

Each day, discovery.



ELTHAM COLLEGE

**11/16a Health and Safety Policy  
Statement**

**Last reviewed: February 2018**



## Version Control Information

Reason For Amendment	Name	Date	Main changes
Initial guidance produced by consultants	Wirehouse	Sept 2015	Initial version
Adapted for Eltham College in line with ISI requirements	Bursar	April 2016	Contextualisation for Eltham College. Separation of policy document from guidance material, and incorporation of other relevant Eltham College Policies. Alignment with ISI requirements.
Adapted for Eltham College in line with ISI requirements	Bursar	August 2016	Formatting revisions
Annual Review	Bursar	August 2017	Minor clarifications and proofing updates throughout, include updates to membership of H&S committee (Section 4)
	Bursar	February 2018	Removal of conditional language

## Other Related Documents

- Health and Safety Policy;
- Health and Safety Guidance;
- Medical and First Aid Policy;
- Fire Risk (Prevention) Policy and Evacuation Procedures;
- Travel (School Trips) Policy;
- Behaviour Policy.



## 1 Policy Statement

At Eltham College it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees, students and anyone else who may be affected by our work activities. The School assesses the risks from our work activities and operates according to the procedures that best promote health and safety at work. The School has appointed Wirehouse-ES to assist us in these duties as our safety advisors under Reg.7 of the Management of Health and Safety at Work Regulations 1999. The school accepts its responsibilities for health and safety and is committed to ensuring that the resources both in the form of man hours, finance and machinery necessary to achieve the objectives of this policy are made available.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Local Authority Environmental Health Officer (EHO). In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning and pest control services, and the Head of Facilities reports on all of these aspects.

The school has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan. They are updated every three years or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee reviews this risk assessment every time it is amended.

An external health and safety consultant reviews the overall arrangements, including fire safety, the general state of the school, and reports on actions required with recommended timescales.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety-related issues which includes basic manual handling and working at height. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to all members of staff who are involved with relevant trips and visits and to other members of staff on a risk-assessed basis.

All members of staff are responsible for taking reasonable care of their own safety and that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with their Heads of Department and reporting any deficiencies in equipment or systems.

The Governing body has ultimate responsibility for health and safety within the School and has nominated a competent person to manage day to day operations. Other responsibilities for health and safety matters have been assigned as appropriate and are described in our 'Responsibilities' section.

The Chair of Governors oversees an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures are amended and communicated to all affected parties.



## **2 Duties and Responsibilities**

The main purpose of the sections that follow is to ensure that employees are aware of their legal responsibilities whilst at work, to confirm the health and safety management structure of the school, the appointments forming this structure and the duties and responsibilities allocated to employees.

## **3 General Responsibilities of All Employees**

Eltham College takes seriously the health, safety and welfare of its employees and anyone else that may be affected by our work activities. We expect full cooperation from our employees to help us maintain safe working environments. It is our aim to create a positive safety culture within the school and maintain high standards.

Employees who are responsible for organising, managing and supervising work activities must ensure that our safety policies and procedures are followed at all times. Activities must be completed without significant risk of harm or loss; risks must be assessed and measures adopted to enable this.

Where employees have limited experience of activities involving risk, supervision is afforded until such a time when their competence is deemed to be satisfactory. Training needs are assessed for all employees and the necessary training to enable employees to work safely is arranged.

Members of staff must refrain from using equipment likely to cause harm, for which they have had no training. If staff notice any unsafe equipment, acts or situations they must take action and report this to their line manager.

The school has in place a system for periodic monitoring. The purpose of this task is to continually assess our performance with respect to health and safety. Employees are nominated with specific monitoring responsibilities and from time to time wider staff members may be asked to provide assistance.

The Health and Safety at Work Act 1974 places duties on all workers. Sections 7 and 8 refer specifically to the duties of employees. These are to:

- Take reasonable care of your own health and safety and that of anyone else effected by what you do;
- Cooperate with us, your employer, enabling us to comply with our statutory duties;
- Refrain from intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare.

Failure to act and comply with legal duties may result in disciplinary action being taken against an employee, and/or formal action being taken by an enforcing authority such as the Health and Safety Executive.



## 4 Health and Safety Management Structure

This diagram is a representation of our management structure and organising strategy for health and safety responsibilities within the school.

### GOVERNORS

Overall responsibility for health and safety at Board level

### NAMED GOVERNOR

Mrs Isabelle Wort

Responsibility for oversight of health and safety

### HEADMASTER

Responsibility for day to day operations and organisation of health and safety

*Includes termly briefing with Bursar and Head of Facilities*

### BURSAR

Health and Safety Advisor

Overall responsibility for health and safety within the school

Reports routinely to the board on health and safety matters

### HEAD OF FACILITIES

School safety co-ordinator

Responsible for day to day management of safety and security of site and regulatory compliance.

Chair of Health and Safety Committee

### EXTERNAL HEALTH AND SAFETY ADVISOR

Wirehouse

### HEALTH AND SAFETY COMMITTEE

*Meets termly*

Bursar	Deputy Head (Pastoral)	Deputy Master of Junior School	Estates Manager
Director of IT Services	Head of Science	Lead School Nurse	Head of Maintenance
Representative from Gerald Moore Gallery	Eric Liddell Sports Centre Manager	Contracted Catering Manager	H&S Governor



## 5 Employee Rules

Employee duties and responsibilities are explained in other parts of our health and safety policies. The intention of the following section is to communicate general rules. These apply to all employees.

In the interests of health and safety it is important that all employees cooperate with us and follow these rules.

As an employee you are responsible for the safety of yourself and that of others. The Governing Body and managers must ensure that rules have been communicated and are enforced.

Ignorance or breach of any safety arrangements that have been introduced may lead to disciplinary action up to and including summary dismissal for gross misconduct.

## 6 General Work Procedures and Rules

### Employees must:

- Understand their responsibilities as employees and comply with any rules and procedures that apply;
- Not use equipment until the necessary training and authority for use has been provided;
- Make full use of any guards and safety devices;
- Not attend work or operate any equipment if under the influence of drugs or alcohol;
- Not willingly cause damage to any work equipment;
- Use any personal protective equipment the School provides and deems necessary for specific tasks;
- Use suitable footwear for your employment;
- Not endanger his or her own safety or the safety of others;
- Help to achieve and maintain high standards of housekeeping;
- Not interfere with any safety arrangements or equipment that the School may provide;
- Observe the no smoking policy;
- Only use a mobile phone when it is safe to do so (within the restrictions as set out in other sections of the staff handbook). Employees must not use mobile phones when operating machinery;
- Not bring any personal electrical devices into work without the permission of his or her line manager;
- Wear safety shoes as directed;
- Report any faults or unsafe conditions.



## **Personal Health**

### **Employees must:**

- Inform us of any injury, condition or illness that may affect their ability to work safely or affect the safety of others;
- Inform us if they are taking prescribed drugs or medicines that may affect performance at work;
- Report any incident, injury or ill health which they believe has been caused by or taken place at work;
- Inform us of any illness or condition which they believe could be affected further as a result of their work;
- Ensure any injuries or wounds receive appropriate treatment.

## **Fire Safety**

### **Employees must:**

- Be familiar with and follow our fire safety procedures;
- Cooperate with us and participate in fire safety drills;
- Not misuse or interfere with any portable firefighting equipment or any other fire safety devices;
- Not obstruct any escape routes or exits.

## **Drugs and Alcohol**

### **Employees must:**

- Inform us if they have personal issues with drugs or alcohol;
- Not under any circumstances attend work if they are experiencing the effects of alcohol or illegal drugs;
- Not under any circumstances consume alcohol or use illegal drugs whilst at work.

## **Key Holders**

When routinely unlocking and securing the building, or accessing the building out of hours, key holders must consider their safety from the risk of violence – either from persons on site or following a break in, or where there could be a risk from live services, fire or damaged property.

### **Key holders should not attempt to enter the building alone if:**

- There are signs of a break in – i.e. forced entry, broken locks or glass;
- The fire or intruder alarm is sounding;
- They otherwise suspect there may be unauthorised persons on site.

The key holder should delay entry until escorted by the police, service contractor or other member of staff. In all cases, proceed with caution.



## **Misconduct**

Eltham College expects employees to act responsibly at work and comply with our safety policies, rules and procedures. Failure to act responsibly may result in disciplinary action procedures being taken against an employee, up to and including dismissal.

## **7 Food Safety**

### **Personal Health**

It is imperative that the School is notified by employees and/or contractors who work in food handling or preparation if:

- They or their employees are sick with vomiting or diarrhoea;
- They or their employees have discharge from eyes or nose or throat;
- They or their employees have any septic skin conditions such as boils, septic cuts or sores;
- They or their employees have any other reportable infection such as heavy coughs, colds and flu like symptoms.

### **Employees must:**

- Ensure they report to their manager and keep away from food preparation and cooking areas until deemed non contagious.

### **The following are notifiable infections under the RIDDOR regulations:**

- Typhoid/paratyphoid;
- Salmonella infections;
- Amoebic or bacillary dysentery;
- Staphylococcal infection.

If these are diagnosed by a physician, the local authority Environmental Health department must be informed.

### **Employees must ensure that:**

- Hands are washed according to recommended procedures;
- Uniform is clean at all times and cross contamination (including of allergens) is controlled by the use of plastic disposable gloves and aprons where necessary;
- They will not knowingly infect foods making them unfit for human consumption by the addition of non-certified ingredients;
- All HACCP identified risks and CCPS are upheld to the best of your abilities;
- They do not smoke during food handling and preparation;
- First aid is only completed by a competent person and food safe dressings are used where required;
- No jewellery except for a plain wedding band is worn;





- Hair is kept clean, tidy and covered at all times.

This is not an exhaustive list and further information should be gained from your management team.

**Eltham College as the landlord of the premises used by any contractor ensures that all remedial works are completed to food safety compliance levels. The Head of Maintenance is responsible for such tasks.**