



Management of Health and Safety in School Policy

Important Note

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

REVIEW DATE: November 2018

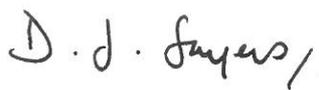
REVIEWED BY: Headmaster

POLICY

This policy is reviewed by the Governors on an annual basis.

The policy was last reviewed and agreed by the Governing Body on 14th November 2018.

Signature:  Chair of Governors Date: 14.11.18

Signature:  Headmaster Date: 14.11.18

Signature: _____ Business Manager Date:

PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY

BY CHAIRMAN OF BOARD OF GOVERNORS

As Governors of St Hilda's School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

In determining the school's policy on health and safety the Governors ensure that regard is had for the DfES Guidance *Health and Safety: Responsibilities and Powers*.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. But as Governors, we have specified that the school should adopt the following framework for managing health and safety:

- That a report on health and safety covering all new or revised policies and procedures is tabled at each term's Board meeting
- That the minutes of the Committee's discussion on health and safety are tabled at each meeting of the Board of Governors, together with any other issues on health and safety that the Chair of the Health and Safety Committee (the Business Manager) wishes to bring to the Board's attention
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals
- That their reports are considered by the Business Manager and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes
- That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO
- That the school has a fire risk assessment, carried out by a Competent Person which is updated annually, and more frequently if significant changes are made to the interior of buildings, or new buildings are acquired or added. The Business Manager should review all amendments to this risk assessment and submit a report to the Board of Governors
- Our external health and safety consultant, Ellis Whittam, review the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales
- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the "standard" induction training. First Aid training is provided to all members of the teaching staff and to selected members of the non-teaching staff

All members of staff are responsible for taking reasonable care of their own safety, and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmaster or the Business Manager (who has responsibility for oversight of health and safety as part of her general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings) and other members of the SMT in order to enable the Board of Governors to comply with health and safety requirements. Finally, all members of staff are responsible for reporting any risks or defects to the Business Manager.

All employees are briefed on the whereabouts of copies of this statement. They will be advised as to review dates. Details of the organisation and arrangements for ensuring that all aspects of this policy are fulfilled can be found in Parts 2 and 3 of this document.

PART 2: ORGANISATION FOR HEALTH & SAFETY:

STATEMENT BY THE HEADMASTER

The Chairman of Board of Governors Directors of St Hilda's School has delegated day-to-day responsibility for organising health and safety and welfare to me, the Headmaster. This role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts; the General Statement by the Chairman of Governors, this description of the Organisation for Health and Safety and Specific Arrangements for Health and Safety.

All staff are responsible for ensuring the health and safety of colleagues, pupils and others, especially visitors who are unfamiliar with the school and those who are disabled or who have special educational needs.

I have delegated some of my duties to other members of staff, but ultimate responsibility for health and safety, for which I am answerable to the Chairman of the Board of Governors, rests with me. The areas where my duties have been delegated are:

Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) – the Business Manager, who in turn has delegated day-to-day management to the Caretaker
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science room etc – the Business Manager and Caretaker, working in cooperation with the Heads of PE, Science and DT
- Controlling lone working after hours – the School Office staff and Caretaker
- Ensuring that all visitors book in at Reception and wear visitors' badges – the School Office staff
- Consultation arrangements with employees. All staff are given regular Fire Training, tours of the building indicating location of fire hydrants. Fire drills are held termly and recorded accordingly.

Vehicles

- Car parking on site and vehicles on site – the Business Manager
- Ensuring that any vehicles owned by the school are properly maintained and roadworthy – the Business Manager

Accidents

- Maintaining an accident book and reporting notifiable accidents to the HSE, the School Office staff, who are also responsible for keeping statistics of accidents.

- If a member of staff has an accident at work, this must be reported to the First Aider and an accident form must be completed. The Headmaster will be informed as necessary. If the accident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), the incident must be notified immediately to the Health and Safety Executive (tel. 0845 300 9923).
- Escorting pupils to hospital (and informing their parents) – the School Office
- Checking that all first aid boxes and eye washes are kept replenished - the School Office Staff

Fire Prevention

- Keeping fire routes and exits clear - the Business Manager, who in turn has delegated day-to-day management to the Caretaker
- Electrical Safety Testing. Ensuring all buildings at St Hilda's School have current electrical installation certificates – the Business Manager
- Regular portable appliance testing – the Caretaker
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers - the Caretaker
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers, overseen by the Business Manager
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Caretaker
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures to help ensure that the school can be safely evacuated in the event of a fire
- Switching off all kitchen equipment at the end of daily use – the School Cooks
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – all relevant staff using IT equipment.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Caretaker

Water, Drainage etc

The Business Manager, together with the Caretaker are responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear (using external contractors)

Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
 - Fire – the Business Manager
 - All rooms, corridors and exits- the Business Manager
 - Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) –the School Cooks
 - Grounds maintenance (including use of pesticides and COSHH)- the Caretaker
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- the Business Manager and the Caretaker
 - Asbestos Register- the Business Manager
 - Reprographics machines and copiers – the Business Manager
- The Business Manager ensures that up to date risk assessments are maintained for teaching throughout the school
- The Headmaster checks all risk assessments for all visits and trips, which are displayed in the School Office and then stored for future reference

Training

Responsibility for organising training is as follows:

- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of Art and DT
- Health and safety training for the Kitchen and Cleaning staff – the Business Manager
- Briefing new pupils on emergency fire procedures – all Form Teachers
- Briefing new staff on emergency fire procedures - the Caretaker
- Inducting new staff in health and safety – the Headmaster
- Identifying specific health and safety training needs of staff – all Heads of Department and Mentors
- First aid training - the School Office and the Business Manager

External Advisors for Health and Safety

At St Hilda's School we retain specialist external consultants to advise annually on matters of health and safety within the School. The consultants' findings are recorded in the Health and Safety Handbook, located in the School Office.

In addition, the following actions are taken by the school and form part of the implementation of the agreed health and safety policy:

- Engineers monitor and service the school's plant, equipment, including boilers, annually
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO)
 - An external professional to take swabs of all knives, chopping boards and other kitchen equipment annually, and report on those findings
 - An independent hygiene and safety audit of food storage, meal preparation and food serving areas 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 annually
 - Appropriate pest control measures to be in place, as necessary
- The school has a professional fire risk assessment which is updated annually, and more frequently if significant changes are made to the interior of buildings, or new buildings are acquired or added
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities
- The school maintains an asbestos register (see Asbestos Policy) and the Business Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He is also responsible for making sure that external contractors are fully briefed on areas of asbestos before starting work
- 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 of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- Portable Appliance Testing is carried out by a qualified person bi-annually
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken

School Safety Co-ordinator

The school's Business Manager is the School's Safety Co-ordinator and is responsible for advising me on any measures that may be needed in order to carry out maintenance work without risk to health and safety. The Safety Co-ordinator also co-ordinates the advice given by specialist safety advisors, who produce an action plan. The Safety Co-ordinator has overall responsibility for monitoring health and safety within the school and for reporting any breaches to the Headmaster. They are responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school. The Health and Safety Committee is chaired by the Safety Co-ordinator and minutes of meetings are presented to the Board of Governors, as described above.

Procedures for Offsite visits

St Hilda's has detailed procedures for off site visits, including residential visits. Please refer to the Risk Assessment Policy and Educational Visits Policy.

Emergencies

For information on dealing with Health & Safety emergencies, procedures and contacts, please see "The Crisis Management Policy".

On-site vehicle movements

Staff are regularly reminded to take care when entering the school grounds due to movement of other vehicles and children and staff.

PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

The following areas/activities present identified and significant risks at St Hilda's School. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Head of PE keeps risk assessments for: all outdoor games, swimming, athletics, dance and country dancing. Records of training and qualifications in life-guarding and other subject specific training are kept
- Science: where the Head of Science keeps a risk assessment for all activities, and the use and storage of equipment
- Design and Technology: where the Head of Art & DT keeps a risk assessment for all activities and the use of all equipment and machinery
- Art: where the Head of Art & DT keeps a risk assessment for the use and safe storage of all materials
- The Kitchen: where the School Cooks keeps a risk assessment for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept
- Pupils are not allowed entry to the Caretaking Sheds. A risk assessment is kept for all its activities, safe use and storage of equipment and flammables and other products

The school's Health and Safety Handbook and the General Risk Assessment supplement the departmentally-based risk assessments for each part of the school.

This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.