



HEALTH & SAFETY POLICY

August 2021 onwards

Author: Patrick Le Roy, Finance & Business Development Director and Data Protection Officer
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1 Health and safety policy statement

- 1.1 This is the Health and Safety Policy Statement of the Geneva English School ('the School').
- 1.2 The School applies high standards in the management and control of all its operations, including matters of health and safety. Our aim is to ensure the safety of pupils, members of staff and those who visit the School or may otherwise be affected by the School's operations.
- 1.3 This Health and Safety Policy applies to all members of staff (including governors, employees and volunteers), pupils and visitors. The policy aims to reflect the level of standards expected by UK regulations, whilst also being compliant with local laws and regulations applicable in Geneva. The list of the main relevant laws and regulations applicable in Geneva is published in Appendix 4.
- 1.4 We aim:
- to maintain safe and healthy working conditions and a safe environment for pupils, members of staff and visitors
 - to ensure that adequate resources are available for the management of health and safety issues
 - to take measures to prevent accidents and cases of work-related ill health
 - to ensure all employees are competent to do their tasks, and to provide them with adequate information, training and supervision
 - to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
 - to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
- 1.5 A copy of this policy can be made available in large print or other accessible format upon request.
- 1.6 Any references to legislation in this policy include any subsequent amendments to that legislation.

2 Linked policies

- 2.1 This policy should be read in conjunction with the School's policies and procedures covering the following matters:
- Risk assessment
 - Use of contractors
 - Crisis management procedure
 - Educational visits
 - Fire safety
 - First Aid and the administration of medicines

- Safeguarding and child protection
- Supervision of pupils
- Minibus Safety policy and Bus Rules

3 Responsibilities

- 3.1 As an employer, the Board of Governors has overall responsibility for health and safety at the School and those involved in the School's operations.
- 3.2 The Board of Governors delegates responsibility for health and safety matters to the Head and Finance and Business Development Director.
- 3.3 Responsibility for monitoring the implementation of this policy is delegated to the Health and Safety Officer. The Governor with specific responsibility for health and safety reports to the Board of Governors termly. The Health and Safety Officer must report to the Board of Governors without delay if there is a reportable or other major incident.

Name	Responsibility
Jo Fulton	Governor with specific responsibility for health and safety; member of the School's Health and Safety Committee
Matt Williams	Head
Patrick Le Roy	Health and Safety Officer, Fire Officer and Chair of the School's Health and Safety Committee

- 3.4 This policy relates to health and safety on school premises. The School's separate policy on educational visits relates to health and safety issues relating to off-site visits.
- 3.5 Employees have a legal responsibility to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with health and safety legislation.
- 3.6 All employees must:
- cooperate with supervisors and managers on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety and that of others at the School;

- report all health and safety concerns to the Health and Safety Officer without delay.

3.7 All pupils (to the best of their capacities) and visitors must:

- cooperate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
- take reasonable care for their own health and safety and that of others at the School;
- observe standards of dress consistent with safety and hygiene;
- use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;
- report all health and safety concerns to a member of staff.

4 Risk assessment

4.1 The School regularly undertakes an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate any risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operations. This is undertaken via the writing and maintaining of risk assessments, which identify and prioritise control measures necessary to minimise risks or reduce them to an acceptable level.

4.2 The School's separate [Risk Assessment Policy](#) sets out:

- the areas of risk that have been identified;
- those responsible for the strategy/policy of risk management in each of these areas;
- those responsible for writing, reviewing and maintaining risk assessments in each area;
- guidance on writing and reviewing risk assessments.

5 Health and Safety Committee

5.1 The Health and Safety Committee meets once a term. The membership of the Committee consists of the Health and Safety Officer (Chair), the Head, the Deputy Heads, a representative of the Governing Body, the Head of Human Resources, the School Nurse and a small number of other staff representatives appointed by the Chair.

5.2 The other staff representatives currently serving on the Health and Safety Committee are: Gemma Houghton, Hanna Secher Frommell, James Taylor.

5.3 The purposes of the Committee are to consult with employees on matters concerning health and safety including any changes in regulations; to review the investigations of any significant accidents and remedial actions taken; to consider incidents, cases of

ill health or defects, and their causes; to discuss training requirements; to monitor progress on achieving compliance with recommendations from an authoritative source; to monitor the effective implementation of the Health and Safety policy within the School and annually to review and update the policy in the light of new regulation and guidance and the assessment of any significant risks arising from new activities.

- 5.4 Detailed minutes are kept and a copy forwarded to all members of the Committee.

6 Consultation with employees and pupils

- 6.1 The School will consult with employees either directly or through their representatives on the School's Health and Safety Committee on the introduction of any measures that may affect their health and safety.
- 6.2 When appropriate, the School will also consult with pupils, either directly or via their representatives on the School Councils.

7 Information, instruction and supervision

- 7.1 Health and safety advice is available from Health and Safety Officer.
- 7.2 Evacuation notices are displayed on doors.
- 7.3 The School provides access to a certificate of its employer's liability insurance on request to the Head of Human Resources.
- 7.4 Supervision of young workers and trainees is arranged and monitored by the Health and Safety Officer.
- 7.5 The Health and Safety Officer is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

8 Competency for tasks and training

- 8.1 Employees are provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 8.2 All new employees are given health and safety induction training by the Health and Safety Officer. For further detail, see the School's separate [Staff Induction Policy](#).
- 8.3 The Health and Safety Officer will also ensure that all employees receive job-specific health and safety training, as appropriate.
- 8.4 The School will provide further training if risks change and refresher training when skills are not frequently used.
- 8.5 Training records are kept by the Head of Human Resources.
- 8.6 Training will be identified, arranged and monitored by the Health and Safety Officer.

9 Workplace safety

- 9.1 The School will ensure that its premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.
- 9.2 The School will take all reasonable steps to reduce the risk of slips and trips to employees, pupils and other users of its premises and that it complies with its obligations with respect to applicable legislation. The School will also ensure that on-site traffic routes are of suitable construction, free from defects and obstructions, and are adequately lit.
- 9.3 The Health and Safety Officer will arrange a regular (at least termly) survey of the school premises in order to identify any safety hazards and any areas that require maintenance or repair.
- 9.4 The School will promote effective infection control by ensuring that its premises are kept clean and tidy.
- 9.5 The School will ensure that access to high-risk areas, including workshops, garages, cleaning cupboards, laboratories and gymnasia is appropriately controlled and restricted.

10 Vehicle safety

- 10.1 The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the school site, whenever this is reasonably possible.
- 10.2 The Health and Safety Officer will ensure that all school vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 10.3 The Health and Safety Officer is responsible for ensuring that that school vehicles are properly taxed, licensed and insured.
- 10.4 The Health and Safety Officer will ensure that drivers of school vehicles are competent to drive the vehicle in question and properly licensed and insured to do so and that journeys using school vehicles are properly planned, supervised and risk assessed and that adequate records are maintained.
- 10.5 This policy should be read in conjunction with [Minibus Safety Policy](#).

11 Safe plant and equipment

- 11.1 The Health and Safety Officer is responsible for identifying all plant and equipment needing maintenance.
- 11.2 The Health and Safety Officer is responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 11.3 Any defects or problems found with equipment should be reported to the Health and Safety Officer and the equipment should be immediately taken out of use until it has been made safe.

- 11.4 The Health and Safety Officer will check that new plant and equipment meets health and safety standards before it is purchased.
- 11.5 The School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.
- 11.6 The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

12 Testing of electrical equipment, gas appliances etc.

- 12.1 The Health and Safety Officer is responsible for ensuring that all equipment and systems, including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.
- 12.2 The Health and Safety Officer will ensure that assessments are undertaken to comply with applicable legal requirements.

13 Display screen equipment

- 13.1 The School takes all reasonable steps to ensure the health and safety of users of display screen equipment. Any member of staff may request an assessment of their individual requirements by contacting the Health and Safety Officer.

14 Manual handling

- 14.1 The School seeks to avoid the need for manual handling (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.
- 14.2 Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques.

15 Safe handling and use of substances

- 15.1 The School has procedures in place to ensure that exposure to hazardous substances (e.g. cleaning substances) is minimised. In order to do this, the School assesses the risks from all substances hazardous to health under applicable laws and prevents, reduces or controls exposure of pupils, staff and visitors to these hazards by the institution of proper controls and protective equipment.
- 15.2 Pupils, staff and visitors will be advised of any hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents/incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.

- 15.3 The Health and Safety Officer is responsible for ensuring that risk assessments of hazardous materials are undertaken and that all actions identified in the assessments are implemented.
- 15.4 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.
- 15.5 All staff must ensure that hazardous substances are locked away after use.

16 Asbestos

- 16.1 The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACMs) or presumed ACMs on the school premises by complying with applicable legal requirements and in particular by:
 - 16.1.1 inspecting the premises to identify ACMs if so required under applicable laws and preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs;
 - 16.1.2 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
 - 16.1.3 preparing and implementing a written plan of action for managing the risks posed by ACMs or presumed ACMs known as an Asbestos Management Plan;
 - 16.1.4 regular inspections, reviews and/or monitoring, as appropriate;
 - 16.1.5 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb them and to the emergency services in the event of an emergency.
 - 16.1.6 ensuring that the ACM or presumed ACM is not disturbed unless prior agreement has been given by the Governors and there are appropriate control measures in place to ensure that staff, pupils or any other users of the school premises are not exposed to asbestos;
 - 16.1.7 ensuring that only authorised staff and/or fully licensed contractors are permitted to carry out any work in the relation to ACMs or presumed ACMs.
- 16.2 If anyone disturbs or suspects that they have disturbed an ACM they should:
 - 16.2.1 not disturb it further under any circumstances;
 - 16.2.2 ensure that access to the affected area is restricted;
 - 16.2.3 immediately report it to the Health and Safety Officer, who will take appropriate action.

17 Emergency procedures: fire, evacuation and crisis management

- 17.1 The School's separate [Fire Safety Policy](#) details the way in which the School assesses and controls the risks of fire, the responsibilities assigned to members of

staff, and the procedures that must be followed in the event of a fire and on hearing the fire alarms.

- 17.2 In addition to the fire safety procedures, the School has a [Crisis Management Procedure](#) to cover all foreseeable major incidents that could put staff, pupils, visitors or other users of the school premises at risk.

18 First Aid, accidents and work-related ill health, including stress

- 18.1 There is a separate [First Aid Policy](#), which details the responsibilities of the Health and Safety Officer, School Doctor, School Nurse and all other members of staff. The First Aid Policy also explains the School's procedures for reporting accidents and near-miss accidents/injuries.
- 18.2 The School will take reasonable care to ensure that the health of their employees is not placed at risk. In particular, the School will consider the risk of their employees suffering from work-related stress, which might be the result of excessive workload, hours worked, demands or expectations made, relationships between colleagues, or the way in which people treat each other.
- 18.3 All work-related ill health, including work-related stress, should be reported to the Health and Safety Officer, the Head, or any other member of the senior leadership team.
- 18.4 The School follows and takes advice from the SSEJ and the WHO regarding epidemics and reportable diseases. See also the [First Aid Policy](#) and the [Crisis Management Procedure](#).

19 Reporting requirements and record keeping

- 19.1 The School will report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the relevant authorities whenever appropriate. Further guidance in relation to reporting can be found in Appendix 2.
- 19.2 The Health and Safety Officer is responsible for ensuring that the School complies with its reporting and record keeping obligations.
- 19.3 Details of accidents and injuries are kept in the pupil and staff accident files (see [First Aid Policy](#)) and must be retained for at least three years from the date of the last injury.
- 19.4 Details of near-miss accidents or injuries are kept by the Health and Safety Officer (see [First Aid Policy](#)).
- 19.5 Following a serious incident or accident, the School will take all reasonable steps to collect and preserve relevant evidence and documentation and the Health and Safety Officer will complete a Major Incident Report Form.
- 19.6 The School will not keep evidence and documentation containing personal information that has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.

19.7 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (including electronic documents) will generally be retained for at least 10 years unless:

- the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;
- the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and/or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

20 Monitoring and internal investigation

20.1 The School monitors health and safety both actively and reactively.

20.2 The Health and Safety Officer is responsible for monitoring health and safety procedures and accident files and for reviewing risk assessments. Regular reviews should include a review of health and safety related complaints and any sanctions taken against employees and/or pupils for health and safety breaches.

20.3 The Health and Safety Officer is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils, or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

20.4 Where appropriate, the School will seek legal advice from its solicitors before commencing an internal investigation.

20.5 The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.

20.6 The School will not sanction any internal investigation, which may prejudice the investigations of outside agencies.

20.7 No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

20.8 The Health and Safety Officer is responsible for acting on investigation findings to prevent a recurrence.

21 Hirers, visitors and contractors

21.1 All hirers, visitors and other users of the school premises, including parents, contractors, delivery people and inspectors, must:

- observe the rules and practices of the School;
- either ensure that they report to Reception, where their identity will be checked, a pass issued and their host notified or alternatively have consulted

with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;

- ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.

21.2 Contractors will be selected and managed in accordance with legal requirements.

21.3 All contractors who work at the School are required to comply fully with the provisions of the School's policy on the use of contractors.

21.4 Contractors must also ensure safe working practices by all of their employees and must pay due regard to the safety of all persons using the school premises.

21.5 The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

22 Security

22.1 The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the school premises.

22.2 The School has a policy of restricting access to its premises in order to ensure the safety and security of employees, pupils and visitors and takes all reasonable measures to deter unauthorised public access.

22.3 The School does not permit any firearms or other offensive weapons to be brought on to or kept on the school premises by any member of staff, visitor, contractor, parent or pupil.

22.4 The School will take appropriate steps to ensure that there are adequate security arrangements for the school premises (both buildings and grounds) by ensuring that:

- security assessments are conducted and reviewed regularly;
- all employees and pupils are informed of the existence and operation of the School's security arrangements and that staff training is updated as required;
- visitors to the premises are appropriately identified;
- there are adequate supervision arrangements in place;
- all security breaches or incidents are reported to Head and/or to the police or other emergency services as appropriate.

The School aims to ensure that security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

23 Protection from violence and harassment

- 23.1 The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.
- 23.2 In the event of an act of violence, harassment or serious security breach incident being reported, the School will take immediate steps to safeguard those affected and contact the Head and/or the Police as appropriate.
- 23.3 Violence or harassment by employees may constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence, which may warrant suspension, required withdrawal or expulsion.

24 Lone workers

- 24.1 There is a separate [Lone Working Policy](#), which details the arrangements that the School makes to mitigate the hazards to staff associated with lone working.

Appendix 1 Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities

Step 4: Record your findings and implement them

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis.

Appendix 2 Guidance on reporting

The School shall report to authorities or insurers as appropriate certain accidents, diseases and dangerous occurrences or near misses whenever relevant:

Accidents involving staff

The School will report:

- work-related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples include: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than three days
- certain work-related diseases
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

Accidents involving pupils or visitors

The School will report accidents where the pupil or visitor is killed or is taken from the site of the accident to hospital and where the accident arises out of or in connection with:

- any school activity (on or off the premises);
- the way a school activity has been organised or managed (e.g. the supervision of a field trip);
- equipment, machinery or substances;
- the design or condition of the premises.

Appendix 3 Health and Safety Policy

Summary of Responsibilities

Overall responsibility for health and safety	The Board of Governors, delegated to Matt Williams (Head)
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Patrick Le Roy (Finance & Business Development Director and Health & Safety Officer)

	Person responsible
To implement measures to reduce the risk of accidents at work and cases of work-related ill health	Patrick Le Roy
To provide adequate training in health and safety for employees and to provide information, reminders and regular briefings for staff	Patrick Le Roy
To engage and consult with employees on day-to-day health and safety matters and provide advice and supervision as necessary	Patrick Le Roy
To organise emergency procedures, including evacuation procedures in case of fire or other major incident, and remain procedures in case of terrorist attack etc	Patrick Le Roy
To maintain safe and healthy working conditions, including the provision of safe plant, equipment and machinery and the safe storage and use of substances	Patrick Le Roy
To ensure that health and safety notices and information for staff, pupils, parents and visitors are displayed	Patrick Le Roy
To bring health and safety matters and incidents to the attention of the Senior Leadership team, the Health and Safety Committee and Board of Governors, as appropriate	Patrick Le Roy
To ensure that the School complies with its reporting and record-keeping obligations and to report accidents and ill health at work to the appropriate authorities	Patrick Le Roy

Appendix 4 List of main relevant applicable laws and regulations

- Loi et règlement genevois sur l'enseignement privé
- Loi sur la prévention des sinistres, l'organisation et l'intervention des sapeurs-pompiers (LPSSP)
- Règlement d'application de la loi sur la prévention des sinistres, l'organisation et l'intervention des sapeurs-pompiers (RPSSP)
- Loi sur les constructions et les installations diverses (LCI)
- Règlement d'application de la loi sur les constructions et les installations diverses (RCI)
- Loi fédérale sur les produits chimiques et Ordonnance fédérale sur la réduction des risques liés à l'utilisation de substances (RS 813)
- Règlement modifiant le règlement d'application de la loi sur la gestion des déchets (détection de l'amiante en cas de travaux / transformations)
- Loi fédérale sur le travail dans l'industrie, l'artisanat et le commerce (LTr)
- Loi fédérale sur l'assurance accidents (LAA)
- Loi fédérale sur l'information et la consultation des travailleurs dans les entreprises (Loi sur la participation)
- Loi fédérale sur la sécurité des produits (LSPro)
- Loi sur l'inspection et les relations du travail (LIRT)
- Règlement d'application de la loi sur l'inspection et les relations du travail (RIRT)
- Loi d'application de la loi fédérale sur l'assurance-accident (LaLAA)