



UNIVERSITY COLLEGE SCHOOL FOUNDATION

HEALTH & SAFETY REFERENCE FILE

MARCH 2011

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* Included in hard copy versions and available on request from the Bursary

Introduction

This document details the School's legal and statutory obligations towards its employees in respect of Health & Safety issues as well as the responsibilities of staff members themselves. Its purpose is to provide an overview of the Health & Safety information that is relevant and helpful to all members of staff.

Further Health & Safety information is available as follows:

- SS Teaching staff should refer to *Day-to-Day Management of Health & Safety for Teaching Staff* booklet and, when leading school trips, refer to the booklet *Procedures for Activities Off the School Premises*. Both booklets are available either from the Vice Master or from the Common Room.
- Departmental Health & Safety guidelines/procedures and risk assessments are part of **each education department's handbook** and copies are available from each Head of Department.
- JB and Phoenix staff should refer to their respective Head/Deputy Head for applicable Health & Safety procedures.
- Detailed medical treatment plans are contained in the *Medical/First Aid Policies & Management Plans* file. Copies of this file are available from: SS – Bursary, Medical Room, Common Room and Sports Centre; JB - Medical Room and Common Room; Phoenix – Kitchen; Playing Fields – Medical Room and Tea Hut. The Head of each School also holds a copy.
- For Foundation-wide facilities-related Health & Safety procedures and risk assessments contact the School Surveyor in the Bursary

SECTION A. GENERAL STATEMENT OF POLICY.

The University College School Foundation is comprised of the Senior School (SS), Junior Branch (JB) and The Phoenix School (Phx). The governing Council, which includes the directors of The Phoenix School, recognise and accept their responsibility as employers for providing, so far as is reasonably practicable, work places and work practices which are safe and healthy for all Foundation employees, pupils and visitors, including contractors.

Particular care will be taken to provide and maintain:

- Safe places of work with safe access and egress
- Safe plant, equipment and systems of work
- Proper arrangements for the use, handling, storage and transport of articles and substances
- Information, instruction, training and supervision for safety
- A safe and healthy working environment throughout.

Council bear ultimate responsibility for providing the necessary leadership with Health & Safety management devolved to the Finance & General Purposes Committee. Without detracting from the primary responsibility of the Headmaster of the Senior School and the Senior Management Team (SMT) for day-to-day operational management of the Foundation, Health & Safety matters will be administered by the Director of Finance and Administration, who will work on behalf of Council by providing and interpreting policy. Council will ensure the provision of competent technical advice and additional resources, if required.

The Headmaster is expected to report to Council at least annually on all significant Health & Safety matters and as soon as is practicable in the event of a major incident. Council will ensure that there is appropriate communication with employees and that committee arrangements are in place for the consideration of Health & Safety matters. Employees should be mindful of their individual duty to take care of their own Health & Safety and that of fellow employees, pupils and any other persons who might be affected by their work activities, and of their duty to co-operate with the employer to ensure good safety management.

Details of the management organisation for Health & Safety and arrangements for implementing the UCS Foundation Health & Safety policy are to be found in the following pages of this document. The policy will be reviewed annually and a copy of this statement will be issued to all employees.

Chairman of Council: _____

Date: March 2011

SECTION B. HEALTH & SAFETY AT WORK POLICY

Introduction

University College School Foundation (Foundation) attaches the utmost importance to the safety, health and welfare of its employees and pupils. The Foundation will comply with the provisions of the Health & Safety at Work Act 1974 and subsequent relevant regulations, including implementing EC Directives. UCS governors bear ultimate responsibility to provide leadership with Health & Safety management devolved to the Finance & General Purposes Committee and the day to day management responsibilities delegated to the Headmaster of the Senior School. Immediate day-to-day to operational requirements are delegated to the Senior Management Team (SMT).

The SMT will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the Foundation operations can work.

The SMT will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to Health & Safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Focus

The Foundation's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- safe use, storage, handling and transport of articles and substances.
- provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems work.
- provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

Co-operation

All aspects of Health & Safety remain a management responsibility. However, a safe and healthy workplace can be achieved only with the full co-operation of each and every employee. Employees are duty bound to act responsibly and to do everything practicable to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- obey all safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- exercise awareness, alertness, self-control and common sense at work.
- report promptly to their department head all hazards, potential hazards, defects in

equipment and any perceived **shortcomings in the school's work systems or procedures.**

Employees should not be in any doubt that the school will apply disciplinary procedures to any **employee who is in breach of the school's** Health & Safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those **involved in the school's operations, and for those** who may become involved in them.

Policy Review

This policy will be revised regularly by SMT as necessary (but at a minimum of one year intervals). A copy of the policy will be given to all employees when they join the school. When changes have been made **to the policy, copies will be placed on each school's Common Room** noticeboards.

SECTION C. OVERALL ORGANISATION OF HEALTH & SAFETY

1. Health & Safety Committee (UCS Foundation)

The UCS Foundation Health & Safety Committee shall comprise of the SMT and shall meet at least once a term. The Committee will:

- consider, review and develop all Health & Safety policies in the light of legislative requirements.
- consider audit review feedback from Oxford Safety and Risk Management and an implementation timetable for any areas highlighted.
- note and consider the Minutes of the subordinate Health & Safety committees listed below.
- itemise any proposed or required areas of expenditure not set out in the school budget.

2. School Health & Safety Committee

A Health & Safety Committee will be established for each school within the Foundation. The Head of each school, and the DFA are to ensure that the committee is correctly established and that recommendations and action points are implemented and/or followed up appropriately. Each Committee shall meet at least once a term and minutes are to be forwarded to and retained by the Domestic Bursar. The committees will be chaired as follows;

- Senior School Health & Safety Coordinating Committee – DFA
- Junior Branch – JB Deputy Head
- Phoenix School – Phoenix Deputy Head
- Support Staff Health & Safety – DFA
- UCS Active Health & Safety Committee – Enterprise Director

3. Medical Committee

In addition, the Foundation Medical Committee shall be comprised of the School Nurses and the Domestic Bursar and will be chaired by the latter. The School Medical Officers and a representative from The Phoenix School shall be invited to meetings, which shall be arranged termly with minutes forwarded to and retained by the Domestic Bursar. A standing agenda item for each meeting shall be Health & Safety, with the School Surveyor attending this section of the meeting to report back on any outstanding issues/areas requiring attention and to provide an analysis of any accident or incident reports or trends requiring follow up.

4. Staff Consultative Measures

As detailed above, Health & Safety Committees are established in each school, including the Support Staff Health & Safety Committee and the Medical Committee (see 2 & 3 above). Where any member of staff is concerned about any Health & Safety issue, this should be put in writing to the chairperson of the relevant Health & Safety Committee, which will discuss the matter and provide feedback to the staff member concerned. Urgent matters may be raised directly with the DFA.

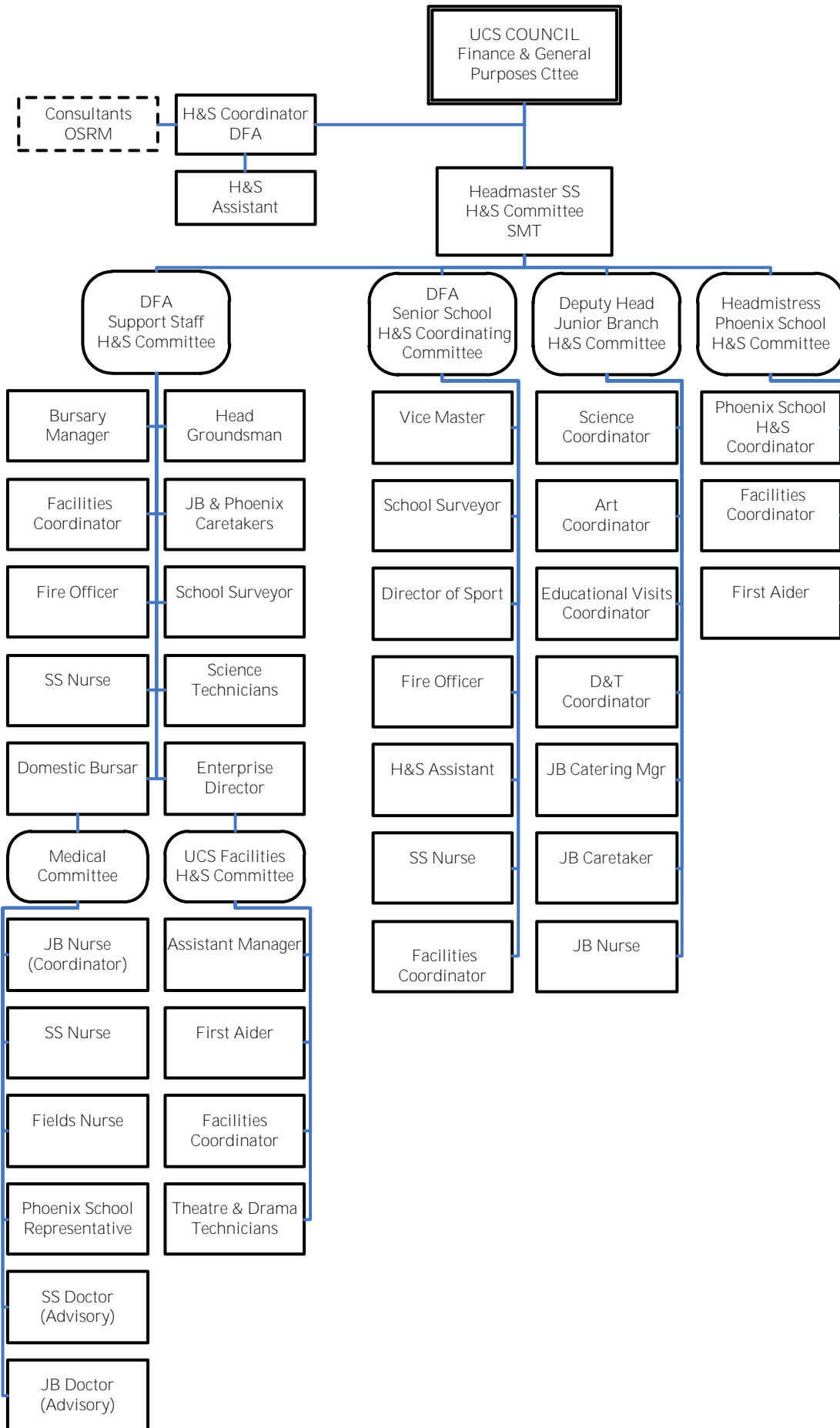
One week before respective school Health & Safety Committee meetings, a notice is to be placed on the Common Room notice board by the Chairperson informing staff of the meeting and detailing that where there are issues of concern, these are to be directed through the chair.

5. Audit

The DFA is to ensure that an annual Health & Safety audit is undertaken by Oxford Safety and Risk Management, or other competent external agency. The report shall be received by the Foundation Health & Safety Committee and reviewed by the subordinate Health & Safety committees. The DFA is to coordinate any follow-up actions and provide consolidated feedback to the Council Finance & General Purposes sub-committee of Council.

6. Compliance with new legislation

From time to time, the Health & Safety Executive, DFE, and other regulatory and advisory bodies will issue codes of practice on particular topics for guidance. These will normally be incorporated into this or other applicable policies or procedures and staff informed or trained accordingly. If the Vice Master, JB Headmaster, Headmistress of the Phoenix School or DFA considers the inclusion to be inappropriate, he/she will be required to demonstrate to the satisfaction of Headmaster that the current policy/procedures in place are equal to or exceed the recommendations.



SECTION D

SPECIFIC HEALTH & SAFETY RESPONSIBILITIES AND DELEGATIONS

The Headmaster is responsible for ensuring compliance with this Health & Safety policy and his responsibilities are set out in Annex I, which follows after Section G. A number of specific duties connected with these responsibilities are delegated to others. The following paragraphs describe these delegations and other arrangements which have been made. All those with Health & Safety duties will be provided with sufficient time to undertake their duties.

Each head of department and/or manager is responsible in accordance with the law for ensuring the Health & Safety of employees, pupils and other persons within their area of responsibility and also of anyone else who may be affected by their work activities. In particular, the duties connected with the responsibilities listed in Annex I, sub-paragraphs C, D E, F, G and H are delegated to these persons as set out below. In addition, the following employees have particular responsibilities to ensure compliance with the policy as it applies to their special function(s):

The Director of Finance and Administration (DFA), assisted by the H&S Assistant and in collaboration with appropriate managers and heads of department, is responsible for duties E, J and K. at Annex I. In addition, the DFA will:

- co-ordinate compliance with Health & Safety legislation including risk assessments in relation to the buildings, services and support staff outside of the educational areas, including risk assessments for contractors working at each school and those hiring School premises.
- select, control and monitor the performance of all contractors on School premises. In this regard the DFA shall be responsible for ensuring that all contractors carry sufficient and adequate insurance cover and that they are aware of the contents of this policy.
- be specifically responsible for overseeing the inspection, maintenance and repair of the fabric of the school including fixtures and fittings.
- be responsible for the overall arrangements for the security of the UCS Foundation.
- ensure that managers and **Heads of Departments within DFA's areas of responsibility** fully understand their responsibilities and are given both the time and training needed to fulfil their obligations.
- be responsible for making arrangements for visitors and this will involve carrying out suitable risk assessments. Arrangements for Contractors are delegated to the School Surveyor.
- arrange for an annual audit of Health & Safety to be undertaken by the retained consultants, Oxford Safety and Risk Management. The audit will normally be implemented before the mid term break in the Summer term.

The Vice Master will, within the Senior School:

- act as the Educational Visits Co-ordinator
- provide oversight of the Risk Assessment process within the Senior School, including risk assessments in respect of stress to staff and any required follow up action.
- provide oversight of co-ordinate statutory and appropriate Health & Safety training requirements for all members of staff .
- take reasonable steps to ensure that pupils are aware of the importance of Health & Safety, their own responsibilities and this Health & Safety policy.

- take reasonable steps to ensure that all Pastoral staff understand their responsibilities and are given both the time and training needed to fulfil their obligations.
- take reasonable steps to ensure that all Heads of Departments, Deme Wardens and Year Wardens understand their responsibilities and are given both the time and training needed to fulfil their obligations.
- appoint and monitor the activities of the Fire Officer to ensure that there is a Fire Drill Procedure in place for the school and at the Fields.
- take reasonable steps to ensure that all pupils and staff are aware of emergency procedures.
- ensure that there is a point of contact for each pupil in the event of injury.

The JB Headmaster and the Phoenix Headmistress shall:

- be responsible for ensuring Health & Safety within their specific areas;
- co-ordinate the Risk Assessment process within their School, including risk assessments in respect of stress to staff and the co-ordination of any required follow up action
- appoint an Educational Visits Co-ordinator;
- ensure that Heads of Departments, have detailed departmental specific risk assessments as part of a code of practice/handbook for their area
- co-ordinate statutory and appropriate Health & Safety training requirements for all members of staff
- ensure that pupils are aware of the importance of Health & Safety, their own responsibilities and this Health & Safety policy
- ensure that all Pastoral staff understand their responsibilities and are given both the time and training needed to fulfil their obligations.
- appoint and monitor the activities of a Fire Officer at their site and co-ordinate/promote the Fire precaution section of this policy appoint ensuring that there is a Fire Drill Procedure in place for the school,
- ensure that all pupils and staff are aware of emergency procedures
- ensure that there is a point of contact for each pupil in the event of injury
- ensure that the Health & Safety Committee for their school is correctly established

Heads of Department shall:

- ensure that their department is run in accordance with this policy and complies with applicable Health & Safety procedures
- prepare a code of practice for the Health & Safety of his/her department. The Head of Department/Deme Warden/Year Warden shall check with the Vice Master that any codes of practice are consistent with the overall Health & Safety policy
- ensure the members of their department understand and implement the practical aspects of this policy and those listed Health & Safety procedures under section 5 as applicable to their areas of responsibility
- ensure that members of the department fully understand their individual responsibilities and are given both the time and the training needed to fulfil their duties
- ensure adequate supervision of pupils both inside the School and on external trips and that the required risk assessment policy has been implemented.

Similarly, for the specific physical areas listed below, the persons named have overall responsibility for Health&Safety:

Internal Area	Responsible Person
Main building circulation space & Great Hall, including upper & lower links	The Vice Master
Sports Centre, including swimming pool& café	P Eggleton
Kents Building except for 6 th Form Centre, but including Lund Theatre	P Eggleton
Lecture Theatre and GS wing circulation space	P Eggleton
Drama Department	G R Rabie
Sixth Form Centre	R H Chapman
Music Department	J M Bradbury
Classics Department	D J Woodhead
ICT Department	A Davis
Biology Department, including the Fleming Science Lecture Theatre	F Pusey
Physics Department	A R M Sandford
Chemistry Department	I A Barr
History & Politics Department	A G Vaughn
Mathematics Department	D A Robb
English Department	J L Hartley
Modern Languages Department	S J Button
Art Department & associated circulation spaces	A H Gray
Design Technology Department & associated circulation spaces	R A K Hawkins
Library	R Hemming
Geography Department	P Miller
History of Art Department	C McCormack
Lower Crypt & Demeland	D Colwell
Learning Support	R Spencer
Economics & Business Studies	D Hall
Refectory and associate spaces	Brookwood Ltd (P Channon)
Bursary and all other internal areas (including oversight of contracted areas)	DFA
The Junior Branch	Headmaster JB
The Phoenix School	Headmistress Phoenix school
External Areas	Responsible Person
The Junior Branch	Headmaster JB
The Phoenix School	Headmistress Phoenix school
The Fields	P Eggleton
Tennis Courts	P Eggleton
All other external areas	DFA

Pastoral Staff (including those staff who are **Leaders for School Trips**) shall:

- ensure adequate supervision of pupils inside the School and that the required risk assessment procedure has been implemented.
- ensure that his/her areas of responsibility are run in accordance with this policy and applicable Health & Safety procedures. Meet with the Vice Master, JB Headmaster and Phoenix School Headmistress as applicable when leading a school trip to ensure that the required procedures and risk assessments are completed

Senior School Teaching Staff should refer to the booklet *Day-to-Day Management of*

Health & Safety for Teaching Staff and, when leading school trips, refer to the booklet *Procedures for Activities Off the School Premises*. Both booklets are available either from the Vice Master or from the Common Room. Departmental Health & Safety guidelines/procedures and risk assessments are part of each academic departmental handbook, copies of which are available from each Head of Department.

JB and Phoenix Staff should refer to their respective Head/Deputy Head for applicable Health & Safety procedures.

Technicians and Laboratory Assistants are responsible to their appropriate Heads of Department for:

- isolating gas supplies (where appropriate) to laboratories at the end of the working day
- constant security of any and all toxic, corrosive and highly flammable substances that may be used from time to time in their departments.
- ensuring that all stores are kept locked when not actually being supervised.
- In conjunction with teaching staff, rendering all experiments and practicals safe as far as is reasonably possible.
- preparing and maintaining a register of COSSH (Control of Substances Hazardous to Health) materials, together with statements of practice and risk assessments.

The Facilities Support Co-ordinator, the Facilities Staff, Groundsmen and the School Gardener are to :

- refer any matters of concern or dangerous or broken property and equipment to the Facilities Support Coordinator or Head of Department
- be responsible within their specialist area for maintaining a register of COSHH (Control of Substances Hazardous to Health) materials used in cleaning and maintenance, including substances used for the upkeep of the gardens and fields, together with practice statements and risk assessments.
- co-ordinate on site vehicle movements where appropriate

In addition:

- The **Facilities Support Coordinator** is responsible for the day-to-day management of UCS owned minibuses and support vehicle management, including the Rules and arrangements for its use.

In respect of other duties specified in Annex I:

- **First Aid: J Gray and M Mintz** are jointly responsible for duty I at Annex I. Those persons responsible for providing first aid and the names of trained first aiders are published at Appendix 1 to the school first aid Policy. The School Nurse is responsible for checking the first aid facilities at least termly. For details concerning medical treatment plans refer to *Medical/First Aid Policies & Management Plans* file. Copies of this file are available from: SS – Bursary, Medical Room, Common Room and Sports Hall; JB - Medical Room and Common Room; Phoenix – Kitchen; Playing Fields – Medical Room and Tea Hut. The Head of each School also hold copies.
- **Accident Reporting:** All accidents, occupational ill health, dangerous occurrences and near misses, are to be reported promptly on the forms available online via the

secretary to the DFA, who is responsible for notification to the enforcing authority at the HSE Incident Contact Centre at www.hse.gov.uk/contact/index.htm .

- **Fire Safety Management** and the associated duties L at Annex I are the responsibility of the **School Surveyor** (P Rowe) in collaboration with **C Bowes Jones**, who, as School Fire Officer, has authority and powers of sanction to ensure that satisfactory standards of fire safety are maintained.

OTHER SPECIFIC MANAGEMENT ARRANGEMENTS

The following areas/activities present identified risks:

- **Beekeeping:** **D Woodhead** is responsible for all Health & Safety matters relating to beekeeping at UCS.
- **Art:** Rules and arrangements for the use of Kilns, tools, machinery, photographic chemicals and other hazardous substances may be found with the Head of Art
- **Design Technology:** Rules and arrangements for the use of machinery, tools and hazardous substances, including stored gases may be found with the Head of DT
- **Swimming Pool:** Normal operating procedures for the swimming pool can be found with the sports centre Duty Manager
- **Other Departments:** As previously stated **all Heads of Department, academic and support** are to produce local codes of their own management arrangements for safety. Copies are to be held by heads of department.

The **Radiation Protection Supervisor** is the School Surveyor, who is also responsible for the **Asbestos Management** plan and, in conjunction with Cofely Ltd, is responsible for **Legionella** risk assessment and control.

All those with management responsibility should notify the Safety Co-ordinator (DFA) and any other persons affected of any planned, new or recently identified significant risks in their area of responsibility and of the control measures needed. They should also report to the DFA without delay any significant breach of safety arrangements.

SUBSTITUTION

Except during scheduled School holidays, when managers and heads of department and the like are absent for periods of 2 weeks or more, adequate substitution arrangements must be made in writing to the Headmaster (copied to the DFA) and to such other persons as are affected. During shorter periods of absence the DFA will assume responsibility upon notification of the absence.

INDIVIDUAL RESPONSIBILITY

All employees, all pupils and all other persons entering onto school premises, or who are involved in school activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the appropriate requirements of this Health & Safety policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures and risk assessments;

- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided;
- Adhere to training and instructions;
- Inform their immediate line manager, head of department or supervisor of any new hazards identified;
- Give their visitors (including contractors) a named contact with whom to liaise;
- Offer any advice and suggestions that they think may improve Health & Safety;
- Report all accidents, ill health, fires, incidents and defects as soon as practicable;
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and fire fighting equipment;
- If in doubt about any safety matter, consult their line manager, the Safety Co-ordinator, or if necessary, me.

It is important that all staff appreciate that their own safety and that of others depends on their individual conduct and vigilance while on the School premises or while taking part in School sponsored activities. This means that all staff must assist by executing their duties in a safe and proper manner. The school will provide appropriate information, instruction, training and supervision to enable all employees to identify and deal with hazards and contribute positively to their own safety and health at work. All staff are therefore expected to:

- monitor the effectiveness of this policy
- consult the Vice Master/Head of JB/Phoenix or DFA, as appropriate, concerning any Health & Safety issues
- recommend changes to the policy in the light of experience
- contribute to the constant and ongoing improvements in Health & Safety in the Schools and raise any issue of Health & Safety as may occur
- co-operate with the implementation and observation of the policy
- report any accidents/incidents (refer to First Aid Policy for details) or damage to School property to Facilities Support Coordinator
- in accordance with the COSHH regulations, report to Head of Department any new substances that are brought onto the School Premises
- co-operate with Fire and safety procedures
- participate in and be available for all Health & Safety training sessions where reasonably practicable

Fire precautions

- comply with all laid down emergency procedures
- not knowingly obstruct fire escape routes, fire equipment or doors
- report any use, misuse, vandalism or accidental use of fire fighting equipment to their line manager.

Working conditions/environment

- comply with all hazard warning signs and notices displayed on the premises.
- make proper use of all equipment and facilities provided to control the working conditions/environment
- keep stairways, passageways and work areas clear and in a clean and tidy condition
- dispose of all rubbish, scrap/waste within the working area using the facilities provided.
- use the correct methods for removing any waste for disposal

- clear up any spillage within the work area using prescribed methods and procedures for removal
- deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner
- not pollute watercourses, sewers or drains with chemicals/waste products.

Safety Rules

- not operate any item of plant or equipment unless they have been trained and authorised to do so (plant or equipment is defined as an item, mechanical or electrical, which may cause harm through rotation, reciprocation, heat or electrical shock)
- make full use of the safety guarding on plant or equipment
- report to their respective line manager immediately, any fault, damage, defect or malfunction in any item of plant, equipment, implement or utensil
- not clean any item of moving plant or equipment unless authorised to do so
- not leave any item of plant or equipment in motion or switched on whilst unattended unless within Health & Safety regulations and authorised to do so
- not make any repairs or carry out maintenance to plant or machinery of any description without prior approval to do so
- use all substances, chemicals, liquids etc. in accordance with all written instructions and in compliance with any procedures for the handling of dangerous substances
- return all substances, chemicals, liquids etc. to their designated safe storage areas or as per departmental Health & Safety requirements when not in use
- undertake the required minibus training in the event of driving school minibus
- observe and adhere to any pedestrian and vehicle controls in force on the premises.
- use all items of protective clothing/equipment provided as instructed
- store and maintain protective clothing in the approved manner
- report any damage, loss or fault and or unsuitability of protective clothing and/or equipment used for Health & Safety purposes to line manager e.g. Head of Department, Deme Warden, Year Warden.

Accidents (*Refer to First Aid Policy for further details*)

- seek medical treatment for any injury they or a pupil may receive, no matter how slight. This treatment in the first instance shall be given by the school nurse, if available, or may be by any nominated first aider.
- report any accident/incident as soon as is practicable on Accident/Incident report forms.

Security

- directing/escorting visitors on site to main reception
- ensuring all visitors sign in at **Reception and have a visitor's badge issued**
- reporting un-badged visitors/strangers to Reception as soon as possible
- out of term time, ensuring that buildings are not left unlocked.

ADVISORY RESPONSIBILITIES FOR SAFETY

- The Health & Safety coordinator is the DFA, who is responsible for:
 - the duties in Annex II;
 - advising the Headmaster, the SMT and those with delegated duties on the measures needed to comply with the policy;

- co-ordinating any advice given by specialist safety advisors and those with enforcement powers;
 - monitoring Health & Safety;
 - reporting back to the Headmaster.
-
- Oxford Safety and Risk Management provide consultancy safety advice and provide the radiation protection advisor;
 - Cofely Ltd, are responsible for providing Legionella risk assessment and control;
 - Brookwood Ltd re responsible for advice on food and kitchen safety

Emergency Procedures and Incident Management Plan

The DFA will formulate a separate Emergency Procedures and Incident Management Plan to cover all major incidents. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss. Copies of this plan will be placed at distributed locations around the School.

Signature.....KJD.....
Headmaster

Date 10 Mar 2011

SECTION E. FIRST AID POLICY

1. Introduction

1.1 University College School Foundation (Foundation) i.e. Senior School (SS), Junior Branch (JB) and The Phoenix School (Phoenix) is required to have a written first aid policy in accordance as per The Education (Independent School Standards) (England) (Amendment) Regulations 2004 and the Foundation aims to comply with the guidance provided by the DfES concerning first aid for schools.

1.2 The Foundation will ensure that it has a Health and Safety policy which complies with the Health and Safety at Work Act of 1974 and relevant regulations.

1.3 The Head for each school will ensure that parents are aware of the Health and Safety policy and the arrangements for first aid.

1.4 The First Aid policy will be reviewed on an annual basis by the Foundation Health and Safety Committee (refer to Health and Safety policy) with guidance provided by the Medical Committee (refer to Health and Safety policy).

2. Assessment and Monitoring

2.1 At least once a year the Head of each school will review the School's first aid needs to ensure that provision is adequate. Guidance will be sort from the Medical Committee.

2.2 The numbers of designated first aiders (refer point 6) and appointed personnel (refer point 7) will be monitored by the Nurse Co-ordinator in conjunction with the Domestic Bursar to ensure that the requirements are met as per this policy.

2.3 The first aid needs of each school and the sports field will be taken into consideration when making the assessment. Temporary hazards such as building work and needs of staff and pupils with special health needs or disabilities will be taken into account.

2.4 Accident statistics will be routinely collected using information from the accident forms to help identify common injuries, times, locations and activities at a particular site including the identification of any follow up action required.

3. Communication and Information

3.1 The Head of each school will ensure that all staff are informed of the first-aid arrangements by displaying first aid notices in the common room. These will include: basic protocols, location of equipment, facilities, first aid personnel and procedures for monitoring the school's first aid needs.

3.2 New pupils will be informed about first aid arrangements through the school handbook.

3.3 New staff will be given written information about first aid arrangements as part of their induction.

4. Insurance

The DFA will ensure that the Foundation's insurance arrangements provide full cover for claims arising from actions of staff within the scope of their employment.

5. First Aid Provision - All Staff

5.1 **Teachers' conditions of employment do not include giving first aid, although any member** of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils.

5.2 In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

5.3 First Aid courses will be paid for by the school.

6. First Aider

6.1 The aim is fulfil the following ratios:

- SS - 1 staff member: 100 pupils/staff: approximately 1,010 (850 pupils + 160 staff) therefore 10 First Aiders (see attached list)
- JB- 1 staff member: 100 pupils/staff: approximately 283 (245 pupils + 38 staff) therefore 3 First Aiders (see attached list)
- Phoenix School: 1 staff member: 50 pupils/staff: approximately 161 (136 pupils + 25 staff) therefore 4 First Aiders (includes paediatric however there must be 2 qualified First Aiders) (see attached list)
- Fields: one First Aider from Fields staff (see attached list)

6.2 The following are the key areas where a First Aider should be based:

Support staff:

- a school nurse based at SS and JB and a school nurse/first aider at the playing fields when school sports activities are taking place
- a staff member from the front office for each school (if not a First Aider, then to be an Appointed Person – refer point 7)
- one staff member from each of the following: Caretaking/Maintenance Department (SS and JB), Fields, Bursary (SS)
- two staff members from the SS laboratories and one staff member from the JB laboratories

Ideally from the teaching staff:

- all staff members in the Physical Education department for each school
- one staff member from the Art/Design and Technology Departments at SS and at least one teaching staff member at JB.

6.3 When selecting a first aider, consideration will be given to **the individual's reliability and** communication skills; aptitude and ability to absorb new knowledge and learn new skills; ability to cope with stressful and physically demanding emergency procedures; the practicality of the first aider i.e. being able to leave their normal duties and go immediately to an emergency. The selection of the most appropriate staff member/s will be done by the Vice Master/Deputy Head or Head of Department as required.

6.4 The first aider will complete a training course approved by the Health and Safety Executive at least every 36 months and refresher courses need to be taken up 3 months before

the expiry date of the current certificate. The selection of the approved training will be done by the Vice Master/Deputy Head of each school with guidance provided by the Nurse Co-ordinator.

6.5 The First Aider will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

6.6 When necessary the First Aider will ensure that professional medical help e.g. School Nurse or an ambulance is called.

6.7 A list of First Aiders is detailed at the end of this policy (the list is to be maintained by the Nurse Co-ordinator in conjunction with the Domestic Bursar).

7. Appointed Persons

7.1 Appointed persons are not first aiders. They should not give first aid treatment for which they have not been trained.

7.2 Ideally, the Foundation will aim for the following ratios:

- SS - 1 staff member:100 pupils/staff: approximately 1,010 (850 pupils + 160 staff) therefore 10 Appointed Persons (see attached list)
- JB - 1 staff member:100 pupils/staff: approximately 283 (245 pupils + 38 staff) therefore 3 Appointed Persons (see attached list)
- Phoenix School: 1 staff member: 50 pupils/staff: approximately 161 (136 pupils + 25 staff) therefore 4 Appointed Persons (see attached list)
- Fields: one Appointed Person from Fields staff (see attached list)

7.3 Once the number of Appointed Persons has been calculated, the Medical Committee will consider key areas, where it would be worthwhile to have an Appointed Person if there is no First Aider in the area. The key areas are to be reviewed annually with guidance provided by the Medical Committee are: Chemistry, Science, D&T, Art, Drama.

7.4 Being an Appointed Person will involve attending first aid training/refresher training on an HSE approved course at least every 3 years. This will be organised during inset days and will normally last up to one day. It will cover the following topics: what to do in an emergency; cardiopulmonary resuscitation; first aid for the unconscious casualty; and first aid for the wounded or bleeding. The selection of the approved training will be done by the Vice Master/Deputy Head of each school with guidance provided by the Nurse Co-ordinator.

7.5 The **appointed person's role is to take charge when someone is injured or becomes ill**, to look after the first aid equipment e.g. when aware that the first aid container needs restocking, to inform the School Nurse; to ensure that professional medical help e.g. School Nurse or an ambulance is called when appropriate. A List of Appointed Persons is at the end of this policy (the list is to be maintained by Nurse Co-ordinator in conjunction with the Domestic Bursar.)

8. First Aid Boxes and Emergency Kits

8.1 Contents of First Aid Boxes

First Aid Guidance Leaflet	1
Sterile assorted adhesive plasters	20
Sterile eye pads with bandage	2

Triangular bandages	4
Safety Pins	6
Sterile dressing with Pad (Medium)	6
Sterile Dressing with pad (Large)	2
Moist wipes	10
Disposable gloves (non latex)	5 pairs
Resuscitator Face Shield	1
Accident / Injury report forms	A pad

- Catering/food preparation areas should have blue gloves and elastoplast in their First Aid Box
- Eye wash stations should also be provided in all areas of risk where running water is not available i.e. in DT and the Labs
- No other pieces of equipment or supplies should be added to the box other than the items on the above list

8.2 Location of First Aid Boxes

The First Aid boxes need to be checked every term by the School Nurse for the SS, JB and Fields and at The Phoenix School by the PE Co-ordinator with the record of checks retained. Supplies can be ordered from School Nurse (SS) or Nurse Co-ordinator (JB).

Senior School

Department	Location
UCS Active	Sports Hall Main Office Swimming Pool
UCS Active Café	Kitchen
Maintenance	Maintenance Office Workshop
Theatre	Box Office Theatre dressing room
Sixth form	Snr Tutors Office
Lecture theatres	Lecture Theatre
Music Block	Foyer
Biology Labs	Biology Prep Room Labs J, K, L
Physics	Physics Prep room
Chemistry	Chemistry Prep room Labs A, C
Bursary	General Office Senior School Mini Bus Porters' Lodge
School Office	School Office
Common Room	Kitchen
Languages	Languages Office – 1 st Floor
Art and D&T	Workshops x 3 3 rd floor D&T Office 1 st floor Art Office 2 nd floor Heat room 2 nd floor Dark room 2 nd floor Art rooms x 2 2 nd floor

Maintenance	Work shop Tea hut
Kitchen	Kitchen Catering Manager Office ext 2163 (Catering Manager in charge of First Aid Box)

Junior Branch

Department	Location
Food Technology	DT Block basement kitchen
Science	Science Labs
Art	Small Upper Art Room
DT	Workshop Basement
Maintenance	Caretakers Room
Administration	School Office
Staff	Common Room
Bursary	Minibus
Catering	Main Kitchen

Phoenix School

Department	Location
Nursery/playground	Nursery area
Main School	School Office, Upper Landing, Library area, Kitchen/staffroom

Fields

Department	Location
Sports Field	First Aid Room, Eve Pavilion, Wade Pavilion
Maintenance	Workshop
	Tea Hut
Catering	Kitchen

8.3 Emergency Kits

Emergency kits for pupils at each school with severe allergies, severe asthma, and diabetes are kept by the boys concerned and also in locations which are accessible at all times. These pupils will have been previously identified as being high risk and their parents and doctor will have been asked to complete a self management plan which will be kept with their emergency kit.

Contents of Emergency Kits

Allergy	Epipen, Piriton, Salbutamol (Spacer JB & Phoenix)
Asthma	Salbutamol, Spacer
Diabetes	Hypogel, Dextrose Tablets, Glucagon

8.4 Sites of Emergency Kits

Senior School

Allergy	Common Room Catering Office Medical suite
Asthma	Common Room Medical suite
Diabetes	Common Room Medical Suite

Junior Branch

Allergy	School Office
Asthma	Medical room & School Office
Diabetes	Medical room

Phoenix

Allergy	Individual pupil's classroom
Asthma	School Office & Individual's classroom
Diabetes	School office & Individual's classroom

Fields

Allergy	First Aid Room
Asthma	First Aid Room
Diabetes	First Aid Room

9. Hygiene/Infection control

9.1 The school has a Hygiene/Infection Control policy which is kept in the medical rooms at each school and at the Fields and in the Bursary. It is the responsibility of each member of staff to familiarise themselves with this policy and to implement the required processes.

9.2 All staff should take precautions to avoid infection and must follow basic hygiene procedures.

9.3 Staff should have access to single-use non-latex disposable gloves which will be kept in the medical suite (SS, JB and Fields) and the school office for each school. These should be worn at all times when dealing with blood or other body fluids and disposing of dressings or equipment.

9.4 Cleaning and maintenance staff should wear protective clothing as appropriate and to comply with HSE guidance.

10. Reporting

The school uses a combined UCS accident/injury and illness form (UCS form). Note: The UCS form must be completed for **all** accidents/injuries (applies to anyone who has an accident/injury i.e. pupil, staff member, parent, visitor, contractor etc) that take place on any of the school sites and for any school activity that takes place off site irrespective of whether an accident/report form is completed at the school/area being visited . The UCS form consists of:

- a white form – for a pupil, filed in the pupil's medical notes
- a green form - kept in an accident folder if it relates to an accident or in a folder in the medical suite if it relates to an illness

- a blue copy – for a pupil, given to the pupil’s parent or guardian otherwise given to the person concerned.

11. Accidents

11.1 Any accident that takes place on any of the school sites must be reported – refer point 10 above.

11.2 Any accident must be reported for any school activity; both on and off school premises; if it relates to the way a school activity has been managed (e.g. supervision of a field trip); equipment, machinery or substances; the design or condition of the premises. (For reporting purposes, accident/injury and illness form to be completed – refer point 10 above.)

11.3 The Bursary will keep a record of any reportable injury, disease or dangerous accident. This will include the date and method of completing; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event; or disease and treatment given.

11.4 Accident records will be kept for a minimum of 3 years in the Bursary and will be readily accessible.

11.5 Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. These include accidents resulting in death or major injury (including the result of physical violence) and accidents that prevent the injured person from doing their normal work for more than 3 days (including acts of physical violence). Refer HSC/E for full definitions of injuries, dangerous occurrence and reportable diseases.

11.6 The HSE will be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up by a written report on Form 2508 within 10 days.

12. First Aid Treatment

12.1 A record must be kept of all first aid treatment given by first aiders and appointed persons using the accident forms kept in each school office, first aid kits and school nurse. The information should include: the date, time and place of the incident; the name and class of the injured / ill person; details of the injury / illness and what first aid was given; what happened to the person immediately afterwards e.g. went home, resumed normal duties or went to hospital; name and signature of first aider or person dealing with the accident.

12.2 This record will be used by the school to help identify trends and possible areas for improvement in the control of health and safety risks and for reference in future first-aid assessments.

13. Contacting Parent/Guardian/Named Contact

13.1 In the event of emergency the first aider or appointed person **will telephone the child’s** parent/guardian/named contact as soon as possible. Up to date details are kept in the school office.

13.2 A written report will also be sent home with the child by using the accident /illness/injury form.

14. Outside trips/away fixtures/out of hours activities/journeys between sites/events

14.1 A risk assessment should be undertaken by the lead person prior to the following taking place: outside trips, away fixtures, out of hours activities, journeys between sites, school events as to whether first aid cover in the first instance is required, and where it is required, that the necessary arrangements are put in place.

14.2 Copies of treatment plans should be obtained for pupils with known anaphylaxis, severe asthma, diabetes or epilepsy.

14.3 Treatment plans are kept in designated areas (refer 8.4).

14.4 Pupils who have personal Epipens/diabetic/asthma kits are required to have these with them at all times.

14.5 Consent for administration of Epipens and glucagon should be obtained for at risk pupils prior to the trip.

14.6 At the commencement of the trip, to check that those pupils who are required to have personal Epipens/diabetic/asthma kits do have these with them.

<p>JB (First Aiders: ratio requirement of 3 staff - includes School Nurse)</p> <p>(Appointed Persons: aiming for ratio requirement of 3 staff)</p>	<p>Maryon Mintz – School Nurse Coordinator (05/13) DD: 0207435 3068</p>	<p>Qualified First Aiders as of 1 September 2010:</p> <p>Andrew Walliker – (10/10) Michaela Carnegie – (09/11) Nick Arnold – (11/09) Lorna Trinnaman – (05/12) Donna Cambell – (08/13) Mark Lall Chopra – (08/13) Dominic Edwards – (05/12) Lee Trinnaman – (05/12) Elaine Nicola – (07/12) Gemma Scott – (04/13)</p> <p>Appointed persons:</p> <p>None required as there are 10 First Aiders</p>
<p>Phoenix (First Aiders: ratio requirement of 4 people – note: includes paediatric however must be 2 qualified First Aiders)</p> <p>(Appointed Persons: aiming for ratio)</p>		<p>Qualified First Aiders as of 1 September 2010:</p> <p>Bree White – (10/10) Sheila Hammond – (02/13)</p> <p>Paediatric trained:</p> <p>Sheila Hammond – (11/11) Bryony Critchley – (11/11) Nik Watt – (11/11) Caroline Edwards – (11/11) Jo Free – (11/11)</p> <p>(Further paediatric training for staff by end of September 2010)</p> <p>Appointed persons:</p> <p>Elizabeth Pereira – (10/11) Andrea Hirt – (10/11) Joanna Free – (10/11) Bianca Begaud – (10/11)</p> <p>Provide their own cover and</p>

<p>requirement of 4 people) Old Boys when using the Fields</p>		<p>first aid boxes</p>
<p>Sports Fields</p> <p>(Requirement of a First Aider or School Nurse at all field activities)</p> <p>(Aiming for 1 Appointed Person)</p>	<p>Fields Nurse</p> <p>Masana De Souza (06/13) 020 8830 5463</p>	<p>Qualified First Aider as of 1 September 2010:</p> <p>*Mike Smith – (11/11) *Mick Veasey – (02/11) (*rostered first aiders for the Fields including Fields Nurse)</p> <p>Kevin Reilly - Head Groundsman Mobile 07956302190 (11/10) Peter Hill – (11/11)</p> <p>Appointed Person: None required as there are 4 first aiders</p>

SECTION F: DISPLAY SCREEN POLICY

The Health & Safety Display Screen Equipment (DSE) Regulations 1992 cover display screen equipment but the majority of requirements apply only to employees known as users.

The definition of ‘user’ depends on the nature of the DSE work and the extent that a person uses the DSE. The terminology ‘user’ applies to full and part time employees. Typically, 2/3 hours use daily classifies a person as a ‘user’.

Assessment of User’s Workstations

An assessment will be carried out by a qualified assessor on the workstations of each user and this will be recorded. The assessment will not only cover the workstation itself (DSE plus furniture), but the environment (lighting, space, noise, humidity etc) and the interface between the computer and user.

Currently the assessor is the Estates Manager who holds the required form on which assessments are to be based. Please contact the Estates Manager where you believe that an assessment should be implemented.

Where assessment indicates the need for remedial action this will be taken.

Eye Sight Tests

Where an employee is a user and believes that an eye and eyesight test is needed, to discuss the situation with the Domestic Bursar in the first instance.

Training

All users are to be provided with Health & Safety training about their equipment. In practical terms, there is likely to be considerable overlap between the training on the users of DSE, the software etc and the Health & Safety aspects of use. Information on the possible effects on health (upper limb pain, fatigue and stress etc) is to be part of the training.

Health Problems

There is no radiation problem associated with display screens and anti-radiation screens are totally unnecessary. (However, there may be occasions where anti-glare screens are of benefit.)

No evidence has been found to suggest that contracts, epilepsy and facial dermatitis are caused by DSE. However, DSE work must not be introduced to those who suffer from suffer from photo-epilepsy before seeking medical advice.

Although there is no evidence to suggest that spontaneous abortions are linked to the use of DSE where DSE operators remain convinced that they should avoid work with DSE during pregnancy, the matter will be treated sympathetically by the school.

Equipment

All DSE taken into use since the beginning of 1993 must comply with the Regulations and those responsible for purchase are to be made familiar with the guidance to the Regulations.

SECTION G OCCUPATIONAL STRESS POLICY AND ASSESSMENT

Introduction

The Health & Safety Executive has published guidance on managing work related stress. The guidance recommends that all employers, including schools, will assess stressors in the same way as other workplace hazards. The HSE define work related stress as **‘the adverse reaction people have to the excessive pressures or other types of demand placed on them.’**

Principles

Stress at work needs to be assessed by the same methodology as other work related hazards. The Headmaster/Headmistress for each school will appoint the appropriate person (from among senior managers) to carry out the necessary risk assessments and to recommend appropriate **action when a situation is brought the Head’s attention. There are normally three scenarios** which warrant this:

- when an employee presents himself/herself as stressed
- when an absence note produced by a doctor indicates stress related ill health
- when a senior manager/head of department identifies stress inducing conditions in his/her area of control.

Factors to be considered by Assessors

- Demands – such as workload and fear of exposure to physical hazards
- Control – the degree of control an employee has in the work that they do
- Relationships – in particular harassment or bullying
- Change – in the way organisational change is managed and communicated in the School
- Role – whether an employee understands their role in the School, in particular if any one employee has conflicting roles
- Training – whether training has been provided to enable employee to undertake the core functions of their job
- Support – provided by peers and line managers
- Individual Factors – whether allowance has been made for individual differences

The Checklist below can be used to identify an individual’s stressors. Experiencing one or more stressors does not necessarily lead to the experience of stress. A proportion of employee stress in the work place arises from factors outside of work. However, non-work and work based stressors can act together any may lead to problems. Work related stress is a complex issue and as an employer, we are cautioned against relying on any one measure.

Quantitative assessments should include sickness absence and work performance measured against reasonable expectation. High turnover of staff in a department should be noted.

Evaluating the risk

Assessors should consider in each individual case what action is already being taken, whether it is enough or what more is needed. Assessment should be carried out in the following instances:

- on request from an individual employee
- when an employee has been absent on a stress related illness

- where an individual job with a high level of stress has been identified

Records

Where an assessment has been carried out the significant findings should be drawn to the attention of the senior management team. Headmaster/Headmistress or DFA, with Head of Department, need to discuss the results of the assessment with the individual/s concerned and then manage the situation effectively and sympathetically.

Guidance to Staff

- Every individual has the right to have their workload assessed to ensure that it is not unreasonable. Management will also look at circumstances in the light of reasonable expectation.
- Where someone believes that their workload is unreasonable for teaching staff to approach either their Head of Department or Vice Master Head or Head and for support staff to approach either their Head of Department or Domestic Bursar or DFA, as appropriate, to discuss their situation.
- The School Counsellor is also available when someone would like to talk through issues.
- Where someone has been away on stress related illness, management will take this into account with subsequent dealings.

Checklist to identify an individual's stressors:

Non-work

Personal stress events at home (such as divorce, bereavement)
 Change in living conditions (such as moving house)
 Social isolation (such as lack of friends)
 Low level support at home
 Long-distance commuting
 Ill health

Home and work issues

Conflicting demands of work and home
 Family and schooling pressures
 Problems caused by both partners following their own careers

Work-Based

Management and style organisation

Lack of clear objectives and values
 Poor communication or lack of information
 Lack of consultation or involvement in change
 Lack of management support

Role of organisation

Unclear role in the department
 Conflicting lines of management
 Conflicting objectives and priorities
 High level of responsibility for people

Career

Career uncertainty
 Frustration of career ambitions

Over-promotion
Poor status or lack of recognition
Threat to job security
Insufficient training
Restructuring of role

Decision making or control

Low participation in decision-making
Lack of control of work

Relationships at work

Social or physical isolation
Poor relationship with superiors
Impersonal conflict
All kinds of harassment (for example sexual, racial or bullying behaviour)

Job and workplace design

High uncertainty at work
Boring or repetitive work
Constant dealing with conflict and complaints, rather than root of the problem
Significant risks to health or safety
Fear of technology or responsibility
Lack of competence

Workload or pace of work

Lack of control over pace of work
Sustained work overload or underload
Lack of prioritisation

Work Schedule

Unpredictable peak loads
Inflexible or over burdensome work schedule
Unpredictable work hours

Annex I - Headmaster's Health & Safety Responsibilities

It is the Headmaster's responsibility directly or through delegation as detailed previously and in accordance with the law to:

- A Ensure compliance with this health and safety policy in each and every respect, to ensure that Council are aware if any necessary resources for implementation are not available and to report to Council at least annually
- B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils and for visitors, including contractors
- C Assess risks and commit assessments to writing
- D Ensure that work is safe and without risks to health
- E Ensure that information, training and instruction is provided
- F Provide occupational health surveillance
- G Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H Post warning signs and notices
- I Appoint first aid personnel and have first aid provision checked regularly
- J Ensure that the conditions of licences are observed
- K Ensure the safe disposal of hazardous wastes
- L Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
 - Produce an emergency fire plan
 - Be responsible for fire safety training
 - Arrange practice fire drills
 - Check that any close down procedures are followed
 - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
 - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
 - Ensure that fire detection, alarm and emergency lighting systems are maintained and tested
 - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment.
 - Include fire safety in the regular health and safety reports to Council.
 - Keep relevant records

Annex II - Health & Safety Coordinator's Duties

The duties of the Health and Safety Coordinator are to:

- A Be familiar with the contents of the policy and ensure that the policy is readily available to all employees.
- B Ensure that the statement of safety organization is reviewed annually, that a copy is provided for the DFA early in each academic year and that a copy plus the synopsis is emailed to all employees early in each academic year.
- C Together with others, identify health and safety training needs and co-ordinate as necessary. A training needs survey should be carried out annually.
- D Monitor that managers, heads of department and supervisors prepare and review local codes, prepare and review risk assessments and carry out thorough examinations, test and inspections. (See Annual Checklists at Appendix ?)
- E Monitor the formal defect reporting procedure.
- F Monitor that accidents, illnesses and incidents are reported and investigated and that proper notifications are made to HSE.
- G Liaise with the HSE, EHO, Fire Service and others as appropriate.
- H Act as clerk to the school health and safety committee.

Annex III

Detailed Guidance & Example Forms

This Annex contains relevant detailed guidance and example forms set out in alphabetical order to assist in the fulfilment of responsibilities set out in previous sections:

- 1. Accident Records and Notification**
- 2. Asbestos***
- 3. Catering**
- 4. Construction “Projects”***
- 5. Consultation with Employees**
- 6. Contractors***
- 7. Display Screen Equipment***
- 8. Electricity at Work Regulations***
- 9. First Aid**
- 10. Flammable Liquids**
- 11. Gas Safety**
- 12. Hazardous Materials Register***
- 13. Information, Instruction, Training and Supervision**
- 14. Inspections, Maintenance, Regular Safety Activities**
- 15. Ionising Radiations**
- 16. Legionella prevention***
- 17. Lifting Operations and Lifting Equipment Regulations**
- 18. Manual Handling and Lifting***
- 19. Minibuses in the UK**
- 20. Noise Control**
- 21. Personal Protective Equipment (PPE)**
- 22. Pesticides**
- 23. Practical Guidance on Safe Working Practices (construction)***
- 24. Premises***
- 25. Pressure Vessels and Associated Equipment**
- 26. Pupil Supervision**
- 27. Risk Assessment**
- 28. New & Expectant Mothers at work**
- 29. Young Persons at Work**
- 30. Fire Precautions***
- 31. Security and Lone Working***
- 32. Signs***
- 33. Sports, Games and Activities – non curriculum**
- 34. Statutory Notices***
- 35. Stress Management**
- 36. Substances Hazardous to Health**
- 37. Swimming**
- 38. Vehicles on Our Property**
- 39. Vibration Control**
- 40. Visitors**
- 41. Visits and Activities Out of School**
- 42. Woodworking Machinery**
- 43. Work at Heights ***
- 44. Work equipment**
- 45. (Work) Careers Experience**

* For items marked additional documentation is held by the School Surveyor