to the School are carried out, all employees - ground staff, maintenance staff, caretakers, cleaners, clerical staff, administrative staff, cooks and domestic staff, teachers, teaching assistants, technicians - are expected:
  - 1. To know the special safety measures or arrangements to be adopted in her/his own working area and to ensure they are applied.

2. To observe standards of dress consistent with safety and/or hygiene.
3. To exercise good standards of housekeeping and cleanliness.
4. To know and apply the measures to follow in respect of fire and first aid.
5. To draw to the attention of her/his supervisor any item procedure, situation or substance that appears to present a potential hazard to safety or health.
6. To use and not wilfully misuse, neglect or interfere with things provided for her/his own safety and/or the safety of others.
7. To co-operate with other employees in promoting improved safety measures in their School.
8. To co-operate with the appointed Safety Representative and Enforcement Officer of the Health and Safety Executive or the Public Health Authority.

## 2.16 The Pupil

Every pupil is expected to:

- 2.16.1 exercise personal responsibility for the safety of self and classmates;
- 2.16.2 observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, knives and other items considered to be dangerous.
- 2.16.3 observe all Safety Rules of the School and, in particular the instructions of teaching staff given in an emergency;
- 2.16.4 use and not wilfully misuse, neglect or interfere with things provided for her safety;
- 2.16.5 report to the nearest member of staff or raise the alarm immediately in case of fire or any other danger or emergency;
- 2.16.6 know the School fire and evacuation orders.
- 2.16.7 Pupils who bring into boarding houses personalised electrical equipment to be plugged into the mains supply may only do so with the authority of the Housemistress and parents are responsible for ensuring the electrical and general safety of the equipment.
  - No equipment may be used until it has been PAT tested.
- 2.16.8 Any pupil who is required to take medicines as part of a course of treatment is to report to her Form Tutor (day girls) or Housemistress (boarders), who will arrange for the safe keeping of such medicines during the day.

**NB All pupils and parents should be made aware of the contents of this Section.**

### 3. UNIFYING INSTRUCTIONS

- 3.1 The success of the Health & Safety regime in the School will rest on the shoulders of each and every person who enters the School. However, department heads and those people filling the posts listed in Section 2 have a particular responsibility to ensure that their areas are safe.
- 3.2 The principle mechanism for assessing health and safety hazards is the Risk Assessment (RA). The format and process for completing a RA is detailed in Annex G. The H&S Coord can also provide advice. RAs will help ensure that the School's health & safety procedures (including fire prevention measures) are all in place and working properly, or if there are any issues that need attention. Where unacceptable risks are identified control measures must be provided and implemented (both structural and practical) to reduce the risk to an 'acceptable' level.
- 3.3 RAs must be conducted for all areas of the school, including outdoor locations and any rooms and areas that are rarely used, AND for all activities undertaken in those areas. In outline the following responsibilities exist:
- General School - the SS Assistant Bursar, Operations.
  - General Infrastructure – Estates Manager including:
    - Open areas - Head of Gardens and Grounds.
    - Sports facilities – Sports Hall Manager.
  - Specific Departmental areas and activities – Departmental Heads.
  - Boarding Houses and Boarding activities – Housemistresses.
  - Activity risks – The member of staff conducting or supervising the activity.
- 3.4 In practice there may be an overlap between responsibilities as an activity may impact on the integrity of the infrastructure. For example, an assessment that considers the hazards associated with buildings will consider whether there are trip or slip hazards associated with the flooring. The process of cleaning will consider the slip hazard caused by wet cleaning of laminate flooring. Too much water may not only present a slip hazard, but may also cause the flooring to warp or lift thereby causing a permanent trip hazard. It is essential therefore that the activity RAs are not considered in isolation from the infrastructure RAs.
- 3.5 RAs must also consider those at special risk, e.g. disabled people, those with special needs, children.
- 3.6 Where there is doubt about responsibility staff must consult with the H&S coord or the Assistant Bursar, Operations.

#### 4. 'LOCAL RULES' AND ARRANGEMENTS

It is the School's intention that in this part of the Policy, which will be constantly enlarged, specific standards and arrangements will be established to cover specific risks and these standards will be constantly monitored. These 'Local Rules' have been prepared and are contained in the following Annexes:

<b>Annex</b>	<b>General Area - inc details of sub topics covered</b>	<b>Responsible for update</b>
A	Health and Safety Committee	Bursar
B	Management of Health and Safety at Work regulations HSG65 Managing Health and Safety	Bursar
C	COSHH regulations	H&S Coord
D	Electricity at Work regulations Inc PATesting and pupils electrical equipment	Estates Manager
E	Asbestos management	Estates Manager
F	Fire Safety and Emergency Evacuation policy	Bursar / H&S Coord
G	Health and Safety Training inc fire warden & induction training	H&S Coord
H	Consultation with employees on HSW matters	Bursar
I	Competent persons	H&S Coord
J	Personal protective equipment	Estates Manager
K	Health Centre Inc rules for pupils taking medication, control of epi-pens, management of first Aid Kits	Head Nurse
L	First Aid Inc training and Location of First Aid Kits	Head Nurse
M	Accident Reporting	Assistant Bursar, Operations
N	Control of Legionellis	Estates Manager
O	Manual handling	H&S Coord
P	Noise	Estates Manager
Q	Risk Assessments inc Format and completion	H&S Coord
R	Grounds, Gardens and Maintenance inc trim trail, playground equipment	Estates Manager
S	Instructions for school contractors	Estates Manager
T	Machinery guarding and Work equipment	Estates Manager
U	Standing instructions for Trips and Expeditions	Deputy Head
V	Use of School Vehicles: inc Minibus rules and guidelines	Bursary
W	Use of school facilities by members of the public	Assistant Bursar, Operations
X	Boarding	Head of Boarding

<b>Annex</b>	<b>General Area - inc details of sub topics covered</b>	<b>Responsible for update</b>
Y	Catering	Catering Manager
Z	Housekeeping	Housekeeping Manager
AA	Art	Head of Art
AB	CCF	SSI
AC	Duke of Edinburgh Award activities	Head of DofE
AD	Home Economics	Head of Home Economics
AE	PE and Sports inc Swimming Pool, All-weather Pitch, Rowing Club	Deputy Head Co-Curricular
AF	Science inc Experimental safety, Eye protection, Fume cupboards, Chemical storage, Microbiology, Radioactive sources, Radiation :  E1 Radioactive Substances Act E2 Local Rules – Headington School E3 Department of Education and Science's Requirements E4 Duties of the Radiation Protection Supervisor (RPS)	Head of Science
AG	Theatre	Theatre Manager
AH	IT Support Department	Head of IT Support
AI	Display screen equipment	Head of IT Support
AJ	Preparatory School	PS Head
AK	Safety of personnel inc control of access to buildings, CCTV	Bursar / H&S Coord