



# SHAPWICK SCHOOL

## HEALTH & SAFETY AT WORK POLICY

## HEALTH & SAFETY STATEMENT OF INTENT

**“As Director I have ultimate responsibility for the Health, Safety and Welfare of Kedleston UK employees whilst at work and others who may be affected by our activities or actions. Kedleston UK consider the health, safety and welfare of its employees, and others who may be affected by its activities or actions to be of primary importance and a priority. Consequently we will ensure compliance with legislation, approved codes of practice and safe working procedures.**

**Kedleston UK aim to ensure that all activities undertaken are managed in such a manner so as to avoid, reduce, or control all foreseeable risks to health, safety and welfare of its employees, volunteers, children, parents, visitors, contractors and sub-contractors.”**

In furtherance of the above statement and the need to ensure compliance with all relevant health & safety legislation, Kedleston UK will pay particular attention to the provision of:

- A healthy working environment;
- A safe place in which to work with safe means of access and egress;
- Suitable and sufficient information, instruction, training and supervision to enable all staff to comply with health and safety procedures;
- Safe plant, equipment and systems of work;
- Appropriate management procedures and consultative arrangements to monitor and audit compliance with the Health & Safety;
- Appropriate arrangements to assess and control the risks associated with work and activities undertaken by employees, children and volunteers;
- Appropriate procurement policies to ensure that Kedleston UK engages only competent contractors and sub-contractors.

To assist in the implementation of the Health & Safety Policy, adequate, competent health and safety personnel will advise on health & safety matters. Not only will appropriate external sources of information be consulted, but Kedleston UK will also seek advice from its employees, acknowledging their input and participation to be of paramount importance.

This policy can only be successful with the active co-operation of all employees. Kedleston UK therefore believes that it is the responsibility of all employees to perform their assigned duties safely by following established safe working procedure using proper safety equipment, by reporting or correcting unsafe acts or conditions and never undertaking a task that you are not qualified to do.

Signed



Date

22/11/11

Print

Paul Brosnan

Kedleston UK Limited

Registered Office: Suite 201, The Chambers, Chelsea Harbour, London, SW10 0XF  
Company Registered in England & Wales. Registration number 05779536

## General Arrangements

### Accidents – First Aid Boxes (for pupils)

Shapwick	Shapwick Prep
Design Centre	Art Room
Each Boarding House	Assessment Resource Centre
Kitchen	Design Centre
Each minibus	Each Boarding House
Science laboratories	Kitchen
Sick Bay	Each minibus
Staff Room	Science Room
Church Farm	Medical Room

For Staff only  
Staff Room

Staff Room

Appointed persons responsible for box contents

S Marsh

J Preston

### **First Aiders Shapwick Prep**

Name	Date next due	Name	Date next due
Burbach S	Jan 2012	Cooper K	Jan 2012
Wolfman F	Jan 2012	Preston J	Jan 2013
Whittock J	Jan 2012	Dyer C	Jan 2012
Coombes S	Jan 2013	Billany V	Jan 2013
Lush H	Jan 2013	Hewitt G	Jan 2013
Irons H	Jan 2013	Pollard C	Jan 2013
Gorodi C	Jan 2013	Windsor S	Jan 2013
Ponsillo J	Jan 2013	Hogg J	Jan 2013

### **First Aiders Shapwick Senior**

Name	Date next due	Name	Date next due
Burbach S	Jan 2012	Cooper K	Jan 2012
Wolfman F	Jan 2012	Pouncy S	Jan 2013
Whittock J	Jan 2012	Dyer C	Jan 2012
Coombes S	Jan 2013	Leese H	Jan 2013
Lush H	Jan 2013	Marsh S	Jan 2013
Burnett D	Jan 2013	Pollard C	Jan 2013
Holdsworth A	Jan 2013	Windsor S	Jan 2013
Walton I	Jan 2013	Hogg J	Jan 2013
Wood M	Jan 2013	Middleton L	Jan 2012
Jenkins M	Jan 2012	Middleton C	Jan 2013

### **Emergency Services**

Edington Surgery	01278 722352
Bridgwater Hospital (Weekdays 09.00-17.00)	01278 451501
Musgrove Hospital	01823 333444
West Mendip Hospital	01458 836454 or 01458 836544
NHS Direct	0870 240 6334

### **Accident Record File**

Accident forms should be completed for each incident and the Headmaster should be informed as necessary, especially if medical treatment is required.

### **General Fire Safety**

Responsibility for checking	JPW
Escape routes	JPW
Fire Extinguishers and Fire Alarms	JPW

Maintained by Fox Fire Alarm Services Ltd.

Other Equipment:

The Manor	}	
The Lakes	}	
Greystone Cottage	}	To be checked regularly by Houseparents
Chapel Hill Farm	}	
The Old Vicarage	}	

The Somerset Fire Brigade inspects the school premises when required.

Fire Drills take place in the Houses and in school on a regular basis each term, and are recorded.

All Fire Drills and incidents are recorded in a logbook. Each Logbook is stored in the file in the area appropriate to the location of the incident.

### **Responsibilities**

Overall and final responsibility for Health & Safety in the Company is that of the Chief Executive Officer

The Headmaster is responsible for this policy being carried out and will provide advice where necessary.

The following are responsible for safety and risk assessment in particular areas, and must report to the Headmaster as required:

	<u>Shapwick</u>	<u>Shapwick Prep</u>
Boarding Houses	Houseparents	Houseparents
Cleaning	Houseparents	Houseparents
School/Grounds/Gardens	Gary Tucker	Barry Atwell
Kitchen	Sarah Herniman	Marlene Burrows
Laundry	Pauline Taylor/Linda Hudson	

All employees have the responsibility to co-operate with the supervisors and Headmaster to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee of the School notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above.

The Headmaster will be responsible for carrying out safety inspections, risk assessments, investigating accidents and monitoring the maintenance of equipment.

### **Advice and Consultancy**

Local Inspectors Office	Health & Safety Executive H M Factory Inspectorate Inter City House Mitchell Lane Bristol BS1 6AN
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Doctor	Drs. Hayne & Wright Edington Surgery Quarry Ground Edington
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### **Outside Contractors and Workers**

All contractors and workers must report to the School Office for permission to work on any school premises. All work must be with the permission of the Headmasters' who will stress that supervision and safety are of paramount importance, particularly where work is completed during term time. Pupils will be told, and contractors must understand that pupils must not interfere with any work on School premises. Preferably, work will be completed during the School holidays, but this may not always be possible, especially where routine maintenance is concerned.

### **Hazards**

Hazard sheets and guidance notes are kept in the School Office.

### **On Site Issues**

On both sites pupil, employees and visitors have to move around the School in areas where vehicles may be moving. At Shapwick there are off-site classrooms requiring pupils and staff to walk on public roads. Pupils and staff are constantly reminded by the Headmaster of common sense and road safety and appropriate warning signs are displayed throughout Burtle and Shapwick.

### **Housekeeping and Premises**

Cleaning – Pupils and Teaching Staff should try to avoid areas which are being cleaned where feasible. When floors are wet, the appropriate warning signs must be displayed. Cleaners have access to COSH guidelines on use of cleaning materials.

Kitchen Hygiene – All Kitchen Staff must have attended a suitable 'Food Handling' course. The Headmaster will advise on the appropriate action.

Equipment – Electrical appliances for housekeeping are serviced regularly. Equipment such as step ladders etc. must be checked regularly by the staff responsible in the different areas of the school.

Limited Access To Pupils – Pupils should not be allowed in Science Laboratories, workshops, preparation rooms, weight training room, kitchens without permission and supervision by a member of staff.

Exits – All gangways, corridors and exits must be kept clear, and clearly marked if they are a fire exit. Pupils need to be constantly reminded of the proper use of storage and locker areas, so that the school premises do not become a clutter of bags, coats and files.

Electrical Equipment – All portable appliances will be checked by an outside contractor on a regular basis. Care must be taken over the use of extension leads.

Machinery – Must be checked regularly by teaching staff. Signs where applicable must be displayed. Safety goggles must be worn as advised by appropriate teaching staff.

Outside contractors will check electrical safety on a regular basis.

Risk Assessment – A temperature control Logbook is completed daily for each refrigeration and freezer appliance.

Sports Hall – Responsibility for the maintenance of the Sports Hall equipment is with the Headmaster; Stadia Sports Ltd. are contracted to carry out annual safety and maintenance checks and make appropriate recommendations.

Dangerous Substances – Solvents, chemicals, cleaning products, must be kept in a locked area and out of pupils' reach unless they are under close supervision. Appropriate clothing must be worn whether staff or pupil. Control of dust and fumes must be monitored. Ventilation and extraction equipment must be in place where appropriate.

If appropriate safety equipment and/or clothing is not available or broken, the person responsible must be informed at the earliest opportunity so that the appropriate action can be taken.

Bottled Gas – Pupils should not tamper with gas bottles. Replacement and disposal of empty bottles is the responsibility of G Tucker (Shapwick) and B. Atwell (Prep), who will contact the suppliers as necessary.

Transport – A checklist before using the school minibus is located in each minibus. The school minibuses are serviced regularly and undergo an annual MOT test, suitable for such vehicles.

General Maintenance – Responsibility lies with the Headmaster who will ask G Tucker (Shapwick) and B. Atwell (Prep) to check thoroughly where necessary. Outside contractors will be employed when and where appropriate.

### **Maintenance/Safety Checks and Risk Assessment**

Each area of the school is checked regularly by all members of staff. However, a formal annual assessment is done in the Boarding Houses each year. This system was updated and implemented in November 2001 when the first formal checks were completed. To be repeated thereafter annually according to the guidelines in each 'red' file.

This document will be reviewed annually on or before 01.09.12