INTRODUCTION

The management of The Manchester Grammar School recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the school’s activities.

In order to discharge its responsibilities the School’s policy is to:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to manage and reduce risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations
- reduce or eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage employees to identify and report hazards so that we can all contribute towards improving safety
- ensure that appropriate fire procedures are in place at all off site locations
- maintain our premises and provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from our activities
- provide adequate training and ensure that all employees are competent to carry out their duties
- provide an organisational structure that defines the responsibilities for health and safety
- provide appropriate information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated, minimise them by substitution, the use of physical controls or safe systems of work or, as a last resort, through use of personal protective equipment.

This Health and Safety Policy will be reviewed by the Governing Body at least annually and revised as necessary to reflect changes in school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.
ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety sits with the Governing Body and the High Master. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to heads of departments, both teaching and non-teaching, to provide a clear understanding of individuals’ areas of accountability in controlling factors that could lead to ill health, injury or loss. Heads of departments are required to provide clear direction and accept their responsibility to create a positive attitude and culture regarding health and safety.

The following all have key responsibilities for the implementation of our health and safety arrangements:

High Master
Assistant Head (with responsibility for Health and Safety)
Bursar (Chair of the Health and Safety Management Team)
Surmaster (Co-curricular)
Heads of Academic Departments
Head of Estates
Head of Catering
Departmental Managers (Theatre, Grounds, Estates, etc)
Teachers
Non-teaching staff
School Nurse
Students/Pupils
Competent Person (Ellis Whittam Ltd)

The organisational chart overleaf shows the structure of the health and safety management team, and the reporting structure for health and safety matters for all staff.
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HEALTH AND SAFETY RESPONSIBILITIES

The Governors, High Master and senior staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this, all staff and pupils must be vigilant regarding their own and others’ personal safety in any of the school’s activities, both on and off site.

The Governing Body

The Governing Body has the ultimate responsibility for the health and safety of the School. It discharges this responsibility via the High Master and the Heads of academic and non teaching Departments.

The Governors have nominated the Bursar to have special responsibility for health and safety.

The Governing Body will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the School
- any decisions reflect its health and safety intentions
- adequate resources are available for the implementation of health and safety procedures
- an effective management structure for the implementation of health and safety procedures is established
- they will promote the active participation of employees in improving health and safety performance
- they review the health and safety performance of the school on a regular basis.

Health and Safety Management Team

The Health and Safety Management Team is chaired by the Bursar and includes the High Master, a Governor, Surmaster, Assistant Head, the School Nurse and Heads of various Departments. It has a strategic health and safety and management role.

The Health and Safety Management Team will ensure that:

- health and safety objectives are set across the whole School and for each department,
- standards of health and safety are set across all areas
- a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- a risk management/risk assessment programme is developed and implemented across the School (see the appendix on risk assessment)
- senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in to place
- a system of communication and consultation with employees is established via departmental meetings
- monitoring systems are in place to monitor the effectiveness of the School’s risk control
- health and safety policies and procedures are reviewed at least annually and in light of the results of internal and external audits
- actions required by enforcing authorities are programmed in and included within health and safety plans, to ensure legal compliance
- accident/incident statistics are monitored for trends and indicators of performance
- good health and safety performance is identified and championed
- initiatives for promoting health and safety are identified and developed.

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High Master

The High Master has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the School but delegates the responsibility for implementation to the Assistant head and the Bursar.

The High Master will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and the Health and Safety Management Team monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted, and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established,
- effective training programmes are put in to place
- reports are presented to the Governing Body on a regular basis.

Assistant Head

The Assistant Head has designated responsibility for ensuring compliance with health and safety legislation within all teaching departments and has special responsibility for ensuring health and safety with regard to access to learning and for fire safety.

The Assistant Head will, within his areas of control:

- actively lead the implementation of the health and safety plan
- ensure risk assessments are completed and the implementation of any action required is monitored
- ensure risk assessments are reviewed regularly
- ensure staff are competent in the exercising of their health and safety duties, providing additional appropriate training as required
- consider and implement safe access arrangements for pupils and others with special needs
- act as the chief fire marshal
- ensure the school fire risk assessment is completed, actioned and kept under review
- establish arrangements for the safe evacuation of the school in the event of a fire
- ensure liaison with the local fire service
- provide advice and support to teaching staff on health and safety matters.

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Bursar

The Bursar is the Chair of the Health and Safety Management Team. The Bursar co-ordinates health and safety across the School and has designated responsibility for ensuring compliance with health and safety legislation within all non-teaching departments. The Bursar is required to ensure that:

- the Governing Body, the High Master and the Health and Safety Management Team are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- regular Health and Safety Management meetings are held
- risk assessments are completed and the implementation of any action required is monitored
- risk assessments are reviewed regularly
- advice on health and safety training requirements is provided
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the enforcing authorities, and any required RIDDOR reports are submitted.
- assistance is provided to Heads of Departments in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated,
- adequate arrangements are in place to ensure the security of the School, the staff, visitors and pupils
- adequate arrangements for first aid are established
- welfare facilities provided are maintained in a satisfactory state
- reputable contractors are engaged
- driving licences are checked annually for all staff who drive on behalf of the school.
- health and safety notices are displayed.

The Bursar, as a head of department, will ensure that:

- health and safety systems are implemented
- staff are supervised to ensure that they work safely
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- there is communication and consultation with staff on health and safety issues
- staff are encouraged to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all.

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Head of Co-curriculum

The Head of Co-curriculum will ensure that within the provision of co-curricular activities:

- he actively leads the implementation of the associated health and safety procedures
- he authorises activities, ensuring that associated written risk assessments are in place
- he promotes and safeguards the welfare of students involved in co-curricular activities
- he keeps up-to-date on health and safety standards for activities including educational visits and other co-curricular activities
- the School’s Educational Visits Policy is kept up to date and ensures it is followed for all off site visits
- the High Master, trip leaders, assisting staff and voluntary helpers understand that all staff involved in visits require access to training at an appropriate level to ensure that school procedures are properly understood
- activities are led by competent leaders and support staff are competent to carry out the tasks to which they are assigned
- the training of leaders and assistant leaders, including voluntary helpers
- he monitors activities to ensure health and safety procedures are followed.

Heads of Teaching Departments

The Heads of Teaching Departments will ensure that in their areas of control:

- they actively lead the implementation of health and safety procedures
- written risk assessments of teaching practices and activities including equipment, substances and educational visits as relevant are completed; that any general advice on safety matters given by the DfE, Local Authority and other relevant bodies in relation to the School implemented, and is translated into written safe methods of working practice, where appropriate
- risk assessments are regularly reviewed
- safe methods of work are implemented
- they supervise their staff to ensure that they work safely
- pupils, staff and visitors within the department are informed as to their own personal safety and make sure they are aware of the health and safety procedures in place
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Bursar
- they communicate and consult with staff on health and safety issues via regular staff meetings
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition and where appropriate statutory examinations are planned, completed and recorded
- where appropriate, personal protective equipment is provided and worn by staff and pupils, and that staff and pupils are instructed in its use
- any safety issues that cannot be dealt with are referred to the Assistant Head for action

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- where appropriate, hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers’ instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including CLEAPSS, DfE Guides, etc. are maintained and made available to all employees
- health and safety rules are followed by staff and pupils
- they perform regular health and safety inspections within their department, as required by the Assistant Head.

Head of Estates

The Head of Estates will ensure that:

- school buildings, grounds and plant are maintained in accordance with good practice, legal requirements and the school Health and Safety Policy
- records of servicing and maintenance are retained and kept up to date
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- he communicates with staff on health and safety issues relating to building maintenance and the work of contractors
- statutory examinations are planned, completed and recorded
- welfare facilities provided are maintained in a satisfactory state.

The Head of Estates as the head of the grounds and estates team will ensure that:

- he actively leads the implementation of health and safety procedures
- he supervises staff to ensure that they work safely
- risk assessments are completed, recorded and regularly reviewed
- safe systems of work are developed and implemented
- accidents, ill health and ‘near miss’ incidents at work are investigated, recorded and reported
- he communicates and consults with staff on health and safety issues
- he encourages staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- agreed safety standards are maintained particularly those relating to housekeeping
- any safety issues that cannot be dealt with are referred to the Bursar for action
- health and safety rules are followed by all.

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Head of Catering

The Head of Catering will ensure that:

- catering equipment is maintained and records are kept
- the school HACCP plan is completed and reviewed to ensure the service of safe food
- food safety due diligence records are maintained
- he actively leads the implementation of health and safety and food safety procedures
- he supervises staff to ensure that they work safely and food hygiene standards are maintained
- risk assessments are completed, recorded and regularly reviewed
- safe systems of work are developed and implemented
- accidents, ill health and ‘near miss’ incidents at work are investigated, recorded and reported
- he communicates and consults with staff on health and safety issues
- he encourages staff to report hazards and raise health and safety concerns
- safety and food hygiene training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe and hygienic manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- agreed safety standards are maintained particularly those relating to hygiene and housekeeping
- any safety issues that cannot be dealt with are referred to the Bursar for action
- health and safety and food hygiene rules are followed by all.

Departmental Managers (Theatre, Grounds, Estates, etc)

The Departmental Managers will ensure that in their areas of control:

- they implement our Health and Safety Policy
- risk assessments are completed and kept up to date
- safe systems of work are developed and implemented
- they supervise their staff to ensure that they work safely
- they communicate and consult with staff on health and safety issues
- health and safety rules are followed by all
- they encourage staff to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- any safety issues that cannot be dealt with are referred to the Head of Department for action
- accidents, ill health and ‘near miss’ incidents at work are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers’ instructions and established rules and procedures.

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Teachers

Teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- not leave pupils unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time
- give clear oral and written health and safety instructions and warnings to pupils as often as necessary
- ensure the use of personal protective equipment and guards where necessary
- make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorisation
- regularly check their classrooms for potential hazards and report any observed to the Head of Estates
- report all accidents, defects and dangerous occurrences (including near misses) to their Head of Department or the Bursar.

School Nurse

The school nurse will ensure that:

- the arrangements for first-aid provision are adequate to cope with all foreseeable major incidents, events, off site activities and day to day school activities
- relevant information about pupils with specific medical conditions is made available to staff as required
- the number of certificated first-aiders will not be less than the number outlined in the guidance supporting the legislation
- in conjunction with the Bursar, arrange for other staff to be given such training in first-aid techniques as required to give them a basic, minimum level of competence. The number of such trained first-aiders will be determined by the Health and Safety Management Team as that being sufficient to meet the needs of all foreseeable circumstances
- supplies of first-aid material are held at various locations throughout the School. These locations will be agreed following discussions with the Bursar
- first aid kits are prominently marked and all staff are advised of their location
- first aid materials are checked regularly and any deficiencies made good
- first aid equipment is maintained in line with best practice
- a record will be made of each occasion any member of staff, pupil or other relevant person receives first-aid treatment either on the School premises or as part of a School-sponsored activity
- provide accident statistics to the Health and Safety Management Team.

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Pupils

All pupils must:-

- co-operate with teachers and school staff on health and safety matters
- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- report all health and safety concerns to a teacher.

Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act in the course of their employment with due care for the health, safety and well-being of themselves, other employees and other persons
- observe all instructions on health and safety issued by the High Master or any other person delegated to be responsible for a relevant aspect of health and safety
- act in accordance with any specific H&S training received
- report all accidents and near misses in accordance with procedures appended to this Policy
- co-operate with other persons to enable them to carry out their health and safety responsibilities
- inform their Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger
- inform their Manager of any shortcomings they identify in the local health and safety arrangements
- exercise good standards of housekeeping and cleanliness
- know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Visitors

- All visitors are required to sign in at Reception. Visitors will be collected from Reception by the member of staff concerned or escorted to the appropriate area of the school
- Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking
- Whilst on site, all visitors and contractors must wear a visitor’s badge. Cleaning contractor’s employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception
- If members of staff meet someone on site who they do not recognise and is not wearing a visitor’s badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to Reception or off the site, as appropriate
- If an intruder is unco-operative in going to Reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place,
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immediate help from the police should be sought by telephone. Staff should not put themselves at risk.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of pupils, school staff and others affected by their actions
- observe the safety rules of the School
- submit their health and safety policy and relevant risk assessments to the school for approval
- comply with and accept our health and safety policy, if they do not have one
- dress appropriately, sensibly and safely when on school premises and for the task being undertaken
- conduct themselves in an orderly manner in the workplace
- use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report all accidents and serious incidents to the School whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- provide adequate first aid arrangements unless otherwise agreed with the school.

Ellis Whittam (Health and Safety Consultants)

Ellis Whittam, in agreement with management, provides the School with the following services:

- development of school documentation throughout the period of its contract and keep the School updated for changes in Health and Safety legislation and organisational changes which affect the School’s management system.

Ellis Whittam is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if there is a serious accident or incident involving the enforcement authorities
- provide legal fees insurance, the terms of which are defined in the School’s contract with Ellis Whittam
- provide briefings to help keep the School up to date with new and forthcoming legislation

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APPENDIX

Risk Assessment

Risk assessment is a systematic examination of those issues associated with any of the School’s activities, whether on or off site, that could cause harm to people. As a result, risk assessment helps the School determine whether it is doing enough to promote the welfare and safety of pupils, staff and all other individuals who could be affected by its activities, or whether further actions are required in order to reduce the likelihood of injury or ill-health. The policy of the School is to complete a risk assessment of all known and reasonably foreseeable health and safety hazards relating to our premises, people, equipment and activities. Our aim is to control risks and to plan and prioritise the implementation of the identified control measures.

In order to implement this policy, the School will ensure that:

- Assessments are carried out and records are kept
- All control measures introduced as a result of assessments are implemented and followed
- Employees are informed of the relevant results and provided with necessary training
- Any injuries, incidents or near misses lead to a review of the relevant assessment(s)
- Assessments and the effectiveness of control measures are regularly monitored and reviewed
- Suitable information, instruction and training is provided to all persons involved in the risk assessment process.

The School will control risks in a variety of ways.

Responsibilities

The School’s Health and Safety Policy sets out the detailed arrangements for assessing and managing risk in particular areas. These include, but are not restricted to, asbestos, food hygiene, fire safety, hazardous substances, legionnaire’s disease, and supporting pupils and others with medical needs. These arrangements also specify who is responsible for managing the risk assessments process.

Elsewhere, with the exception of off-site activities (including visits and trips organised by the School), it is the responsibility of the Assistant Head (Safeguarding and Risk Management) to ensure risk assessments are carried out, implemented and reviewed in accordance with this policy. In practice, the actual assessment process will be delegated to other individuals, including line managers whose duties include the promotion of health and safety.

Whenever a new academic course is adopted or developed, all activities are checked against current risk assessments and significant findings incorporated into the relevant documentation used daily by members of staff.

Model risk assessments will be used as part of this process, though the individual conducting the assessment must:

- Establish that the model risk assessment is appropriate to their work
- Adapt the model to their actual work situation.

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Risk assessments for curriculum activities will be carried out using the relevant codes of practice and subject guides. These include:

**Art**

- National Society for Education in Art & Design (NSEAD)  
- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

**Science**

- CLEAPSS School Science Service Laboratory Handbook
- CLEAPSS Hazards

**Physical Education**

- Safe Practice in Physical Education and School Sport’ BAALPE/afPE  

**Off-site Activities, including trips and visits**

The responsibility for ensuring that risk assessments falling within this category are carried out, implemented and reviewed in accordance with this policy lies with the Educational Visits Co-ordinator (EVC). The EVC publishes and maintains detailed guidance on risk assessments, which is given to all individuals planning to take pupils out of school as part of their education. This guidance must be followed by anyone seeking to obtain the EVC's approval for an off-site activity.

The risk assessment procedure for off-site activities takes account of:

- Health and Safety of Pupils on Educational Visits. DfE

**Related policies**

This policy should be read together with the School's policies for Safeguarding, fire safety, first aid and educational trips and visits which can be accessed on the School's website [here](http://www.mgs.ac.uk).
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Monitoring and evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Bursar, taking account of information provided by the Surmaster and Assistant Head. The Senior Management Team will meet annually to review the effectiveness of the policy.

SMT lead: Bursar

Date reviewed by the Governing Body: 29 November 2019

Next Governing Body review: Michaelmas Term 2020

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