



Lincoln Minster School

Health and Safety



Lincoln Minster School
The best in everyone

Policy Statement

In line with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the UCST Board recognises and accepts its responsibility as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors (including contractors) and for anyone else who might be affected by their work activities. The Group's Health and Safety Policy has regard to the DfE Guidance, *Health and Safety: Responsibilities and Powers* and is available in full on the BiE Cloud, on the school network and copies are available in the staffrooms and school offices. The School's Local Management Arrangements also have regard to the National Minimum Standards for Boarding (July 2010)

In a similar way, employees have a responsibility to be mindful of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees also have a duty to cooperate with their employer to ensure good safety management and to report immediately any new hazards identified. All managers with responsibility for staff and/or pupils are also required to commit to writing their own specific risk assessments for safety. All employees, therefore, must carry out their activities in accordance with training, procedures (including the use of appropriate safety devices), risk assessments, and reporting protocols laid down in the Group's Health and Safety Policy and the school's Local Management Arrangements.

Lincoln Minster School is fully committed to ensuring that the application of this Health and Safety policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Treatment Policy document. . This policy also has regard to the National Minimum Standards for Boarding Schools (2011), Standard 6: Safety of Boarders

This policy is applicable to all staff and pupils in both senior and prep schools, including those in boarding and EYFS and Lincoln Minster School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information Policy, this document is available to all interested parties on our website and on request from the school offices and should be read in conjunction with the following documents and policies: UCST Group Health and Safety Policy, Lincoln Minster School Health and Safety Compliance File, Risk, First Aid, Educational Trips and Visits; all documents cross-referenced in the list.

This document is reviewed annually by the Principal and the Health and Safety Coordinator or as events or legislation change requires

Reviewed: C. Rickart, Principal, June 2011
K. Keetley, Health and Safety Coordinator, June 2011
Updated: January 2012
Next review due: **June 2012**

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Key Personnel

It is the Principal's duty to ensure compliance with the Group's Health and Safety Policy at Lincoln Minster School. His duties are set out in Lincoln Minster School's Organisation for Health and Safety Management Document. This document also contains the names of those to whom certain duties have been delegated and those who have been appointed to advise and is available in the school's Health and Safety Compliance File which is available on the school intranet. A hard copy is kept by Rachel Pareezer, Business Manager, Ken Keetley, Site Manager (Senior School), Dave Johnson, Prep Department, Penny Ford, Head of Preparatory Department, Sue Skinner, Head of Pre-Preparatory Department and Katy Trown, Principal's PA, in their respective offices.

The Health and Safety Co-ordinator at Lincoln Minster School is Ken Keetley, Senior Site Manager.

UCST also employs Oxford Safety and Risk Management (OSRM) to provide professional health and safety advice to schools.

Procedures

Detailed arrangements for Health and Safety at Lincoln Minster School are set out the school's Health and Safety Compliance File which is available on the school intranet. A hard copy is kept by Rachel Pareezer, Business Manager, Ken Keetley, Site Manager (Senior School), Dave Johnson, Prep Department, Penny Ford, Head of Preparatory Department, Sue Skinner, Head of Pre-Preparatory Department and Katy Trown, Principal's PA, in their respective offices.

These detailed arrangements cover the following:

- UCST General Statement of Policy
- Organisation for Health & Safety Management at Lincoln Minster School
- Risk Assessments
- Accident Records and Notification - including the recording and reporting of those accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Asbestos
- Catering
- Consultation with Employees
- Contractors and Practical Guidance on Safe Working Practices based on Health and Safety Executive Advice
- Display Screen Equipment
- Electrical Equipment and Systems

- Fire Precautions (see also Fire Safety Policy and Fire Procedures)
- First Aid (see also First Aid, Accident Reporting and Medication Policy)
- Flammable Liquids
- Gas Safety
- Hazardous Materials Register
- Information, Instruction, Training and Supervision
- Inspections, Maintenance, Regular Safety Activities
- Ionising Radiations
- Lifting Operations and Lifting Equipment
- Manual Handling and Lifting
- Minibuses
- Noise Control
- Personal Protective Equipment (PPE)
- Pesticides
- Premises
- Pressure Vessels and Associated Equipment
- Pupil Supervision (see also Supervision Policy; Missing Child Policy)
- Risk Assessment (see also Risk Policy)
- Security and Lone Working (see also Lone Working Policy)
- Signs
- Smoking
- Sports, Games and Activities – Non Curriculum
- Statutory Notices (Health and Safety)
- Stress Management
- Substances Hazardous To Health
- Swimming
- Vehicles
- Vibration Control
- Visitors
- Visits and Activities out of School (see also Trips and Visits Policy)
- Water Hygiene
- Woodworking Machinery
- Work at Height
- Work Equipment
- Work/Careers Experience (see also Work Experience Policy)

If you have any questions about Health and Safety at Lincoln Minster School please speak to your line manager or the Health and Safety Coordinator.

Appendix 1: UCST General Statement of Policy

General Statement of Policy

The Trustees recognise and accept their responsibility as the employer for providing, in accordance with the law, work places and work practices which are safe and healthy for employees, for pupils, for visitors including contractors and for anyone else who might be affected by their work activities. In particular care will be taken to provide and maintain:

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

The day to day duty of ensuring health and safety rests with the Principal at each site and without detracting from this primary duty health and safety matters will be administered by Company Secretary who will work on behalf of the Trustees by providing and interpreting policy.

The Trustees will provide competent professional health and safety advice and additional resources when required.

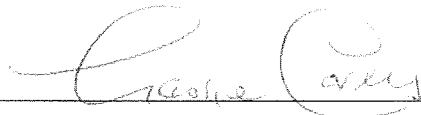
The Principal must report to the Trustees at least annually on all significant health and safety matters and as and when there is a major accident or incident.

Employees must be mindful of their own duties to take care of their own personal health and safety and that of fellow employees, pupils and other persons who might be affected by their work activities. All employees have the duty to co-operate with the employer to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for health and safety management and the arrangements for policy compliance are to be found in the compliance documents following.

The policy will be reviewed as and when necessary and copy of this statement is issued to all employees.

Signature



Chairman of

United Church Schools Trust

Date

23 AUGUST 2011

Appendix 2: Organisation for Health and Safety Management

Management Duties for Safety

As Principal it is my duty to ensure compliance with this health and safety policy. My specific duties follow.

It is my duty directly or through delegation as detailed below and in accordance with the law and any instructions from Trustees to:

- A. Ensure compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to Local Governing Body at least annually. This responsibility cannot be delegated.
- B. Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and stand-alone management plans
- C. Assess risks and commit assessments to writing
- D. Ensure that work in all its aspects is safe and without risks to health
- E. Ensure that information, training, instruction and supervision is provided and that systems of work are safe
- F. Make proper provision for occupational and pupil health
- 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 properly installed, maintained and tested
 - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
 - Keep relevant records
 - Include fire safety in the regular health and safety reports to the Local Governing Body.

A number of my duties are delegated to others. The following paragraphs describe the delegations and other arrangements which I have made. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Each line manager is delegated the duty to comply with the policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above (**B, C, D, E, F, G and H**) are delegated to these persons and written local management

arrangements and stand-alone management plans can be found with these persons and in the safety file.

Similarly, in the areas listed below, the employees named have the overall duty to comply and ensure safety and health:

Rachel Pareezer is responsible for premises, including onsite traffic management on the Prep sites. **Ken Keetley** is responsible for onsite traffic management on the senior site
Ken Keetley is the fire safety manager with duties [L]

The following employees have the duty to comply and to ensure safety and health as it applies to their special function:

Mike Jacob (Senior School), and **Lucy Kelly** (Preparatory School) are the educational visits co-ordinators

Ken Keetley is responsible for asbestos management

Ken Keetley is responsible for legionella risk assessment and control

Ken Keetley is responsible for minibus/transport maintenance

Clare McKenzie is responsible for buses in terms of pupil transport

Helen Mason is the radiation protection supervisor.

Ken Keetley is the fire manager and responsible for duty [L]

Ken Keetley in collaboration with the appropriate line manager and/or safety co-ordinator is responsible for duties E, J and K

Ken Keetley is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments

All those with line management responsibility should notify me and the safety co-ordinator and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

When line managers are absent for significant periods, adequate delegation of duties must be made.

Jane Line is responsible for first aid. A full list of first aiders is listed in Appendix A. **The School Nurse** is responsible for checking the first aid facilities, usually first aid kits and eye wash stations, at least termly

Ken Keetley is responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms available on staff shared resources to the Principal's P.A. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of the **Principal's P.A.**

Advisory Arrangements

Ken Keetley is the health and safety coordinator whose duties are to:

- A. Be familiar with the contents of the policy and ensure that the policy and a safety compliance file is readily available to all employees
- B. Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided for the Principal's P.A. 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 safety training needs survey must be carried out annually
- D. Monitor that line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, test and inspections
- E. Monitor the formal defect reporting procedure

- F. Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE
- G. Liaise with HSE/EHO/Fire Service as appropriate
- H. Act as clerk to the health and safety committee

The Co-ordinator must advise me and those with delegated duties on the measures needed to comply with the policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to me.

Oxford Safety and Risk Management (OSRM) provide professional health and safety advice and provide the Radiation Protection Advisor (RPA).

Health and Safety Committee

I will chair the meetings of the safety committee which will meet termly. The members are myself, a representative of the board of Governors, the safety co-ordinator, the business manager, a staff representative, plus a small number of others, such as heads of departments – those from science, PE, sports, drama, art and technology may have significant contributions to make.

The purposes of the Committee are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDBOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy. Recommendations for the agenda are:

- Minutes of last meeting
- Matters arising
- Accidents/incidents/ill health (summary sheet to be completed) plus serious defects since last meeting
- Matters raised by employees/others
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting

Detailed minutes must be kept and a set of minutes must be forwarded to the Principal's P.A. within seven days of each meeting

Consultation with Employees

Employees who wish to consult their representatives should contact Angela Pullen

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) must ensure that the visitors adhere to the appropriate requirements of this health and 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 and never interfering with or disconnecting safety devices
- 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 and 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 any individual is in doubt about any safety matter they must consult their line manager, the Safety Co-ordinator, or if necessary, me.

Cross References

Other school documents address health and safety issues. Examples are emergency response plan, pupil health and medication; SENDA (including physical accessibility); pupil behaviour; whistle blowing; safeguarding; physical restraint; supervision of pupils; and drugs and substance use. Such documents may be found on the school website or by contacting the school offices.

Signature..... *[Handwritten Signature]* [Date] *5.1.12*

Principal

Endorsed by *L. G. Heaven* [Date] *30/01/2012*

Chair, Local Governing Body

			Level
COUPLAND Leah	Boarding	Boarding	EFAW
DEACON Susan	Boarding	Boarding	EFAW
ELLIS Chirstine	Boarding	Boarding	EFAW
EVANS Kate	Boarding	Boarding	EFAW
IRIMIA Marlana	Boarding	Boarding	EFAW
KIRKWOOD Kath	Boarding	Boarding	FAW
WATSON Nina	Boarding	Boarding	EFAW
BRIDGWOOD Keith	Teacher	Prep	FAW
BUNKER Julie	Teacher	Prep	EFAW
CARPENTER Rachael	Teacher	Prep	AP
CLARKSON Lisa	Supervisor	Prep	FAW
COULSON Kathy	Head's PA Lower	Prep	EFAW
CROY Karen	Admin	Prep	AP
DARBY Jenny	Admin	Prep	AP
DICKSON Rebecca	Teacher	Prep	FAW
DOBBS Sandra	Admin	Prep	AP
EVANS Suzanne	Teacher	Prep	AP
EYRE Gill	Catering	Prep	FAW, Paediatric AP
GRACE Richard	Teacher	Prep	AP
GRANT Julie	Admin	Prep	FAW
GUEST Sue	Teacher	Prep	AP
JOHNSTON Andy	Maintenance	Prep	FAW
KELLY Lucy	Teacher	Prep	Paediatric AP
LEE Hazel	LSA	Prep	AP
MATTHEWS-HALL Janet	Teacher	Prep	AP
MONK Jane	Supervisor	Prep	EFAW
PEWTON Amie	Teacher	Prep	AP
PICKERING Jane	Teacher	Prep	AP
RICKART Debbie	Teacher	Prep	AP
ASPINALL Mandy	LSA	EYFS	Paediatric AP
BASFORD Claire	Teacher	EYFS	AP
CARVER Sue	Teacher	EYFS	FAW
CAVILL Lorraine	Teacher	EYFS	AP
DOWNES Angie	Teacher	EYFS	AP
GRAVES Kaye	Teacher	EYFS	AP
JONES Elizabeth	LSA	EYFS	AP
MORGAN Jo	Teacher	EYFS	AP
ROADHOUSE Chanade	LSA	EYFS	Paediatric AP
ROBINS Debbie	LSA	EYFS	Paediatric AP
SKINNER Sue	Teacher	EYFS	AP
WHITWORTH Victoria	Teacher	EYFS	AP
BARCLAY Eileen	Teacher	Senior	AP
BAYLISS Tim	Teacher	Senior	AP
COBO Carmen	Teacher	Senior	AP
CZIMMERL Heike	Teacher	Senior	AP
DAYNES Carole	Teacher	Senior	EFAW
DYKES Colin	Teacher/Boarding	Senior	EFAW
DYKES Linda	Teacher/Boarding	Senior	FAW
EVES Tom	Teacher	Senior	EFAW
GILBERT Anna	Teacher	Senior	EFAW
GLENN Jasalca	Teacher	Senior	AP
LINDLEY Rebecca	Teacher	Senior	AP
LORMOR Jill	Admin	Senior	FAW
MACKENDER Alison	Teacher	Senior	EFAW
MASON Helen	Teacher	Senior	AP
MONSON Gill	LSA	Senior	AP
MURRAY Elapeth	Teacher	Senior	AP
SELEMBE-LEWIS Gill	LSA	Senior	AP
SIMPSON Megan	LSA	Senior	AP
SIMPSON Ruth	Domestic	Senior	EFAW
SMITH Lynda	Teacher/Boarding	Senior	FAW
TAYLOR Hannah	LSA	Senior	EFAW
WALLIS Fran	Sports Coach	Senior	EFAW
WILLETT'S Nigel	Teacher/Boarding	Senior	FAW
WENBAN Rob	Teacher	Senior	EFAW
PICKERING Matthew	Teacher	Whole School	AP
BARRETT Elaine	Extra-curricular helper	Whole School	ECP
BARRETT Malcolm	Outdoor Activities	Whole School	FAW, FAW, ECP
LINE Jane	Medical	Whole School	FAWA, FAW

Boarding:
There is a first aid kit in a central location in each boarding house.

Prep School
School Office
Staff Room
Pottergate
Kitchen (responsibility of Eures)

EYFS
School Office
Upstairs Corridor
Crèche
Kitchen (in-house catering)
Stable Block
Priory Hall
Pottergate
Maintenance Department

Senior School:
Reception
Medical Centre
Sixth Form
Art Department
Music Department Office
Home Economics Room
Staff Room
Science Prep Rooms (upper and lower)
Watkins Hall, Drama Office
PE Department Office
Maintenance Department
Kitchen (responsibility of Eures)
All School Minibuses
Small first aid boxes in 201, 202, 203, 204, 301, 302, 303.

Levels
FAWI - First Aid at Work Instructor
FAWA - First Aid at Work Assessor
FAW - First Aid at Work
EFAW - Emergency First Aid at Work
ECP - Expedition Care Program
AP - Appointed Person