



**Health and Safety Codes of Practice**

**Management Codes**

**MCP01**  
**Organisation for the Implementation**  
**of the Health and Safety Policy**

<b>Document authors:</b>	Director of Finance & Operations
<b>Relevant to:</b>	All staff, pupils, users of and visitors to the Merchant Taylors' Schools
<b>Responsibility for development of this Code of Practice, which forms part of the Merchant Taylors' Schools Health and Safety Policy:</b>	Executive
<b>Responsibility for review of this Code of Practice:</b>	Executive
<b>Original effective date:</b>	September 2019
<b>Date(s) modified:</b>	April 2021
<b>Next review date:</b>	April 2023*  *This Code of Practice may be updated prior to this date in response to statutory or organisational requirements.
<p>Please note that the Health and Safety web pages' version of this Code of Practice is the only version that is maintained. Any printed copies should be viewed as "uncontrolled" and as such may not necessarily contain the latest updates and amendments.</p>	

**THIS CODE OF PRACTICE FORMS PART OF THE MERCHANT TAYLORS' SCHOOLS  
HEALTH AND SAFETY POLICY AND REPLACES ALL PREVIOUS ISSUES**

**RELEVANT DOCUMENTS**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
Building Regulations  
Construction (Design and Management) Regulations 2015  
ISI Regulatory Requirements

**RELATED POLICIES AND DOCUMENTS**

Merchant Taylors' Schools Health and Safety Policy Statement  
Management Code of Practice MCP2 - Arrangements for the Implementation of the Health and Safety Policy  
Health & Safety Code of Practice SCP01 - Workplace Health, Safety and Welfare  
Health & Safety Code of Practice SCP02 - Risk Assessments  
Health & Safety Code of Practice SCP03- Contractors  
Health & Safety Code of Practice SCP04 - Contractors Permits  
Health & Safety Code of Practice SCP05 - Construction (Design & Management)  
Health & Safety Code of Practice SCP06 - Asbestos Management  
Health & Safety Code of Practice SCP07 - Control of Substances Hazardous to Health  
Health & Safety Code of Practice SCP08 - Electrical Safety  
Health & Safety Code of Practice SCP09 - Fire Precautions  
Health & Safety Code of Practice SCP10 - Legionella & Associated Risks  
Health & Safety Code of Practice SCP11 - Lifting Operations & Lifting Equipment  
Health & Safety Code of Practice SCP12 - Safe Use of Plant & Equipment

## **INDEX**

### **1. Introduction and Objectives**

### **2. Governance, Management, Staff and Safety Representatives**

- 2.1 The Board of Governors
- 2.2 Executive Management Team (EMT)
- 2.3 School Management Teams (SMT)
- 2.4 Heads of Department and Heads of Services
- 2.5 All staff (including temporary staff, sessional staff, etc)
- 2.6 Safety Representatives
- 2.7 Pupils
- 2.8 Contractors
- 2.9 The Estate and Facilities Department

### **3. Sources of Competent Advice and Support**

- 3.1 Health and Safety Advisor
- 3.2 Occupational Health Consultancy
- 3.3 Radiation Protection Adviser (RPA)

### **4. Network of Staff with Additional Health and Safety Responsibilities**

- 4.1 Appointment of Health and Safety Coordinators
- 4.2 Appointment of Health and Safety Officers
- 4.3 Appointment of Fire Evacuation Coordinators
- 4.4 Appointment of Fire Wardens
- 4.5 Appointment of Evacuation Chair Operators

### **5. Committees and Groups**

**Appendix 1 - Detailed role descriptions for additional roles undertaken by staff at Merchant Taylors' Schools**

**Appendix 2 – Health and Safety Committee - Terms of Reference**

**Appendix 3 – Merchant Taylors' Schools Health and Safety Responsibilities**

## 1. INTRODUCTION AND OBJECTIVES

This Code of Practice shows how Merchant Taylors' Schools is structured and how the Health and Safety Policy is implemented. This Code of Practice should be read in conjunction with the Schools' Health and Safety Policy Statement, signed by the Chair of Governors, which may be found on the Schools' intranet.

The objective of this Code of Practice is to ensure that all staff know:

- ❖ Who is responsible for particular aspects of the Health and Safety Management System.
- ❖ How their own responsibilities interact with those of others.
- ❖ How they might be held accountable for their own acts or omissions at work.

## 2. GOVERNORS, MANAGEMENT, STAFF AND SAFETY REPRESENTATIVES

Responsibilities for health and safety parallel the line management structure that the Schools have in place. These may be summarised as responsibilities of:

- ❖ The Board of Governors
- ❖ The Executive Management Team (EMT)
- ❖ School Management Teams (SMT)
- ❖ Heads of Department and Heads of Services
- ❖ All staff (including temporary staff, sessional staff, etc)
- ❖ Safety Representatives and Representatives of Employee Safety
- ❖ Pupils
- ❖ Contractors
- ❖ The Estate and Facilities Department

### 2.1 The Board of Governors

The Board of Governors is responsible within the terms of the Instrument and Articles of Government for ensuring that, so far as is reasonably practicable, the Schools' activities, premises, plant and equipment are all operated and maintained without hazard to the health or safety of pupils, staff, visitors and any other person affected by the operations of Merchant Taylors' Schools.

The Board of Governors will monitor health and safety performance via receipt of minutes of Health and Safety Committee meetings and Annual Health and Safety Reports and will endorse the annual reviews of the Health and Safety Policy from time to time to ensure its effective operation.

The Board of Governors will be advised through the Executive Management Team (EMT) on any health and safety matters.

Health and Safety will be a standing agenda item at meetings of the full Board of Governors.

## **2.2 The Executive Management Team (EMT)**

The EMT will ensure that Merchant Taylors' Schools' procedures, systems, premises, plant, equipment and general activities all comply with current legislation and the Schools' Health and Safety Policy and associated Codes of Practice.

The EMT will monitor health and safety performance via receipt of minutes of Health and Safety Committee meetings, Annual Health and Safety Reports and Health and Safety performance indicators.

The EMT will review and update, where necessary, the Health and Safety Policy annually.

The EMT will ensure that there are adequate arrangements for sufficient information to be provided as may be reasonably required under the Health and Safety at Work Act 1974 to staff, pupils and other persons relevant to their health, safety and welfare.

The EMT will delegate to members of the Schools' Management Teams (SMT) such duties as are considered appropriate to assist in the discharge of their responsibilities.

The EMT will ensure that effective consultation with staff and pupils on matters relating to health, safety and welfare takes place.

The Schools' Health and Safety Committee will advise the Board of Governors and EMT on health, safety and welfare matters (as identified in the Health and Safety at Work Act 1974 and Regulations made under that Act).

The Chair of the Health and Safety Committee will be responsible for ensuring that decisions and recommendations made by the Health and Safety Committee are made known to the Board of Governors and to the EMT. This will be discharged through the routine circulation of Health and Safety Committee minutes sequentially to the EMT and the Board of Governors with any particular issues to note highlighted.

Assurance that the responsibilities detailed in 2.3 below are being discharged will be sought in PDR meetings with members of EMT.

## **2.3 School Management Teams (SMT)**

SMT members have a duty to manage the activities for which they have responsibility in accordance with Merchant Taylors' Schools' Health and Safety Policy.

Each member of the SMT will ensure that sufficient resources are made available to support health and safety in those activities, which are separate to those estate related systems and workplace responsibilities, which are the responsibility of the Estate and Facilities Department (see 2.10 below).

Each appointed member of the SMT will be responsible for ensuring that the arrangements for health, safety and welfare in the activities for which they have responsibility are adequate and comply with the Schools' Health and Safety Policy, Safety Codes of Practice and local or national standards for the activities undertaken. This includes ensuring that there is appropriate consideration of arrangements for activities outside the organisation's normal hours of working when, for example, first aiders and fire wardens may not be on duty. Members of the SMT (HM's +DH's) will

develop written published policies for those areas or activities where the Schools' Health and Safety Policy does not address the risks within their area of responsibility. The Head will nominate one or more suitable persons as School Health and Safety Coordinator (e.g. HOD's) to assist with coordinating health and safety management within their activities. The School Health and Safety Coordinator will act with the delegated authority of the SMT on health and safety matters. For further details, see Appendix 1.

The SMT will monitor the health and safety performance of the School or Department via the Health and Safety Coordinator's report to the Health and Safety Committee (each term).

The SMT will have health and safety as a standing agenda item at their School or Departmental Management Team meetings that they chair.

Assurance that the responsibilities detailed in 2.4 below are being discharged will be sought in Performance and Development Review (PDR) meetings with Heads of School and Department.

## **2.4 Heads of Department and Heads of Service**

Head of Department and Heads of Service have the authority to manage Health and Safety. With this authority comes the statutory responsibility to manage health and safety effectively. Health and Safety Management, therefore, is considered a core management activity.

Each person who directs or has responsibility for the activity of others is directly responsible for their health and safety whilst they are carrying out their role.

Teaching staff who are 'supervising' pupils whose activity they control or direct will have a responsibility to supervise any technical staff who are assisting in the teaching practical work.

These 'managers' are responsible for the oversight of health and safety within their Departments and service areas. To provide assurance that they are functioning in accordance with the Merchant Taylors' Schools' Health and Safety Policy, managers will:

- Be conversant with, and follow, Merchant Taylors' Schools' Health and Safety Policy, associated Management and Safety Codes of Practice and local departmental procedures.
- Ensure that the full range of health and safety risks are considered across the Departments and Service areas and that those with the highest priority or impact are recorded in local Risk Registers.
- Ensure that staff and visiting workers for whom they are responsible receive suitable induction training and information about emergency procedures.
- Include health and safety in their operational plan and a standing agenda item at their staff meetings.
- Clarify with their line managers the relative roles and responsibilities for health and safety within the Schools and Departments/Service areas and

foster improved communication and consultation, including with staff representatives, on health and safety matters.

- Ensure systems are in place for briefing newly appointed managers and staff on their health and safety responsibilities, including the responsibility to ensure the take up by staff of all relevant training.
- Be conversant with, and follow, Merchant Taylors' Schools' Health and Safety Policy, associated Management and Safety Codes of Practice and local departmental procedures.
- Ensure that all the necessary risk assessments have been completed and the health and safety provisions relating to the work discussed with those undertaking the work.
- Ensure that relevant health and safety documentation is readily available for reference and scrutiny.
- Ensure that the work environment and all equipment are safe and well maintained.
- Identify and correct hazardous conditions.
- Ensure the proper disposal of waste materials through the approved route.
- Investigate adverse events, report them to the Estate and Facilities Manager and revise all risk assessments, where necessary.
- Monitor compliance with risk assessments, enforce the control measures and take appropriate action when there is failure to comply.
- Ensure compliance with relevant departmental requirements and the proper handover of laboratory or other workspace to relevant parties. Assurance that
- Collaborate with the employer in audits and reviews of health and safety management.
- Ensure compliance with relevant departmental requirements and the proper handover of laboratory or other workspace to relevant parties. Assurance that the responsibilities detailed in section 2.5 below are being discharged, will be a continual process, and will be formally sought in PDR meetings with staff.

## **2.5 All staff (including temporary staff, sessional staff, etc)**

Each individual staff member bears some individual responsibility for health and safety. The core legal duty is to co-operate with Merchant Taylors' Schools in order to enable the employer to meet its statutory obligations.

All staff are responsible for injuries or other loss resulting from their acts or omissions. All staff must not interfere with any item provided in the interest of health and safety.

In law, employees have a responsibility for their own health and safety and for others who may be affected by their acts or omissions.



**In particular they must:**

- Familiarise themselves with, and follow, the Schools' Health and Safety Policy, Management and Safety Codes of Practice and departmental procedures applicable to their work.
- Inform their supervisors/line managers of newly identified risks in existing work, or new risks associated with new work.
- Comply fully with health and safety requirements and control measures, including the correct use of personal protective equipment, stipulated in risk assessments or local rules.
- Take reasonable care in all work activities and consult with their supervisors or Health and Safety Advisor in any case of doubt.
- Familiarise themselves with the relevant emergency procedures.
- Be aware of potentially unsafe conditions or unsafe equipment and report them to their supervisors/line managers.
- Report adverse events and work-related ill-health promptly so that remedial action can be taken to prevent recurrence.
- Register with the Occupational Health Consultancy for health surveillance, where required by Schools' policy or risk assessment and attend appointments where these have been arranged.
- Attend any training that has been identified as necessary by their supervisor/line manager.

**They must not:**

- Misuse equipment or interfere with safety devices or safety systems which are required for the safe operation of that equipment (e.g. disabling interlocks on centrifuges, or removing guards from machinery), or which are designed to alert operators to an unsafe condition (e.g. by covering fire or gas detector heads or disabling airflow alarms on microbiological safety cabinets or fume cupboards).
- Disregard the health and safety provisions set out in risk assessments or local rules.

**2.6 Safety Representatives and Representatives of Employee Safety**

Trade Union and other employee appointed Representatives of Employee Safety may carry out the following functions so far as they affect the people they represent:

- a) Investigate potential hazards and dangerous occurrences within the Schools and examine the causes of accidents at the Schools.

- b) Investigate complaints made by any member of staff represented, relating to that person's health, safety or welfare at work.
- c) Make representations to the EMT through the Schools' Health and Safety Committee on general matters affecting the health, safety and welfare at work of members of the Schools' staff whom they represent.
- d) Represent the members of staff he/she was appointed to represent in consultations with Inspectors of the Health and Safety Executive, Environment Agency and of any other statutory enforcing authority.
- e) Receive information from Inspectors in accordance with section 28(8) of the Health and Safety at Work Act 1974.
- f) Attend Health and Safety Committee meetings (only in the case of designated Representatives).

The appointed Safety Representatives have the functions outlined in the guidance issued by the Health and Safety Executive.

## **2.7 Pupils**

Merchant Taylors' Schools has a duty to safeguard their health and safety. Merchant Taylors' Schools expects pupils to cooperate with all measures provided for health and safety.

## **2.8 Contractors**

The Estates and Facilities Department has responsibility for ensuring that all health and safety arrangements are in place for contractors working on the fabric of Merchant Taylors' Schools property. This is detailed further in SCP 03 Contractors.

## **2.9 The Estates and Facilities Department**

The EMT, delegating to the Director of Finance and Operations and then to the Head of Estates and Facilities Management, has responsibility to ensure the workplace meets a number of basic requirements under Health and Safety Regulations. These include:

- Ensuring the temperature is appropriate.
- Providing sufficient space, ventilation and lighting.
- Providing suitable sanitation and washing facilities.
- Providing drinking water.
- Maintaining equipment.
- Keeping the premises clean and free of waste.
- Ensuring that all building services installations are adequately maintained.

- Ensuring that a robust Asbestos Management System is implemented.
- Ensuring that all buildings comply with current Building Regulations and access/egress, assets and systems are provided and maintained.
- Ensuring that all water supplies comply with current legislation with regard to legionellosis.
- Ensuring that an Energy Performance Certificate (EPC) is issued for all buildings.
- Ensuring that all portable appliances, with the exception of specialised laboratory equipment, comply with the Schools' Policy and are annually tested in accordance with current legislation.

The EMT, delegating to the Director of Finance and Operations and then to the Head of Estates and Facilities Management is responsible for providing and maintaining assets that are "fit for purpose" and conform to all legal requirements.

Merchant Taylors' Schools' health and safety responsibilities include:

- Developing and implementing effective operational safety policies.
- Ensuring management of assets and systems complies with health and safety requirements.
- Ensuring that all proposed changes to assets, operating practices or modifications to maintenance regimes are validated and comply with current codes of practice and legislation.
- Ensuring that all health and safety requirements are met for all contracts and projects.
- Ensuring that assets and systems to effect safe access and egress are provided and maintained.
- Assuring that all appointed contractors/suppliers working on Merchant Taylors' Schools' estate have the appropriate management systems for effective control of health and safety.

### **3. SOURCES OF COMPETENT ADVICE AND SUPPORT**

Merchant Taylors' Schools obtains competent advice and support from the following staff and Consultants:

- Consultant Health and Safety Advisor
- Occupational Health Consultancy
- Radiation Protection Adviser
- Head of Estates and Facilities Management

It is the responsibility of the recipient of the advice to act upon it.

### **3.1 Health and Safety Advisor**

The Health and Safety Advisor is responsible for advising the EMT, SMT members and the Schools' Health and Safety Committee on the Schools' Health and Safety Policy.

He/she will maintain a specialist advisory service on all matters concerning health and safety.

He/she will prepare a Health and Safety Strategy, annual Health and Safety Action Plan and an Annual Report of the state of health and safety matters within the Schools for presentation to the EMT, Board of Governors, and the Health and Safety Committee.

He/she will assist in reviewing the Schools' Health and Safety Policy and associated Safety Codes of Practice and guidance that are designed to ensure that the Schools comply with relevant legislation by ensuring that all features of a successful health and safety management system are in place.

The Health and Safety Advisor supports the Schools activities by providing competent advice and assurance of legal compliance.

His/her main functions are to:

- Carry out health and safety audits.
- Provide a wide range of health and safety training courses.
- Assist in the investigation of serious adverse events and report as appropriate.
- Provide advice on building design.
- To carry out specialised risk assessments and surveys.

### **3.2 Occupational Health Consultancy**

The Consultant Occupational Health Physician provides clinical leadership, advice on the assessment of disability and fitness for work and the identification and surveillance of specific occupational hazards to health.

The Consultant Occupational Health Physician advises and supports clients in how work and the work environment affect staff health and how their health can affect their ability to work. He/she will also provide a screening and referral service for healthcare.

### **3.3 Radiation Protection Adviser (RPA)**

A Radiation Protection Adviser (RPA) will be appointed by the EMT, to carry out the duties specified in the Ionising Radiation Regulations 1999.

- a) This may be a person or organisation outside of Merchant Taylors' Schools.
- b) He/she is responsible for advising the EMT on all matters relating to radiation protection.
- c) He/she will assist with the development and maintenance of a Code of Practice controlling the use of Ionising Radiation in the Schools.
- d) The appointed RPA will submit an annual report to the Health and Safety Committee containing details of incidents, significant changes and level of compliance with Regulations. The report will be provided at the first meeting of the Schools' Health Safety Committee of each academic year.
- e) The appointed RPA will also act as the Schools' Radioactive Waste Adviser to ensure arrangements for compliance with the issued Permit under the Environmental Permitting Regulations 2010 are in place

## **4. NETWORK OF STAFF WITH ADDITIONAL HEALTH AND SAFETY RESPONSIBILITIES**

Merchant Taylors' Schools has a network of staff with additional health and safety responsibilities that are an essential part of the health and safety management system:

- School/Department Health and Safety Coordinators
- School/Department Health and Safety Officers
- Fire Evacuation Coordinators
- Fire Wardens
- First Aiders

The responsibilities of these staff are detailed in Appendix 1.

### **4.1 Appointment of Health and Safety Coordinators**

Each EMT member must appoint a Coordinator for health and safety matters. The Health and Safety Coordinator will assist the EMT member in the discharge of his/her responsibilities. The appointed Coordinator will act with the delegated authority of the EMT member on urgent health and safety matters.

As organisation structures change, EMT members must ensure that all parts of their area of responsibility are covered by Health and Safety Coordinator(s).

Further details are available in Appendix 1.

#### **4.2 Appointment of local Health and Safety Officers**

Each Head of School/Department will appoint a Health and Safety Officer, in consultation with the Health and Safety Advisor, or in the case of smaller teams, may themselves act as local Health and Safety Officer.

Further details are available in Appendix 1

#### **4.3 Appointment of Fire Evacuation Coordinators**

Fire Evacuation Coordinators and as many deputies as are necessary will be appointed by EMT member(s), to ensure that so far as is reasonably practicable, that a person with sufficient knowledge and understanding is present in a designated building during the working day who is in a position to exercise the authority and take up the duties of the Fire Evacuation Coordinator as referred to in this Code.

The appointed Fire Evacuation Coordinators and Fire Wardens, who will deputise in their absence, will receive training to help them carry out their duties. Such training will be the responsibility of the Health and Safety Advisor.

Further details are available in Appendix 1.

#### **4.4 Appointment of Fire Wardens**

In agreement with the EMT member, the Fire Evacuation Coordinator will appoint sufficient Fire Wardens to ensure the safe evacuation of people from Merchant Taylors' Schools buildings.

Further details are available in Appendix 1.

### **5. COMMITTEES AND GROUPS**

Merchant Taylors' Schools has a number of Committees and Groups where health and safety issues are discussed, consulted upon or reviewed at both strategic and operational levels. These forums include:

- Executive Management Team meetings
- School Management Team meetings
- Departmental Meetings
- Schools Health and Safety Committee

## APPENDIX 1

### DETAILED ROLE DESCRIPTIONS FOR ADDITIONAL ROLES UNDERTAKEN BY STAFF AT MERCHANT TAYLORS' SCHOOLS

#### 1. Duties of Health and Safety Coordinators

The duties of Health and Safety Coordinators are to:

- a) Assist the EMT member in the discharge of his/her health and safety responsibilities.
- b) Be a principal point of contact for the Schools' Health and Safety Advisor.
- c) Act as a health and safety champion across the School/Department and lead, encourage and publicise health and safety management.
- d) Meet with EMT in order to discuss health and safety key performance indicators (KPIs) as contained in the Health and Safety Coordinator report to the Health and Safety Committee.
- e) Meet regularly with Health and Safety Officers in order to discuss the health and safety KPIs mentioned above.
- f) Actively engage with the EMT member on health and safety issues and report writing.
- g) Act as a member of, or Chair of, the Health and Safety Committee.
- h) Bring to the attention of EMT members items that affect them or require their attention/actions immediately following either the Schools' Health and Safety Committee meetings or School/Departmental Health and Safety Committee meetings.
- i) With the SMT member appoint Evacuation Coordinators if required.
- j) Develop and proactively maintain a close working relationship with the Evacuation Coordinators via regular meetings to discuss, for example, findings from Fire Warden inspections.
- k) Plan and coordinate the activities of Health and Safety Officers, in order to ensure that those activities contribute to achieving the health and safety KPIs contained in the Health and Safety Coordinator report to Health and Safety Committee.
- l) Refer problems that cannot be resolved locally promptly to the EMT member.
- m) Act with the delegated authority of the EMT member on matters of urgency where there is an unacceptable risk of harm to any person.
- n) Maintain a relationship with Building User Groups.

## 2. Duties of Health and Safety Officers

The duties of Health and Safety officers are to:

- a) Meet regularly with the Health and Safety Coordinator to ensure that the Health and Safety Officer's activities all contribute to the collation of key performance indicator (KPI) information for the Health and Safety Committee.
- b) Proactively engage with Department Heads and Heads of Service areas to receive confirmation that those managers have put the following in place:
  - Appropriate working practices, procedures and risk assessments.
  - Adequate precautions regarding any existing hazard or hazards that are about to be introduced.
  - Maintenance of plant, equipment and processes as required by relevant legislation.
  - Suitable information, instruction, training and supervision for staff and pupils, including health and safety induction.
  - Maintenance of adequate health and safety records, as required by relevant legislation or Schools' Policy.
  - Arrangements for the availability and use of sufficient and suitable personal protective equipment.
  - Maintenance of a high standard of housekeeping.
- c) Assist the Health and Safety Coordinator to circulate health and safety information (and other documentation if required, such as revised Codes of Practice) to all staff in the Schools and Departments, where appropriate.
- d) Circulate health and safety information, or obtain health and safety information, where such information is related to that specific to Schools and Departments.
- e) Conduct regular health and safety inspections using the template workplace and equipment health and safety checklist and report these to the Health and Safety Coordinator.
- f) Attend meetings of the Health and Safety Committee.
- g) Act with the delegated authority of the EMT on matters of urgency where there is an unacceptable risk of harm to any person.



### **3. Duties of Fire Evacuation Coordinators**

The duties of Fire Evacuation Coordinators are:

- a) To ensure that procedures to evacuate the buildings are in place as part of Building Emergency Plans.
- b) To advise on the appointment of deputies to act in his/her absence.
- c) To ensure that all users of buildings are aware of the procedures to be followed in case of evacuation.
- d) To ensure that sufficient Fire Wardens have been appointed throughout the building by advising Senior Managers of the areas where additional Fire Wardens are required. This is particularly relevant where staff work late in isolation.
- e) Where possible, encourage teaching staff volunteers for Fire Warden duties. Administration staff are often grouped together; therefore there is a risk that buildings or parts of buildings may have insufficient cover.

#### **3.1 Role of the Fire Evacuation Coordinator in a non-fire condition (proactive)**

The role of the Fire Evacuation Coordinator, when there is no fire, is to:

- Liaise with the Estate and Facilities Department.
- Update the Head of Estates and Facilities Management regarding Fire Warden cover.
- Ensure that Fire Wardens are carrying out periodic inspections to ensure that:
  - fire exit doors are free from obstruction and operate correctly.
  - fire protection equipment is correctly located and maintained.
  - fire escape routes are free from obstruction.
- Liaise with EMT and SMT members on all fire safety issues.
- ◆ Ensure new members of staff are conversant with the Fire Safety Procedures and that all staff are trained in local emergency evacuation procedures at least once every twelve months.
- Ensure that there are sufficient Fire Wardens within the designated building(s) and, where there are insufficient, notify the Senior Manager in the area concerned in order that staff can be identified and nominated to be Fire Wardens.
- Ensure that there is a nominated Fire Evacuation Coordinator deputy.

### **3.2 The Role of the Fire Evacuation Coordinator during a fire condition**

The role of the Fire Evacuation Coordinator during a fire condition:

- To coordinate the evacuation of people from a building during the operation of the fire alarm. Should any difficulties be encountered, the Fire Evacuation Coordinator should report findings to the Head of Estates and Facilities Management or nominated deputy.
- If a Fire Warden locates the fire, she/he will report this to the Fire Evacuation Coordinator immediately. It is vital that this information is passed to the Head of Estates and Facilities Management or nominated deputy.
- The Fire Evacuation Coordinator should not put himself/herself at risk.
- Provision should be made to assist disabled persons in accordance with the agreed procedures.

## **4. Fire Wardens**

### **4.1 Role of the Fire Warden in a non-fire condition (proactive)**

The role of the Fire Warden, when there is no fire, is to:

- Liaise with the Fire Evacuation Coordinator.
- Carry out periodic inspections (one per month) of the allocated area to ensure that:
  - fire exit doors are free from obstruction and operate correctly.
  - fire protection equipment is correctly located and maintained.
  - escape routes remain free from obstruction.
  - Liaise with local managers on all fire safety issues.
  - Ensure new members of staff are conversant with the Fire Safety Procedures.
  - Be responsible for walking new members of staff around the Fire Warden's allocated area.
  - Identify hazards in the work place.
  - Record and report observations to the Fire Evacuation Coordinator and the Estates and Facilities Manager.

### **4.2 Role of the Fire Warden during a fire condition**

The main function of the Fire Warden is to assist in the evacuation of people from a building during the operation of the fire alarm. Should any difficulties be encountered they should simply evacuate to the Pre-determined Assembly Point and report findings to the Fire Evacuation Coordinator.

- On hearing the Fire Alarm, commence search of allocated area, and complete within two minutes.

- On completion of the search, evacuate the building and report to the Fire Evacuation Coordinator.
- Fire Wardens should never tackle a fire unless it blocks an escape route and it is safe to do so.
- If the Fire Warden locates the fire she/he should terminate the search and report to the Fire Evacuation Coordinator immediately.
- The Fire Warden should not put himself/herself at risk.
- Provision should be made to assist disabled persons in accordance with the agreed procedures.

The fire alarm should be operated on all occasions where a fire extinguisher or a fire blanket is required to deal with a fire.

## **5. First Aiders**

First aid is the initial assistance or treatment that is given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or any other qualified person.

The purposes of First Aid are to:

- Preserve life
- Prevent the condition from worsening
- Promote recovery
- To maintain first aid boxes and complete an online adverse event report form in the event of an injury/illness.

## **6. Radiation Protection Supervisors (RPS)**

The appointed RPSs have the following responsibilities:

- a) Co-ordinate the drafting of local rules for the control of radioactive substances.
- b) Ensure that records, as required by the Regulations or by the School Head, are kept for his/her School.
- c) Ensure, so far as is reasonably practicable, that places where radioactive substances are used are suitable for the purpose and in compliance with the Regulations.
- d) Conduct any monitoring considered necessary by the Radiation Protection Adviser, the School Head or the Health and Safety Advisor and maintain appropriate records of this monitoring.
- e) Provide the Health and Safety Advisor with the information necessary to coordinate the Schools record system

## **APPENDIX 2**

### **HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP**

#### **1. HEALTH AND SAFETY COMMITTEE**

##### **1.1 Operational context**

The Health and Safety Committee supports the promotion of good Health and Safety practice within the Schools and Department and provides consultative fora for the monitoring of health and safety key performance indicators.

##### **1.2 Terms of reference**

- To monitor the day to day implementation of the Schools' Health and Safety Policy and its supporting Health and Safety Codes of Practice, specifically by reference to the KPIs which form the Schools' Health and Safety Coordinators' reports to the Health and Safety Committee.
- Prepare and administer a rolling improving programme designed to continually improve KPIs.
- To advise the respective Management Teams on issues requiring their attention.
- To receive reports from enforcing authorities, reports of other active and reactive monitoring undertaken in, or on behalf of, the Schools such as those relating to workplace inspections and adverse events.
- To make recommendations regarding changes, or additions to, the Health and Safety Policy or its supporting Health and Safety Codes of Practice.
- Identify and capture risks in relation to Health and Safety matters and ensure they are appropriately documented and entered on the Schools' risk register.
- To receive fire risk assessments when they are updated.
- To discuss fire safety management, particularly reports on fire drills and activations.
- Coordinate health and safety inspections

##### **1.3 Relationships**

The Chair of the Health and Safety Committee will report to the EMT.

##### **1.4 Membership**

- EMT member or a School Health and Safety Coordinator (Chair).

- Health and Safety Coordinators.
- Health and Safety Officers representing Departments.
- Representative from the Estate and Facilities Department.
- Any other person whom the EMT member may require to assist the Committee.
- A Secretary.

### **1.5 Reporting line**

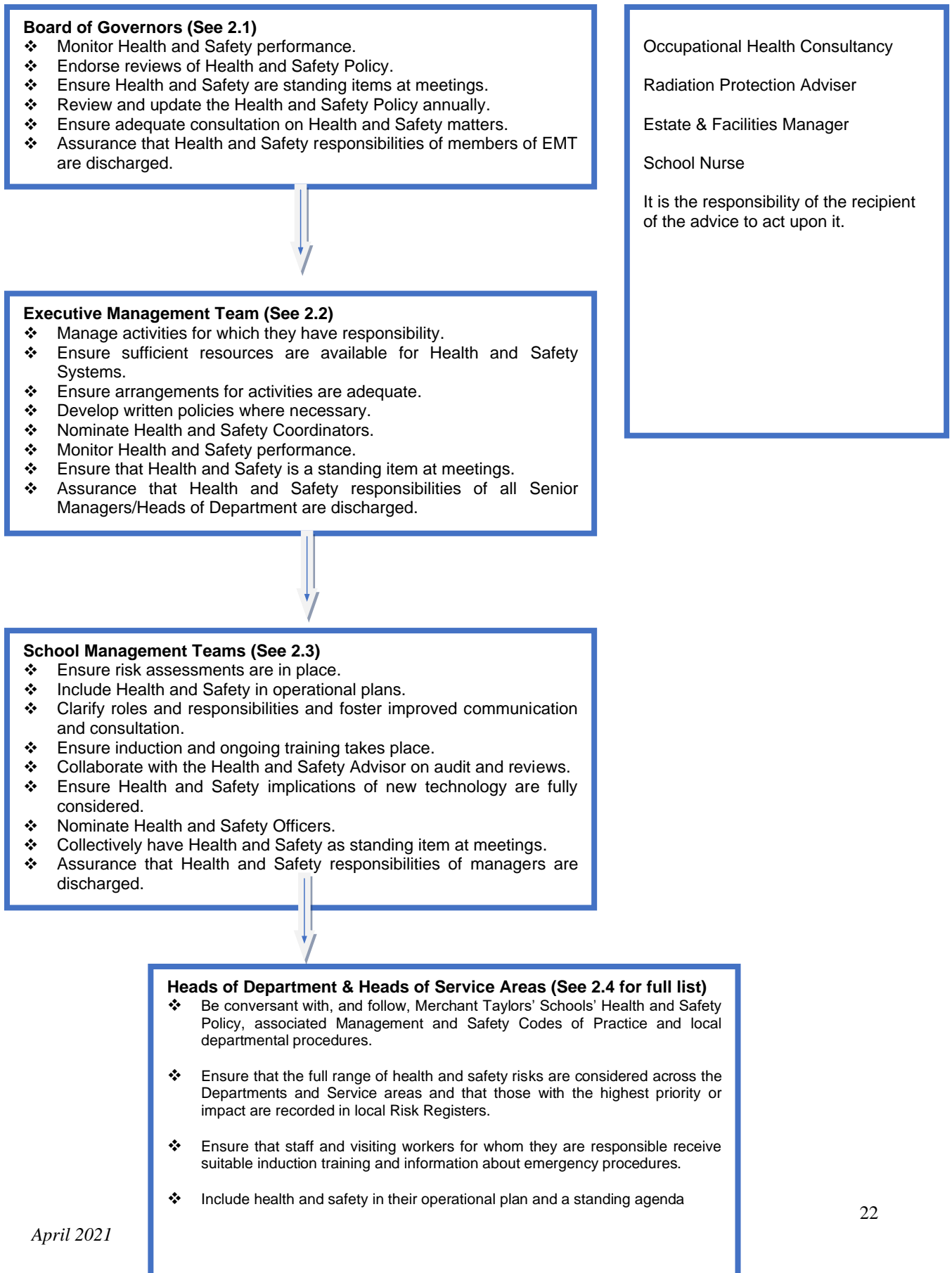
The Health and Safety Committee reports to the EMT.

### **1.6 Frequency of meetings**

The Health and Safety Committee will meet termly.

## APPENDIX 3

### MERCHANT TAYLORS' SCHOOLS HEALTH AND SAFETY RESPONSIBILITIES





**Staff (including temporary staff, sessional staff, etc) (See 2.5)**

- ❖ Familiarise themselves with Health and Safety Policy and applicable Codes of Practice and procedures.
- ❖ Inform supervisors/line managers of new risks in existing work, or new risks associated with new work.
- ❖ Comply fully with safety requirements and control measures.
- ❖ Take reasonable care in all activities and consult with supervisors or Health and Safety Officers if in doubt.
- ❖ Familiarise themselves with the relevant emergency procedures.
- ❖ Be aware of potentially unsafe conditions or equipment and report them to supervisors/line managers.
- ❖ Report accidents, incidents, near misses and work-related ill-health promptly.
- ❖ Register with Occupational Health for health surveillance, where required, and attend appointments.
- ❖ Attend any training that has been identified as necessary.
- ❖ They must not: Misuse equipment or interfere with safety devices or safety systems which are required for the safe operation of that equipment (e.g. disabling interlocks on centrifuges, or removing guards from machinery), or which are designed to alert operators to an unsafe condition (e.g. by covering fire or gas detector heads, or disabling airflow alarms on microbiological safety cabinets or fume cupboards).
- ❖ Disregard the safety provisions set out in risk assessments or local rules.



**Safety Representatives and Representatives of Employee Safety (See 2.6)**

- ❖ Investigate potential hazards and dangerous occurrences and examine causes of accidents.
- ❖ Investigate staff complaints as they relate to their health, safety or welfare at work.
- ❖ Contact the EMT via Health and Safety Committee on general health, safety and welfare matters.
- ❖ Represent staff in consultations with HSE, Environment Agency and other statutory enforcing authorities.
- ❖ Receive information from Inspectors of the above - Attend Health and Safety Committee meetings.



**Pupils (See 2.7)**

- ❖ Cooperate with all measures provided for health and safety



**Contractors (See 2.8)**

- ❖ The Estates and Facilities Department has responsibility for ensuring health and safety at Merchant Taylors' Schools property.



**The Estate and Facilities Department (See 2.19)**

- ❖ Ensure temperature is appropriate.
- ❖ Provide sufficient space, ventilation and lighting.
- ❖ Provide suitable sanitation and washing facilities.
- ❖ Provide drinking water.
- ❖ Maintain equipment.
- ❖ Keep premises clean and free of waste.
- ❖ Ensure all building services installations are adequately maintained.
- ❖ Ensure a robust Asbestos Management System is implemented.
- ❖ Ensure all buildings comply with relevant Building Regulations and access/egress, assets and systems are provided and maintained.
- ❖ Ensure all water supplies comply with current legislation with regard to legionellosis.
- ❖ Ensure Energy Performance Certificates (EPC) are issued for all buildings.
- ❖ Ensure all portable appliances comply with the Schools' policy and are tested.
- ❖ Develop and implement effective operational safety policies.
- ❖ Ensure management of assets and systems complies with health and safety requirements.
- ❖ Ensure all proposed asset changes operating practices or modifications to maintenance regimes are validated and comply with current codes of practice and legislation.
- ❖ Ensure all Health and Safety requirements are met for all contracts and projects.
- ❖ Ensure safe access and egress policies and procedures are enforced.
- ❖ Assure that all appointed contractors/suppliers working on the Schools estate have the appropriate management systems for effective control of Health and Safety.