



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.

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 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. The health and safety governance structure is shown at Appendix 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. The board ensures adequate resources are available so far as is reasonably practicable, to enable health and safety legal obligations to be met. This includes ensuring 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 deployed as required. The head ensures that accidents are suitably and appropriately investigated and reported/recorded. The heads 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. **Bursar**

The head delegates to the bursar 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 bursar acts as the school safety co-ordinator, and with the support of the head of estates and operations and their team is responsible for:

- Advising the head 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 Charity Commission).
- 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.

4. External health and safety advisors

The bursar, with the support of the Head of Estates and Operations and their team, is responsible for responsible for arranging, 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 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 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 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 the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
 - 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. The bursar 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.
 - 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.
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 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 – assistant head co-curricular (senior school or equivalent in junior school (Fan Court and Stable Court))
- Food and nutrition – head of food & nutrition

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

6. School health and safety committee

The committee meets once a term and is chaired by the bursar. The governor who is responsible for overseeing health and safety attends these meetings. The other members of the committee will be:

- Head of estates and operations
- Heads from each school (in rotation)
- Facilities and operations manager
- Deputy bursar
- Bursar's PA who acts as secretary
- Representative from the junior school (Stable Court)
- Representative from the junior school (Fan Court)
- Head of science
- Caretaker responsible for health and safety (health and safety officer)
- School nurse
- Science head technician
- Whole school directors 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 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 bursar 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 bursar any noticed trends, from Evolve or otherwise, in accidents, illnesses or other health matters.
- Arranging first aid training, first aid resource provision and equipment is positioned appropriately 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 in an emergency evacuation.

8. Staff

The cooperation 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 suggest proactively 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 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 persons named above in relation to the fulfilment of their duties.

Appendix A

Claremont Fan Court School

Organisation of Health and Safety

