



**DAY WATERMAN  
COLLEGE**

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# Health & Safety Policy

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## 1. Introduction

Day Waterman College attaches the utmost importance to the safety, health and welfare of its employees and pupils. Day Waterman College will comply with the spirit and provisions of the UK Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The School governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Principal and the Health and Safety Officer.

The School's Senior Leadership Team 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 school operations can work.

The Senior Leadership Team (SLT) 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 and their representatives with regards to health and 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.

## 2. Focus of Policy

The Day Waterman College work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant, vehicles and systems of work.
- the 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.
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

## 3. Policy Review

This policy will be regularly revised, by the Health and Safety Officer, as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

**Planning:** The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees. If appropriate, the School will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- educational visits;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;

- pupils with special needs, i.e. manual handling;
- any other site specific issue, e.g. swimming pools, golf courses etc.

**Organisation:** A review of the School’s organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

**Control:** Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

**Monitoring and Review:** All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

## 4. Health & Safety Management

The School’s Governors have overall responsibility for the implementation of the policy and will ensure that sufficient financial provision is made available to support the policy. In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School’s Governors and SLT.

The Operations Committee which meets regularly has a watching brief on health and safety issues at Day Waterman College. The Operations Committee consists of the following officers:

- The Principal
- The Chief Financial Officer
- The Vice Principal Pastoral
- The Facilities Manager
- The Procurement Officer
- The Internal Auditor
- The Head of IT

The minutes of the meetings are sent to the Chairman of the Board and to the Chairman of the Infrastructure Committee.

The functions of the Committee are to coordinate and oversee implementation of the policy on health and safety, to monitor action, identify priorities and to make recommendations. Staff with leadership responsibility for an area of school life are also responsible for departmental–level Health and Safety policies as detailed below:

- Science Health and Safety Policy (Head of Science Faculty)
- Sports Health and Safety Policy (Director of Sport)
- Educational Trips Health and Safety Policy (Vice Principal Pastoral)
- Maintenance & Grounds Health and Safety Policy (Facilities Manager)
- Catering Health and Safety Policy (KOTS Catering)

In addition to the Committee members, other specified staff have been allocated responsibilities for policy implementation, provision of advice and internal audit within their areas of responsibility. These responsibilities are outlined below:

**School Health and Safety Responsibilities:** In addition to the Operations Committee a number of other specified responsibilities for Health and Safety Management have been delegated to staff as follows:

- School Health and Safety/Fire Safety Officer – The Facilities Manager has overall responsibility to the Principal and Board of Governors for the implementation of this Policy and procedures derived from it.
- Health and Safety/Fire Safety Zone Leaders – Implementation of Health and Safety/Fire Safety procedures within their physical and activity areas of responsibility. Completing risk assessments in accordance with DWC Risk Assessment Policy for their zone and/or area of responsibility.
- Health and Safety Governor (Chairman of the Infrastructure Committee) – Overseeing the School Health and Safety Accident and Incident Log. Ensuring that health and safety is an agenda on all Infrastructure committee meeting.
- Facilities Manager – Maintenance of the infrastructure of School buildings to comply with the relevant Health and Safety regulations. The management of contractors and overseeing the maintenance of plant and equipment.

Duties arising from these specific responsibilities include: ensuring the production of risk assessments for specified areas of the School and for specified activities conducted, both within and outside of its physical confines under its auspices; overseeing the delivery and attendance of mandatory training and; providing advice on, and internal audit of, compliance with the Day Waterman College Health and Safety Policy and procedures.

## 5. Co-operation and Individual Responsibility

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full cooperation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom Day Waterman College 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 the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school/college risk assessments.
- exercise their awareness, alertness, self-control and common sense at work.
- report promptly to an appropriate Health and Safety/Fire Safety Zone leader, the Facilities Manager or the School Health and Safety/Fire Safety Officer all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.
- report Health and Safety incidents – using the incident report mechanism.

Employees should not be in any doubt that this policy forms part of employees' conditions of employment and that the Day Waterman College will apply disciplinary procedures to any employee who is in breach of the School's health and 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.

## 6. Procedures for Dealing with Health and Safety Emergencies

For incidents requiring medical attention the assistance of a first aid qualified member of staff should be sought.

In the event of a security breach/incident then a member of the SLT should be contacted immediately and a decision will be taken quickly whether to implement the lockdown procedure. In the event of the lockdown siren being heard all members of the community should move safely and speedily to their boarding houses. House staff should enact lockdown policy.

In the event of equipment failure that represents an immediate health and safety risk then the Facilities Manager should be contacted.

## 7. Reporting and Recording of Accidents

All injury accidents, however minor, to staff, students or visitors, are recorded in the medical log in the health centre and then pupil files are updated with the accident information.

In the event of a fatality a member of staff must notify the Principal who will then notify the Chairman of the Board. The Principal is the person responsible for notifying the relevant Enforcing Authority in the event of a fatality.

It is essential that all accidents that cause serious injury or dangerous occurrences even if they do not involve personal injury are investigated. In the first instance it is the Health and Safety Officer's responsibility, in liaison with the Principal or Vice Principal Pastoral, to initiate this investigation.

## 8. Fire Safety

The Day Waterman College Fire Safety Policy addresses all matters relating to fire safety in the School.

## 9. Vehicle Safety

The driving policy lays out procedures for the driving and use of vehicles at Day Waterman College.

## 10. Working at Height

Only staff who have been trained in working at height should attempt to undertake any activity which involves working at any height above floor level. Standing on chairs or other improvised means to access objects or conduct other activities at height should never be attempted. Staff whose role requires working at height will be trained during the induction process. Additional specialist forms of working at height such as use of scaffolding works towers or hydraulic lift require further specialist training from outside contractors before the equipment can be used and will be arranged through the Maintenance Team.

## 11. Manual Handling, Slips, Trips and Falls

All staff receive training in manual handling, slips, trips and falls as part of the mandatory health and safety training package undertaken by all staff and refreshed every other year.

## 12. Hazardous Materials

COSHH applies to a wide range of substances and preparations (mixtures of two or more substances) which have the potential to cause harm to health if they are ingested, inhaled, or are absorbed by, or come into contact with, the skin, or other body membranes. Hazardous substances can occur in many

forms, including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants or biological agents. The School regards a substance as hazardous to health if it is hazardous in the form in which it may occur in the work activity.

Where risks are present, risk assessments and COSHH data sheets are kept in the relevant department and training provided to staff with use of these materials.

### 13. Policy & Procedure for Off-site Visits

The School's policy and procedure for off-site visits, including residential visits and any school led adventure activities is covered in the Educational Trips Policy.

### 14. Violence to Staff

It is the policy of the school that violence in any form is unacceptable. Violence includes any form of verbal abuse, intimidation, threats, physical attack and property damage.

Any form of violence by an employee of the school against another employee, volunteer, student, parent, contractor or visitor to the school, if proved, will lead to disciplinary action up to and including dismissal for unacceptable conduct.

### 15. Information, Training and Advice

All employees will receive mandatory health and safety training during their initial induction, plus refresher training on an annual basis. This includes training on slips, trips and falls, COSHH and manual handling (where appropriate) and fire safety. Other training events, such as regular fire drills, will also take place under the direction of the staff with delegated Health and Safety Responsibilities, as outlined above. The record of staff training is held by the HR Department.

The specific duties of Fire Wardens (Zone Leaders) are detailed in the School Fire Safety Policy. Additional training is provided to staff with additional delegated Health and Safety responsibilities in order to enable them to discharge their responsibilities effectively, including training on completing risk assessments. Day Waterman College employs a pool of drivers. The drivers are incentivized to drive safely through a bonus scheme.

A copy of this policy will be provided to all employees when they join the School. When changes are made to the policy, it will be re-shared with staff by email.

Signed by:



Duncan Gowen

Principal

Date: 08/09/2021



Chairman of the Board

Date: 8/9/2021

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