



Health and Safety Policy



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School profile

University College School Foundation (UCSF) is an independent school providing education for boys from 3 to 18 years of age and girls from 16-18, (*until the Summer of 2020 The Pre-Prep is also co-ed*). The foundation is made up of three schools; The Pre-Prep, The Junior Branch and The Senior School and there are approximately 1250 pupils with no boarding.

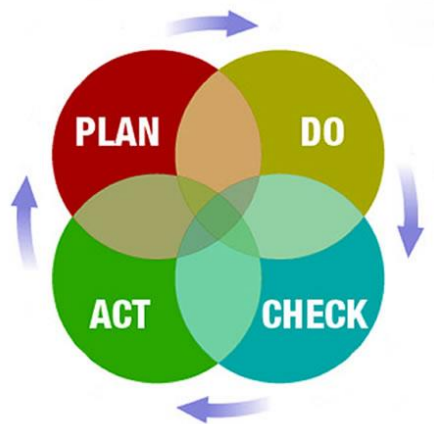
The Council which includes the directors of the Pre-Prep and the Headmaster are responsible for the implementation of a high standard of health and safety as a crucial aspect of the Foundation or School's activity.

Introduction

UCS Foundation is committed to reducing the incidents of ill health and accidents. This is achieved by improved compliance with our own policies and procedures, as well as following best practice in all areas of activity. This commitment to the health and safety of staff, pupils, visitors and contractors whilst they are at the Foundation or carrying out its business is reflected in its Safety Management System (SMS). The system is modelled on good practice as described in the Health and Safety Executives Guide Managing for Health and Safety HSG65 and is designed to:

- Support and promote a positive health and safety culture across the foundation;
- Achieve effective communication on health and safety matters throughout the Foundation;
- Control the inherent work-related hazards;
- Ensure that the Foundation or Schools' staff, pupils and contractors are competent in all health and safety related aspects of their work, including the use of control measures and emergency procedures;
- Ensure cooperation within the Foundation between its staff, visitors, contractors, other employees and members of the public who share the workplace or may be affected by its activities.

This Plan, Do, Check, Act approach treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.




Health and Safety Statement of Intent



The Board of Governors and Headmasters of UCS Hampstead (Pre-Prep, Junior Branch and Senior School) will ensure that all persons have an awareness and understanding of health and safety hazards and risks that affect our school communities. We will promote best practice from regulatory bodies, as this is fundamental to the success of the Foundation and our pupils.

It is our intent to demonstrate an ongoing and determined commitment to improving health, safety and wellbeing at work throughout the Foundation and we will fulfil our duty of care to all school users including employees, pupils, visitors, contractors and the general public who may be directly or indirectly affected by our work activities. We will carry out our duties in accordance with the Health and Safety at Work, etc. Act 1974 and related regulations by ensuring that:

- a) Adequate resources are provided to ensure that Foundation users are aware of this policy and committed to its effective implementation;
- b) Active open communication and consultation is maintained between all Foundation users, including making health and safety an integral part of our communications where appropriate. Systems will be implemented to empower people to raise health and safety concern to management;
- c) Health and Safety roles and responsibilities are defined, as necessary, within job descriptions and within policy documents;
- d) Health and Safety is adequately assessed and monitored by senior managers for their areas of responsibility and that their staff are engaged in the process;
- e) We identify workplace health and safety hazards and inform school users of these hazards. We also require our contractors to identify all hazards that may impact on Foundation activities;
- f) Risks associated with the hazards will be assessed and we will take action to prevent, reduce and control risk to an acceptable level, this will enable us to reduce the potential for incidents and accidents;
- g) Staff and pupils are adequately trained and instructed on health and safety issues, and the safe working practices that should be followed. We will ensure that our contractors are competent so as not to introduce additional risks to the Foundation;
- h) Accidents and near misses will be reported and investigated to drive improvement in our safety management system. We will openly review and report on our health and safety performance and develop improvement plans to support the delivery of our objectives to demonstrate continual improvement;
- i) Work related health will be afforded with as much importance as safety. All school users will be informed of the occupational health risks that affect their work and we will take action to prevent, reduce or control occupational health risks to an acceptable level to reduce the potential for ill health.

Chair of Governors		Headmaster		Director of Operations	
Signature	 Simon Lewis	Signature	 Mark Beard	Signature	 Nigel Stock
Date	9 May 2018	Date	9 May 2018	Date	9 May 2018

Responsibilities

The Foundation recognises that responsibility for the organisation of health, safety and welfare issues rests with the Board of Governors (the Council), the Heads of each school, its Directors and Managers. However, health and safety is everyone's responsibility and the Health and Safety Organisation Chart in Appendix 1 reflects a whole school approach to the promotion and development of health and safety. The following provides a summary of duties at all levels in the organisation.

The Council

In order to discharge their responsibilities, the Governors will:

- Ensure that the Foundation's health and safety policy and procedures are kept up to date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
- Ensure that the policy contains rigorous and comprehensive systems for inspection, rectifying, monitoring and auditing health and safety management within the Foundation;
- Nominate at least one Governor to have oversight of health and safety, including attendance at the health and safety committee meetings;
- Receive reports in the event of a major breach or incident in order to enable the Governors to monitor the adequacy of arrangements and take any action necessary.

The Headmaster

The day-to-day responsibility for all health, safety and welfare organisation and activity rests with the Headmaster, who will:

- Demonstrate a personal commitment to health and safety, including participation in safety inspections;
- Provide liaison with inspectors including Health and Safety Executive, ISI and the London Fire Brigade etc.;
- Implement the requirements of this policy and ensure compliance with all health and safety legislation within the foundation;
- Establish a Health and Safety Committee which is chaired by the Director of Operations and ensure that within the schools, adequate provision is made for consultation with employees on health and safety matters within good time;
- Appoint a Health and Safety professional with sufficient competence to provide appropriate advice and guidance;
- Ensure that relevant staff are aware of current legislation, that the practices established by the Foundation conform to the legislation and that all staff comply with safe working practices;

- Ensure that health and safety are adequately resourced with both time and finances;
- Bring to the attention of all Foundation staff the Health and Safety Policy and associated arrangements when introduced, reviewed and republished;
- Monitor effectively the implementation of the arrangements;
- Bring to the attention of the Governors any significant health, safety and welfare issues.

Staff with Special Responsibilities

The following staff and contractors have a higher level of responsibility:

All heads of department both academic and support, the Headmaster of the JB and Headmistress of the Pre-Prep, the Vice Master, Director of Operations, Head of HR, Head of Estates, Site Services Manager, School Nurses, Catering Managers from Chartwells, M&E contractors from Hollywells and Art/DT/Science/Drama Technicians.

These job-holders will be responsible for:

- The effective control of risks within the specific areas under their control;
- The local arrangements for the purchase, inspection and maintenance of equipment;
- The coordination of the schools' health and safety policy in their own department or areas of work;
- Establishing and maintaining safe working practices;
- Resolving health, safety and welfare problems referred to them by members of their staff;
- Receiving inspection, audit and safety reports and where necessary preparing action plans so that they can fulfil their responsibilities to manage the risk in their departments;
- Ensuring that risk assessments are carried out when necessary, and on a regular basis on the activities and equipment for which they are responsible;
- Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
- Obtaining relevant advice and guidance on health and safety matters from the Health, Safety and Compliance Manager.

Health, Safety and Compliance Manager

The Health, Safety and Compliance Manager is responsible for the general advisory and information services throughout the Foundation on matters of health, safety, wellbeing and fire. Additionally, he/she will:

- Report on health, safety and fire matters to the Governors and Headmaster;
- Make recommendations to the Governors and Headmaster on matters requiring immediate attention, resulting from safety reports/inspections etc.;

- Make recommendations on matters of safety policy and procedures in compliance with new and modified legislation;
- Investigate, report and advise on hazards and precautions where competent to do so;
- Have a good oversight of health, safety and welfare matters including first aid procedures;
- Conduct inspections and internal audits and prepare appropriate reports;
- Monitor the safety management systems and advise the relevant managers in reviewing departmental safety procedures;
- Publicise safety information as appropriate;
- Liaise with outside bodies concerned with health and safety, as well as effectively communicating with staff reps;
- Ensure that necessary records are maintained relating to accident/near misses associated with the work of the Foundation, including all injuries, diseases and dangerous occurrences classified under RIDDOR, are reported to the enforcing authority;
- Perform the role of Fire Officer for the Foundation.
- Only undertake tasks they believe themselves to be competent to deal with and seek further external competent assistance when required.

Employees

All employees are directly responsible for:

- Taking care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions;
- Co-operating fully with their manager on all matters pertaining to health and safety at work;
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of their health and safety;
- Reporting promptly, in the first instance to their manager, any accident, injury significant near miss, incident of violence and aggression or cases of work related illness;
- Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others;
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work;
- Observing safety rules, complying with codes of practice, Foundation and departmental health and safety policies and guidance, and adhering to safe working procedures at all times;

- Acquainting themselves with, and complying with, the procedures to follow in case of a fire or other emergency;
- Attend or complete any health and safety training as directed and undertaking their work activities in accordance with the training provided to them;
- Only undertake tasks that they are competent to deal with and seek advice from their Manager and/or the Health and Safety Manager when assistance is required.
- Employees should not be in any doubt that University College School Foundation will apply disciplinary procedures to any employee who is in breach of the schools' health and safety policies and procedures. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the schools' operations, and for those who may become involved in them.

Special obligations of any class teacher

In additions to the general responsibilities of employees, outlined above, class teachers are expected to:

- Raise any health and safety concern outside their control related to their class area with their head of department;
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies and to carry them out;
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure they are applied;
- Give clear instructions and warnings to pupils as often as necessary;
- Detail safe methods and controls to be followed in their written lesson plans;
- Ensure the use of protective clothing and guards where necessary;
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk when in use.

Employee Safety Representatives

Safety Representatives are central to the consultation and communicating process of health and safety at the Foundation and they will:

- Represent other employees in the consultation process with the employer;
- Make representation to the employer on potential hazards and dangerous occurrences which could affect the employees;
- Represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- Attend meetings of the safety committee and receive reports for discussion.

Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others;
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Contractors

- Contractors must be made aware of and abide by the schools' health and safety policy and not endanger pupils, staff or other visitors to the site;
- All contractors will be expected to follow the guidance set out in the Foundations Management of Contractors Guidance document;
- Individual Managers, including the Head of Estates, Head of IT, Site Services Manager etc. will be responsible for the coordination of contractors' whilst undertaking activities on site.

Visitors and other users of the premises

- All visitors must comply with the schools' health and safety policy and procedures;
- Visitors are required to report to reception on arrival;
- Visitors will be required to wear a visitor's identification lanyard that is supplied by reception and they should follow the Visitors Policy whilst on site;
- Visitors will be accompanied during the hours that the site is safeguarded;
- Should a fire/emergency occur or the fire alarm be activated, the person who is accompanying the visitors will take him/her to the fire assembly point;
- Should an incident/accident occur involving a visitor this must be reported using the online reporting system.

Enterprise Director

The Enterprise Director will ensure that the hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and UCSF health and safety policies and procedures where appropriate.

Arrangements for Health and Safety

Our arrangements set out the process by which we can demonstrate our commitment to eliminate or reduce the risks of hazards in the workplace and facilitate the creation of a healthy and safe working environment throughout the Foundation.

These supporting policies and procedures represent an integral part of the Foundation's Health and Safety Policy and Safety Management System and are produced separately from

this policy and will be published and maintained on the health and safety page of Firefly. These individual documents provide guidance on the processes to follow to demonstrate a consistent approach to health and safety across the Foundation and must be adhered to. They contain the forms and templates required to control and manage hazards identified. The table below establishes the contents of our policy schedule, however this list is not exhaustive and additional policies / guidance may be required when additional hazards are identified:

• Risk Assessment	• Noise
• Accident Management	• Personal Emergency Evacuation Plan
• Fire Safety Policy	• Smoking at Work
• Fire Safety Procedure	• Lone Working
• CoSHH	• Violence at Work
• Display Screen Equipment	• Critical incident management plan
• First Aid	• Action on Suspicious person
• Medical and infection controls	• Legionella
• Driving at work / use of minibus	• Electrical Safety
• Wellbeing Strategy	• Management of contractors
• Manual Handling	• Permit to work policy
• Working at Height	• Educational Visits and trips
• New and Expectant Mothers	• Business Continuity Plan

Where deemed necessary because of increased risks, individual departments, i.e. science/DT, may have their own specific health and safety policy and these can be found in the Health and Safety shared W drive.

Consultation with employees

The Health and Safety Committee has been set up to provide a platform to ensure the dissemination of health and safety information to employees as well as to deliver a appropriate forum for two way communication. The aims of the committee are to monitor the effectiveness and implementation of the Foundation's Health and Safety Policy and safety management system.

Safe plant and equipment

Each department will administer and budget for the service and maintenance contract for equipment under their remit ensuring that annual service and inspections are carried out as required by the Provision and Use of Work Equipment Regulations, PUWER 98 and other legislation. Where any corrective action is required advice should be sought from relevant managers, including the Head of Estates or Health, Safety and Compliance Manager.

Records of all routine and maintenance checks should be recorded appropriately in the individual departmental Health and Safety file on the W Drive.

All new, second hand and donated equipment must meet current health and safety statutory standards, advice should be sought from the Health, Safety and Compliance Manager before acquisition.

Information, instruction and supervision

The Health and Safety Law poster is displayed at each individual school and a health and safety newsletter is emailed to all staff as well as being uploaded to the health and safety pages on firefly. Health and safety advice and guidance is available from the Health, Safety and Compliance Manager. The Foundation has subscribed to Barbour Environment, Health and Safety service which provides a knowledge-bank of all essential legislation, guidance and tools which assists up in staying compliant, well informed and up to date with current developments

Each manager is responsible for ensuring everyone working in locations under their control is provided with sufficient supervision and given relevant health and safety information.

Competency and Training

General health and safety induction is provided via our e-learning platform and organised via HR and Health and Safety. Department specific health and safety training will be arranged by the curriculum/department manager. Specific job related training e.g. use of machinery, must be arranged by the manager using competent colleagues or specific training providers. Records of all training should be recorded by the managers in the health and safety file on the W drive.

Although most health and safety training will be completed via our online training system, where relevant, the Health, Safety and Compliance Manager will facilitate other training in a range of subjects.

Induction for pupils will be carried out by the teaching staff.

All contractors engaged by the Foundation will received health and safety induction from the designated managers who oversee the contractors, prior to the commencement of their contract.

Health and safety finance

Each department is responsible for financing reasonable departmental health and safety requirements from within their departmental budget. Large scale requirements will be financed centrally following approval from the Finance Director.

Measuring performance

Effective monitoring, inspection and audit are required to ensure that health and safety policies, arrangements, regulations and standards are in place and remain effective.

Active measuring techniques employed by the schools are to include:

- Routine audits of documentation and procedures by the Health, Safety and Compliance Manager and reports submitted to the Health and Safety Committee, Finance & General Purposes Committee and the Compliance Committee;
- External examination of records and policies by external audit to check that systems relating to the promotion of the environment and safety culture are complied with;
- The systematic inspection of premises, plant and equipment by maintenance staff, managers, safety representatives and auditing consultants;
- Regular inspections of the campus by the Health, Safety and Compliance Manager, accompanied by the individual School/Department Head.

Reactive measurement is triggered after an accident, incident or illness and provides an opportunity for the Foundation to check performance, to learn from mistakes and to improve the working environment, safety management and risk control.

Reactive measurement techniques to be employed include:

- Accident, incident and near miss reporting;
- Ill health data where related to occupational causes;
- Reporting the outcomes of accident and incident investigations;
- Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecution.

Health and Safety Organisation Chart

