

Health and Safety Policy

Collège Français Bilingue de Londres (The "School")

POLICY STATEMENT

1. This notice sets out the statement of the School in relation to the Health and Safety at Work Act 1974 ("the Act") and is issued in accordance with Section 2(3) of that Act which requires employers to prepare a written statement of their general policy, organisation arrangements for health, safety and welfare at work, to keep it up to date and bring it to the notice of their employees. Both employers and employees have responsibilities placed upon them by the Act. In this statement, "employees" , "personnel" or "staff" includes all individuals who work in the School, whether or not they are employed by the School.
2. The board of governors of the School (the "Board") attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly pupils, parents and visitors.
3. The Head Teacher is responsible for Health and Safety and reports to the Board.
4. The Board, through the Head Teacher, will take all such steps as are reasonably practicable to meet its health and safety objectives, which are: -
 - to maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
 - to provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
 - to provide sufficient information, instruction, training and supervision to enable personnel to avoid hazards and contribute positively to their own safety and health at work;
 - to develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change; see separate Risk Assessments Policy.
 - where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
 - to provide machinery and equipment that is safe and without risk to health;
 - to provide articles and substances for use at work that are safe when properly used, stored, handled and transported;

- to provide suitable safety clothing and equipment when required by regulation or approval code of practice or when considered necessary by the Head Teacher;
 - to provide any other suitable protection, where appropriate, where staff might be at risk;
 - To ensure control of emissions into the atmosphere of toxic, noxious or offensive substances;
 - To control effectively the activity of all outside contractors when on School premises.
5. The Board and the Head Teacher will co-operate fully in the appointment of **Safety Representatives** and will provide them where necessary with sufficient facilities and training to carry out this task. The Board and the Head Teacher will also co-operate in the setting up of a **Health and Safety Committee**. In this regard the Board reminds staff of their own duties under Section 7 of the Act to take care of their own safety and that of others, and to co-operate with the Board and the Head Teacher so as to enable them to carry out their responsibilities successfully.
 6. The Board is committed to providing adequate resources to ensure its health and safety objectives under this Policy are met.
 7. The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the **Environmental Protection Act 1990** and, in particular, the duty of care as regards waste.
 8. The Board is aware of, and will meet, the requirements under the Children Act 2004 (as amended) regarding fire provisions and ensuring that staff and pupils are aware of the School's Health and Safety policies and practices. It is the intention of the School to follow the advice given in 'Keeping Children Safe in Education' and to provide the details required under section 109(1) and (2) of the Education and Skills Act 2008.
 9. The Board recognises the guidance contained in '**Managing Health and Safety in Schools**' and '**Health and Safety Guidance for School Governors and Members of School Boards**', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intend to follow the good practice recommendations they make.
 10. **The board ensures that the School assesses risks of all activities and puts in place measures to manage those risks.** The School will provide and maintain **written Risk Assessments** of the risks to the health and safety of its pupils while they are at school, employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999. See Risk Assessments Policy.
 11. The Board recognises the [DfE guidance of February 2014](#) advice which replaces (HASPEV 1998) and intends to follow the recommendations it makes.
 12. The Board considers that this Health & Safety Policy is an integral element of the overall School's business plan and other resource policies.
 13. A copy of this statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular classes or groups.

RESPONSIBILITIES

1. The Board

- Accepts full responsibility for Health and Safety within the School.
- Formally and publicly accepts its collective role in providing health and safety leadership within the School.
- Requires that each Governor accepts his individual role in providing health and safety leadership within the School.
- Will ensure that all its decisions reflect its health and safety intentions as articulated in this Statement of Intent.
- Recognises its role in engaging the active participation of employees in improving health and safety.
- Considers that one of its primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- Recognises its corporate responsibility as employer to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- Is committed to ensure that the School operates in accordance with current legislation.
- Will ensure and require that it is kept informed of, and alert to, relevant health and safety risk management issues.
- Will ensure that staff are trained in their Health and safety responsibilities as employees.
- Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the School's procedures will be revised.
- Will ensure that any changes in this Policy will be brought to the attention of all employees.
- Will ensure that its management provides for effective monitoring and reporting of the School's health and safety performance.
- Will appoint one of its number to be the 'Health and Safety Governor' but clearly acknowledges that this role does not detract any governor from his responsibilities or from the health and safety responsibilities of the Board.

2. The Head Teacher

The Head Teacher has primary responsibility for health and safety matters on the premises and is directly responsible to the Board for the functioning of the School's activities. In the absence of the Head Teacher, the Deputies to the Head, or whoever is nominated by the Head Teacher, will assume this responsibility.

The Head Teacher will:

- ensure that the objectives outlined within the School Health & Safety Policy and Procedures are fully understood, observed and implemented by persons under her control;
- comply with Part 7 of the Education (Independent School standards) Regulations 2014 (Complaints Policy);
- be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out by a competent person with adequate records maintained available for inspection;
- ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them;
- ensure that, so far as it is within his control, that adequate funds, materials, equipment and human

- resources are provided to ensure health and safety requirements are being met;
- ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner;
- constantly monitor the effectiveness of this Health & Safety Policy and Procedures as regards both academic and non-academic work;
- recommend changes to the School’s Health & Safety Policy and Procedures in the light of experience;
- ensure the co-operation of all Staff at all levels as regards working to this Policy and Procedures;
- Take steps to ensure that any changes in curriculum are considered for their health and safety implications;
- bring this document to the attention of all the staff, including new or temporary staff on taking up a post, and revise and reissue the document as may be necessary from time to time;
- resolve health and safety problems not resolved either through established arrangements or by delegated responsibility;
- maintain a list of Safety Representatives appointed to represent staff;
- be readily available to Safety Representatives and co-operate with them as far as is reasonable in their efforts to carry out their duties;
- establish a Health and Safety Committee, to consist of the Head Teacher, a Health and Safety Governor, the Safety Co-ordinator , the Premises Manager and a staff member;
- ensure that all areas of the premises are inspected every 6 months by the Health and Safety Committee and Staff Representatives;
- supervise the Catering Staff.
- ensure that a system is established and maintained for reporting, recording or investigating accidents, including ensuring compliance with the provisions of RIDDOR 2013, and that all reasonable steps are taken to prevent recurrences;
- ensure that all visitors, including contractors, are made aware of any hazards on the premises of which they may be unaware;
- ensure that the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- ensure that effective arrangements are in place to evacuate the premises in case of fire or other emergencies, that evacuation drills are undertaken termly and that fire fighting equipment is available and maintained annually;
- ensure that arrangements are made for every new employee to be given every assistance to perform her or his duties in a safe manner; in particular to ensure that they are given a copy of this statement and the opportunity to read it before starting work; and ensuring that arrangements are made for proper training to be given in the proper use of equipment and machinery associated with their work.

3. The Safety Co-ordinator

A Safety Co-ordinator reporting to the Board will be designated to be responsible for administrative arrangements to support health and safety matters. The Safety Co-ordinator shall be appointed by the Health & Safety Committee. The Safety Co-ordinator is responsible for:

- monitoring the effectiveness of this Policy and reporting back to the Board;
- ensuring the Board is informed about any significant health and safety failures and the outcome of the investigations into their causes;
- recommending changes in the School Health & Safety Policy and the school’s Procedures in the light of experience;
- Ensuring that adequate insurances are maintained including Employer’s Liability, Public Liability and that the appropriate statutory examinations are completed on the School’s behalf.

- liaising with outside bodies who may, from time to time, use the facilities of the School, and ensure that appropriate action is taken to provide these bodies with sufficient knowledge of School procedures and that the School itself is appropriately indemnified.
- Ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School's functions are fully used and kept up-to-date. Examples include boiler maintenance, fire alarms, emergency lighting, etc;
- ensuring that the 'fabric' of the School's buildings is maintained in a sound and safe condition;
- ensuring that fixed electrical installations on School's premises and all portable electrical equipment are subject to appropriate periodic inspection and test as determined by the current School policy, to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by the Premises Manager for inspection;
- ensuring that Legionella Risk Assessments of all the School's hot and cold water systems are completed and that the necessary management schemes are introduced;
- is responsible, in order to comply with current legislation, for ensuring that the School has an Asbestos Survey completed to determine the presence of asbestos and the necessary controls to be implemented.
- Is responsible for ensuring that the School's Health & Safety Policy and Procedures are kept up-to-date.

4. The Employees and the Teachers who work at the School

Employees have a responsibility under Health and Safety Regulations. The HSE enforces Health and Safety law relating to schools and may take action against employees if they fail to take notice of this Policy.

For the purpose of this Health & Safety Policy, the term 'Employees' includes ALL persons who work in the School whether or not employed by the School.

Each and every Employee is responsible for ensuring that: -

- 1) **they take reasonable care as regards themselves and other persons** who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work Act 1974 ("HSW Act"), Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-
 - a) **HSW Act, Section 7** - *it shall be the duty of every employee while at work -*
 - i) **to take reasonable care** for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
 - ii) *as regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*
 - b) **HSW Act, Section 8** - *no person shall intentionally or recklessly interfere with or miss-use anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*
 - c) **Management of Health & Safety at Work Regulations 1999, Regulation 14** -
 - i) *every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.*

- ii) every employee shall **inform his employer** or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -
- (1) of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and
- (2) ii) of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,

in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph."

- 2) they wear and use all personal protective equipment and safety devices that are provided by the School's management for their protection and co-operate fully with the School management when the latter are pursuing their responsibilities under the above Act;
- 3) they observe all Safety Rules and Regulations, whether statutory or School and conform to any systems of work that are developed;
- 4) They report all accidents, incidents, damage and near-misses or hazard situations to the Head Teacher.

5. The Classroom teachers

In addition to the duties set-out in paragraph 2.4, The Classroom teachers are responsible for:

- the safety of all children in their charge by effectively supervising their activities;
- the safety and physical condition of their classroom;
- being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid (if trained);
- observing all safety procedures and instructions.

6. The Premises Manager

The Premises manager is responsible for the safety and physical condition of the following common use areas; basements, corridors, reception areas, stairs and toilets, canteen, meeting rooms, unoccupied rooms, walk-in store rooms, offices, boiler rooms, roof access, school playground, boundary walls and fences and all areas and equipment surrounding the premises.

The Premises manager is also responsible for:

- Isolating gas supplies to laboratories/worktops at the end of each teaching day.
- Shut off supplies during breaks.
- The constant security of all toxic and highly flammable substances which may be used in their lessons, locking them away during breaks or when rooms are not in use for teaching.
- Ensuring that sufficient numbers of the correct fire extinguishers and fire blankets are available within or close to worktops, laboratories and prep rooms.
- Ensuring the adequate testing, examination, maintenance, servicing and repair of specialist equipment.

7. The Catering Contractor and catering staff

The Catering Contractor and its staff are responsible for the safety of the kitchen and canteen areas and for notifying the Head Teacher of any hazards. It must observe all the School's safety procedures and instructions.

8. Contractors

Contractors working on the premises should all be informed of any known hazards which might affect them whilst at work and they in turn should notify the Head Teacher, (or person designated by him/her to monitor contract work) of any hazards arising from their activities which may affect the occupants of the premises.

The Head Teacher is responsible for ensuring that all contractors on the premises are aware of the emergency evacuation procedures and have sight of the local health and safety policy as appropriate for their work.

All contractors should report to the school secretary's office on arrival.

9. The Safety Representatives

The role of Safety Representatives are set out in the Regulations on Safety Representatives and Safety Committees 1977. They represent the employees in all matters relating to health and safety. They have the right to carry out termly inspections of the work place and to be consulted by management on all matters relating to health and safety policy and procedure. They have the legal right to investigate health and safety incidents and concerns and receive cover when a problem occurs. The Head Teacher shall ensure that a Safety Representative is appointed at the start of every school year.

10. The Health and Safety Committee

1. The Health and safety Committee (the "Committee") will be set up by the Head Teacher in the first month of the first term of each school year. The Committee meets twice yearly and copies of all papers and minutes of the meetings will be sent to the Safety Co-ordinator and the Board and the Head Teacher will present an annual report to the Board usually in the spring term.
2. The Committee sits with the objectives of improving the Health and Safety standards within the School. This will be achieved by providing a forum for both management and employees who are involved in all Health and Safety matters.
3. It is the policy of the Committee to ensure that, as a minimum, the School meets the requirements of all the Health and Safety legislation and that, wherever possible, the School will improve on those minimum standards within the Committees terms of reference.
4. The duties and responsibilities of the Committee are as follows:
 - To secure the co-operation of all employees in the promotion of Health and Safety.
 - To be involved in the identification and subsequent implementation of any Health and Safety training.
 - To assist in the publicising of statutory and other Health and Safety information.
 - To review accident, dangerous occurrence and near miss-reports, to ensure that appropriate investigations have been undertaken and where necessary that suitable remedial actions to prevent the recurrence have been established and taken.
 - To assist in the identification and subsequent selection of suitable personal protective equipment and encourage its use.
5. The constitution of the Committee is as follows:
 - The Chairman shall be the Head Teacher.
 - The Committee shall consist of one Health and Safety Governor, the Safety Co-ordinator, the Premises Manager and two employee representatives, one each for the primary and one for the secondary

sections.

- Regular meetings shall be held at approximately six monthly intervals.
- The names of the members of the Safety Committee will be posted on Notice Boards.
- The Committee will issue Minutes to record the matters discussed and the decisions taken and to ensure that each action will be delegated to a named individual and, where appropriate, that a timescale for action completion is indicated.
- To assist in the monitoring of the implementation of agreed actions.

Last Reviewed 01/2018

This document has been drawn up in accordance with DfE guidance on pupils safety and with employers' general duty of care under the Health and Safety at Work Act 1974.

In accordance with paragraph 32(1)(b) of Schedule 1 to the [Education \(Independent School Standards\) Regulations 2014](#), CFBL will make available to parents of pupils and of prospective pupils and provide, on request, to the Chief Inspector or the Secretary of State the particulars of arrangements for meeting Health and Safety standards.

Under KCSIE, all members of staff are required annually to sign a declaration whereby they confirm they have read and understood the School's safeguarding policies and Health & Safety Policy.

Last reviewed Jan 2018