



## POLICY:

# HEALTH AND SAFETY

**Policy statement:** This is a whole school health and safety general policy 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 accountability and transparency as all governors are made aware of the matters arising from the committee's work.

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 Appx A.

### 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 reported/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 a regular 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 management 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 reporting/recording the same (inc RIDDOR and reports to the Charities Commission).

### 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 – whole school director of sport
- Drama – head of drama
- Art (including harmful substances, flammable materials and kiln) – 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 Prep and Pre-Prep Schools)
- Food and nutrition– 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, fitness and play equipment is regularly inspected and serviced annually.
- Equipment and machinery used in both design and technology, and in the maintenance department, is 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 audit is completed by the operations manager/ account director.
  - A termly health and safety audit is completed by the operations manager/ account director.
  - An independent hygiene and safety audit of food storage, meal preparation and food serving areas is undertaken annually.
  - 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 two 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 three 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 and for ensuring 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
- Whole school director of sport

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.

## 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).
- Ensuring that sufficient first aid training is conducted, that first aid boxes and eye wash stations are correctly laid down and replenished as required; that sufficient defibrillator machines are correctly deployed and maintained pan- school.

## 7. Staff

The co-operation of all staff is essential to the success of the Policy and the school requires that staff should notify their head of department/school safety co-ordinator of any hazards to health and safety which they notice and to proactively suggest improvements to health and safety within school. 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 may 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.

## Appendix A

Claremont Fan Court School

### Organisation of Health and Safety

