CLAREMONT
FAN COURT SCHOOL

POLICY:

HEALTH AND SAFETY

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

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

Accident management and reporting is covered in more detail in the first aid policy, which should also be read in conjunction with this policy.

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 available the resources required 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 activities on and off, where applicable, the school site. The health and safety governance structure is shown in Appendix A.

The school will implement a proactive health and safety management system based upon risk assessment, consultation, training, monitoring and continual improvement to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils, contractors and visitors.

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. The board ensures adequate resources are available so far as is reasonably practicable, to enable legal obligations relating to health and safety to be met. This includes the provision of sufficient training opportunities for staff to ensure they are able to work in a safe manner. Where appropriate, advice from a competent person is sought to advise the school and tasks are delegated to suitable employees to assist the board in carrying out its duties. The board will hold the head to account in respect of the requirements set out in this policy.

2. Head

The head has day-to-day responsibility for controlling health and safety within the school. This includes ensuring there are sufficient resources deployed to meet health and safety requirements. The head has overall responsibility for ensuring that health and safety training is undertaken as required. The head ensures that accidents are suitably and appropriately investigated and reported/recorded. The head assists 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 head reports to the board on health and safety matters and assists the board in implementing changes in the policy approved by the board. The head is responsible for the implementation of a critical incident plan.

3. Director of operations

The head delegates to the director of operations the day-to-day management of health and safety matters, so far as is reasonably practicable, ensuring 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

The director of operations acts as the school safety co-ordinator, and with the support of the head of estate and operations and their team is responsible for:

- Advising the head on maintenance requirements
- Co-ordinating advice and assessments 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 head
- 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 Charity Commission)
- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas on the school site (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.

4. External health and safety advisors

The director of operations, with the support of the head of estate and operations and their team, is responsible for arranging, as appropriate, external consultants to advise on matters of health and safety within the school.

The school's principal health and safety consultant is Assurity who, in addition to auditing periodically the school's compliance with extant health and safety legislation and regulations, act as a professional advisor and monitor progress on outstanding audit issues.

Such provision may include that:

- 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 of the contracted-in catering company
    - 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 is sought 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, ducting and storage surfaces, areas etc. is undertaken twice a year
- Appropriate pest control measures are in place (arranged by the estate and operations 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 weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers, is tested annually by a qualified contractor
- The school has a suitable and sufficient risk assessment for Legionella, carried out every 2 years alongside a regular water sampling and testing regime in place
- The school engages a qualified and accredited contractor to carry out annual inspections on the known asbestos containing material (ACM). The school maintains an Asbestos Register and the director of operations is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major work takes place. The director of operations is 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 on the site
- All lifting and operating equipment is serviced, maintained and inspected in accordance with LOLER regulations
- 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 Surrey County Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules effected 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 a programme of fixed wire electrical testing carried out and certificated for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations
- Portable appliance testing is carried out annually by a qualified contractor
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers. All boilers receive a service and safety check annually

- 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 to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

5. Heads of department (teaching)

The heads of department 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 assessments are required for the following areas and activities:

- Science (including harmful substances and flammable materials) – head of science

- Sports activities – whole school joint directors 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 – educational visits co-ordinator (EVC) (senior school or equivalent in junior school (Fan Court and Stable Court))

- Food and nutrition – head of food & nutrition

Heads of department are also responsible for identifying, organising (and maintaining records) of training relevant to their area of control.

6. School health and safety committee

The committee meets once a term and is chaired by the director of operations. The governor who is responsible for overseeing health and safety attends these meetings and reports to the governor finance and general purposes committee on a termly basis. The other members of the committee will be:

- Head of estate and operations
- Heads from each school (in rotation)
- Designated safeguarding lead (DSL)
- Facilities and operations manager
- Representative from the junior school (Stable Court)
- Representative from the junior school (Fan Court)
- Representative from support and administration staff
- Head of science
- Caretaker responsible for health and safety (health and safety officer)
- School nurse
- Science head technician
- Whole school directors of sport

The EA Business Services who acts as secretary to the committee.

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
- Allergy management
- 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 workplace
- Encourage suggestions and reporting of defects by all members of staff.

7. The school nurse

The school nurse will be responsible for:

- Maintaining accurate records on Evolve accident book and where appropriate or necessary, the director of operations will be responsible for arranging any appropriate contact with the Health and Safety Executive including completion of any necessary RIDDOR documentation.
- Bringing to the attention of the director of operations any noticed trends, from Evolve or otherwise, in accidents, illnesses or other health matters.
- Arranging first aid training, providing first aid resources and ensuring that equipment is positioned optimally across the site and maintained appropriately.
- Informing key staff about any pupils or staff who have either temporary or permanent mobility restrictions and may require assistance both to access areas of the site and in an emergency evacuation.

8. Staff

The cooperation of all staff is essential to the success of the policy. The school requires staff to notify their head of department/the school safety co-ordinator (director of operations) if there are any hazards to health and safety which they notice and to suggest proactive improvements to the health and safety related environment within the school. Staff are required to:

- Follow the policy
- Take reasonable care for the health and safety of themselves and others who may be affected or impacted by their actions
- Follow requirements imposed on the school or any other person under health and safety law and regulations and co-operate fully to enable the duties required of 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 people named above in relation to the fulfilment of their duties.

HEALTH AND SAFETY ARRANGEMENTS AND PROCEDURES

Risk assessments

The school will ensure that suitable and sufficient risk assessments are undertaken for all activities that may present a significant risk to the health, safety and wellbeing of staff, pupils, contractors and visitors. Risk assessments will identify hazards, evaluate risks and implement appropriate control measures.

Risk assessments will be reviewed periodically and whenever there is reason to suspect they are no longer valid, following an accident, near miss, significant change in activity, environment, staffing or legislation.

All educational visits and trips will be subject to a documented risk assessment and appropriate approval procedures before the activity takes place.

Health and safety training

The school will provide appropriate health and safety information, instruction, training and supervision to employees to enable them to carry out their duties safely.

Health and safety training requirements will be identified through departmental responsibilities and risk assessments. Training may include:

- Induction training for new staff
- Fire safety awareness
- First aid
- Safeguarding
- Manual handling
- Display Screen Equipment (DSE)
- Educational visits
- Working at height
- Risk assessment training.

Records of training will be maintained and reviewed regularly.

Monitoring, inspection and audit

The school will monitor health and safety performance through:

- Termly health and safety committee meetings
- Internal inspections and audits
- External specialist audits
- Review of accidents, incidents and near misses

- Review of risk assessments and action plans
- Annual policy review.

Findings will be reported to senior leadership and governors as appropriate and actions tracked to completion.

Consultation with employees

The school recognises the importance of consulting employees on matters affecting their health and safety.

Staff are encouraged to:

- Raise concerns promptly
- Report hazards, defects and unsafe practices
- Contribute to risk assessment reviews
- Suggest improvements to health and safety arrangements.

The health and safety committee provides a formal mechanism for consultation and communication throughout the school.

Lone working

The school recognises that some employees may occasionally work alone outside normal operating hours and/or in isolated areas.

Appropriate risk assessments and control measures will be implemented where lone working is identified. Employees must:

- Follow agreed safe systems of work
- Notify appropriate colleagues when working alone
- Report any incidents, concerns or hazards.

Employees should not undertake activities presenting significant risk whilst working alone.

Workplace welfare

The school will provide suitable welfare facilities including:

- Drinking water
- Toilet and washing facilities
- Rest facilities
- Appropriate heating, lighting and ventilation.

Premises will be maintained in a manner that promotes health, safety and wellbeing.

Smoking, vaping, alcohol and drugs

The school operates a smoke-free and vape-free environment.

Smoking and vaping are prohibited in school buildings, grounds and vehicles.

No employee may attend work under the influence of alcohol, illegal drugs or substances that could adversely affect health, safety or performance. Concerns regarding substance misuse will be managed in accordance with school procedures.

Display screen equipment (DSE)

The school will assess and manage risks associated with display screen equipment in accordance with relevant regulations.

Employees who regularly use display screen equipment will be expected to complete workstation assessments and adopt appropriate ergonomic working practices. Necessary adjustments will be made where reasonably practicable.

Manual handling

The school will avoid hazardous manual handling activities wherever reasonably practicable.

Where manual handling cannot be avoided:

- Risks will be assessed
- Appropriate equipment will be provided
- Staff will receive suitable instruction and training.

Employees must use safe lifting techniques and report concerns relating to manual handling activities.

Personal protective equipment (PPE)

Where risks cannot be adequately controlled by other means, suitable personal protective equipment will be provided.

Employees must:

- Use PPE as instructed
- Report defective equipment
- Maintain PPE appropriately.

Managers will ensure PPE remains suitable and available where required.

Working at height

Work at height will be avoided wherever reasonably practicable.

Where work at height is necessary:

- Risks will be assessed
- Appropriate equipment will be used
- Staff will receive appropriate instruction and training.

Employees must not use unsuitable furniture or equipment to gain access to elevated areas.

Slips, trips and falls

The school will take reasonable steps to minimise the risk of slips, trips and falls through:

- Good housekeeping
- Prompt maintenance of defects
- Effective cleaning arrangements
- Appropriate lighting
- Suitable floor surfaces.

All hazards should be reported immediately via Evolve Accident Book.

Public health incidents and infection control

The school will maintain procedures for responding to infectious disease outbreaks and public health emergencies.

Where necessary, the school will follow guidance from the UK Health Security Agency, the Department for Education and other relevant authorities.

Risk assessments and control measures will be implemented as required to protect pupils, staff and visitors.

Emergency planning

The school maintains critical incident procedures for further information, refer to the critical incident policy.

These arrangements support effective management of major incidents including:

- Fire.
- Security incidents.
- Severe weather.
- Public health emergencies.
- Serious accidents or injuries.
- Utilities failure.

Emergency arrangements are reviewed regularly and exercised where appropriate.

Home working

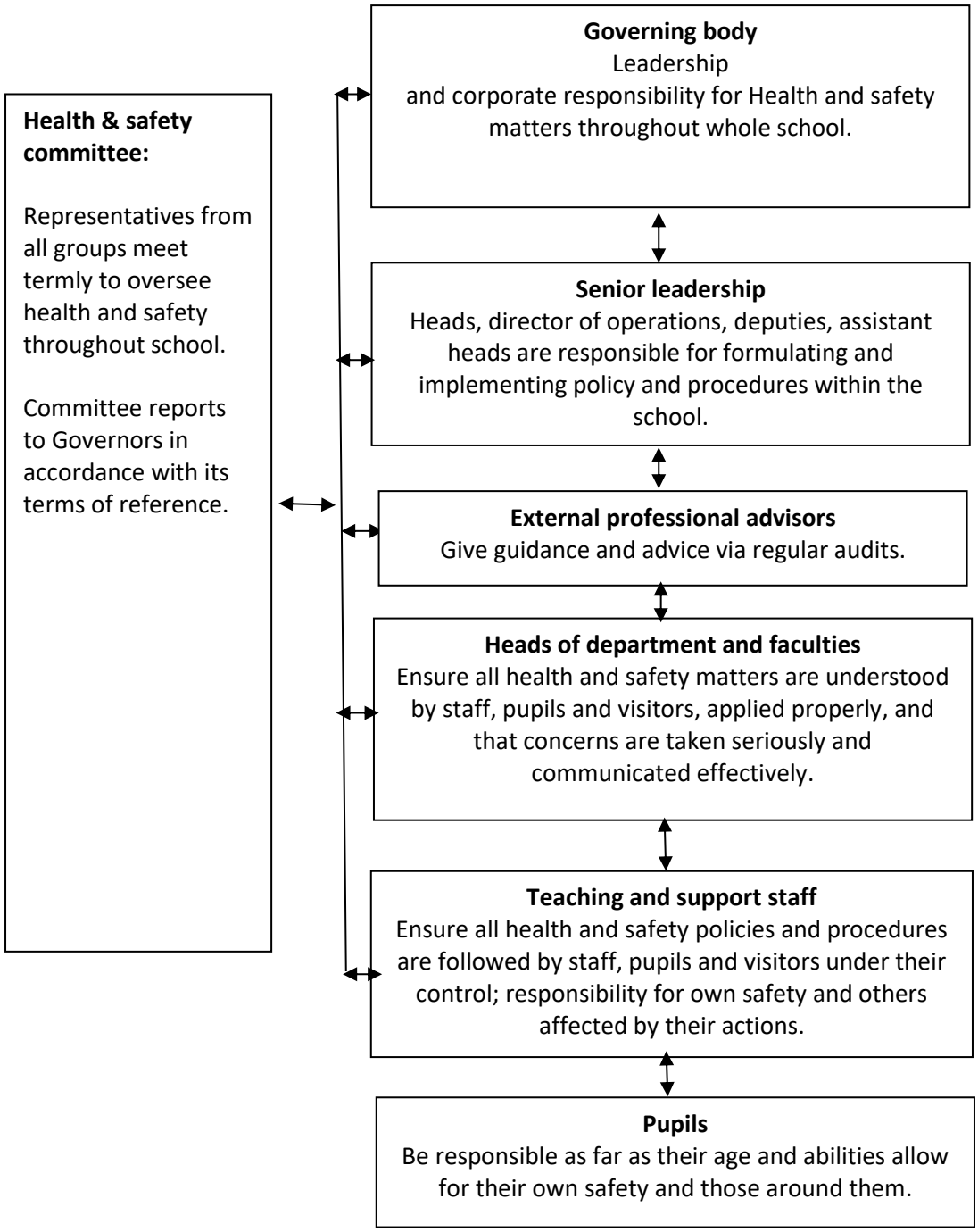
Where employees are authorised to work remotely, they remain responsible for maintaining a safe working environment as outlined in the homeworking policy.

The school may require completion of a home-working assessment where appropriate to identify and manage foreseeable risks.

Appendix A

Claremont

Organisation of Health and Safety



Whole school community including visitors, volunteers and contractors working on-site.