



Claremont Fan Court School

Policy: Health and Safety

Policy statement: This is a whole school health and safety general policy statement including for the Early Years.

It should be read in conjunction with the health and safety policy statement.

Introduction: The school recognises its duty under the Health and Safety at Work Act 1974 and all subsequent regulations, for the welfare, health and safety of all its pupils, staff and visitors. The Chair of Governors, on behalf of all school governors, has overall responsibility for the implementation of the policy and will make the resources available to support the policy. A delegated governor will sit on the health and safety committee and report to all governors. The minutes of the meetings are submitted to all governors for review. This ensures transparency as all governors are made aware of the matters arising from the committee's work.

Coronavirus – COVID-19: The school further recognises its duty, under the government guidance, to include specific COVID-19 considerations within all aspects of health and safety during the COVID-19 pandemic. The Senior Leadership Team will oversee this when formulating and implementing revised policy. Please refer to the COVID-19 annex at the end of this document for further information.

This policy covers the organisation, planning, implementation, operational monitoring and management review of health and safety. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the school, which is shown at the end of this section.

1. **Board of Governors ("the Board")**

The Board has overall collective responsibility for health and safety within the school. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the school. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a competent person will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the board in carrying out its duties. The board will hold the headmaster to account in respect of the requirements set out in this policy.

1. **Headmaster**

The headmaster will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the policy, defining the aims of the policy and communicating the responsibilities associated with the management of health and safety within the school. The Headmaster will also report to the Board on health and safety performance including an [annual] audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Headmaster will be responsible for the implementation of an Emergency Plan. (Crisis Incident Plan).

2. **Bursar**

The Bursar will have delegated by the Headmaster the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors

They will also act as the school safety co-ordinator, whose duties will include:

- Advising the Headmaster on maintenance requirements;
- Co-ordinating advice from specialist safety advisors and producing associated action plans;
- Co-ordinating and implementing training
- Monitoring health and safety within the school and raising concerns with the Headmaster;
- Compliance with the construction (Design and Management) Regulations;
- Chairing the school health and safety committee.
- Investigating accidents and incidents and recording the same.

3. **Heads of department (teaching)**

The heads of department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – head of science
- Sports activities – director of sports
- Drama – head of drama
- Art (including harmful substances and flammable materials) – head of art & photography
- Music – director of music
- Design & technology – head of technology
- Outdoor lessons – Director of studies
- Trips and visits – assistant head co-curricular (Senior School or equivalent in Pep and Pre-Prep Schools)
- Catering and cleaning functions – head of food & nutrition

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

4. **Estate Manager**

The Estate Manager will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of school vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

5. **External health and safety advisors**

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the school. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school regularly.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
 - The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. A monthly internal food safety and health and safety audit is also undertaken by the catering manager.
 - An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - Professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - Appropriate pest control measures to be in place (arranged by the Estate and Facilities department for the entire site).
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports regularly on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a regular water sampling and testing regime in place.
- The school maintains an Asbestos Register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. [He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The head of the science faculty is the school's radiation protection supervisor (RPS) and is responsible for liaison with the radiation protection advisor of Babcock International for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

6. **School health and safety committee**

The committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the committee will be:

- Estate Manager
- Heads from each school (in rotation)
- Bursar's PA who acts as Secretary
- Representative from the Support Staff
- Representative from the Prep School
- Representative from the Pre-prep & Nursery
- Head of Science
- Caretaker responsible for health and safety
- School Nurse
- Science Head Technician

The role of the committee is to discuss, review and monitor:

- Matters concerning health and safety, including any changes to regulations
- Effectiveness of health and safety within the school
- Accidents and near misses, and preventative measures
- Risk assessments; review and update
- Training requirements
- The implementation of professional advice
- Safety policy guidance and update
- Assist in the development of safety rules and safe systems of work
- Communication and publicity relating to health and safety in the work place
- Encourage suggestions and reporting of defects by all members of staff.

7. **The School Nurse**

The school nurse will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the school health and safety committee.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

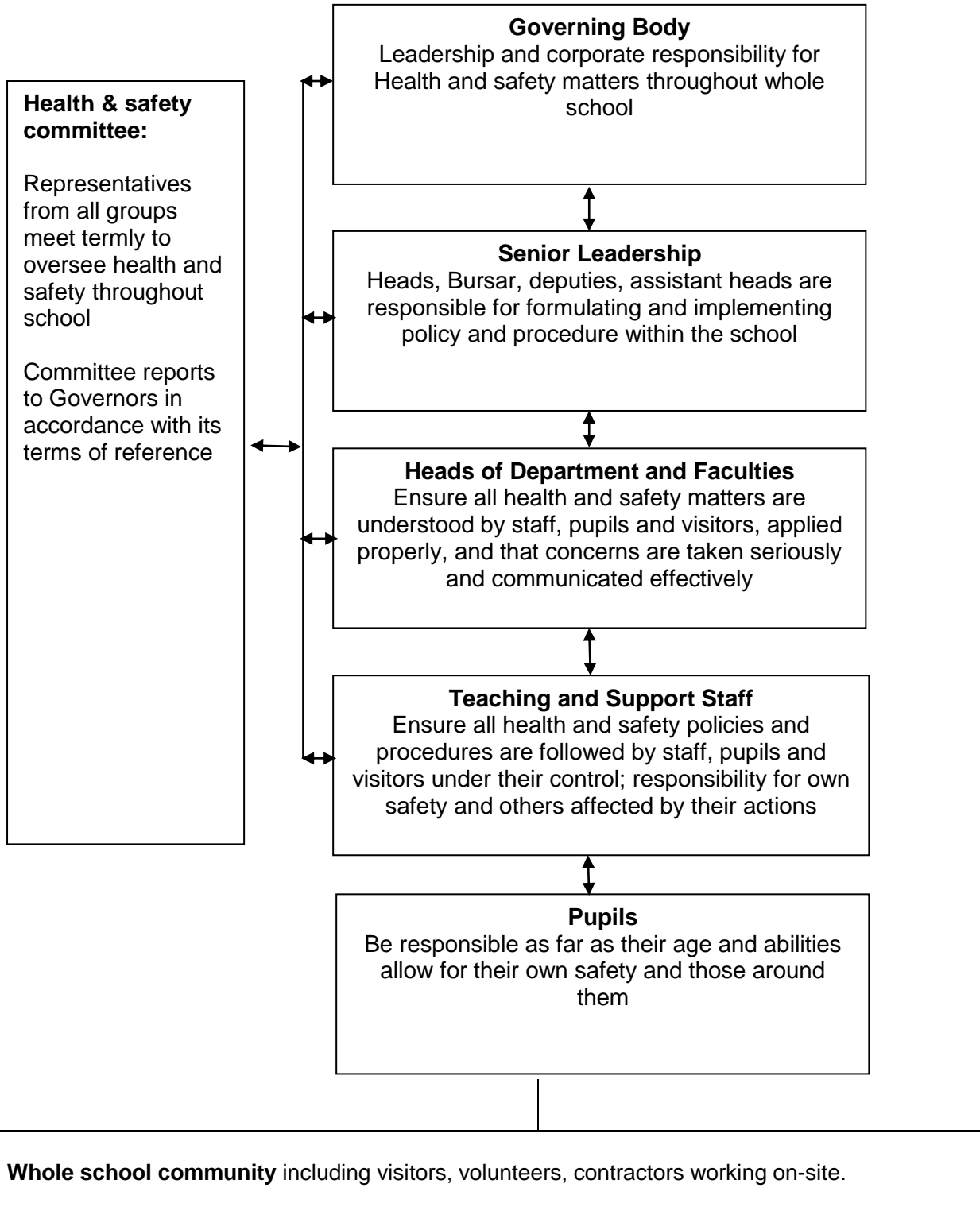
8. Staff

The co-operation of all staff is essential to the success of the Policy and the school requests that staff should notify their head of department/school safety co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- Follow the policy
- Take reasonable care for the health and safety of themselves and others who may be affected
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- Carry out all reasonable instructions given by managers / senior staff;
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Claremont Fan Court School

Organisation of Health and Safety



Health and Safety Policy - COVID-19 Annex

Policy statement: This is an annex to the whole school health and safety policy to and should be read in conjunction with the main health and safety policy above.

Also refer to the COVID-19 risk assessment and the infection control policy.

Aim

To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

Objectives

- To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance
- To provide safe working and learning conditions
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them
- To communicate openly on health safety and welfare

Statement

The school recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and others who may be affected by its activities.

Health and safety arrangements under COVID-19 will be implemented in line with health and safety legislation, and in consideration of government guidelines.

Health and safety management is an integral part of the school's operation and will be considered across all work activities and across the wide range of educational activities delivered.

Responsibilities of the school

Risk management

The school will apply and communicate sensible risk management and safe working practices. This will involve:

- Regular review and assessment of hazards and associated risks
- Implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures by senior leaders
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.

In line with government guidance, the school will implement measures to ensure that the current government specified social distancing is observed across the site and in all buildings consistent with, and appropriate to, the numbers of pupils, staff and visitors in the school.

Hygiene

The school will maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.

An enhanced cleaning regime has been established for the duration of COVID-19 as specified in the infection control policy.

Appropriate personal protective equipment (PPE) is available for emergency use, as specified in the infection control policy.

Communication and education

The school will ensure that staff are informed and instructed to ensure competence and awareness of health and safety precautions required during COVID-19.

Pupils will be educated about COVID-19 and re-assured about the measures in place to protect themselves from it.

All staff and pupils will be encouraged and supported to show a proper personal concern for their own safety and for that of the people around them. Staff will be encouraged to exercise increased due care and attention and observe safe working methods.

The school will communicate regularly and effectively with staff and parents about the specific response to COVID-19.

Contingency planning

Contingency planning is in place for the following:

- Someone falling ill or demonstrating symptoms on site
- Deep cleaning in the event of an outbreak of COVID-19 on site
- Whole or partial school closure due to multiple COVID cases