



St Hilda's School
HARPENDEN
Caring, Curious & Confident

MANAGEMENT OF HEALTH AND SAFETY IN SCHOOL POLICY

Name of Policy	Management of Health and Safety in School Policy
Reviewed by	Dan Sayers Dani Taylor
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To be Read in Conjunction with	Health and Safety Handbook Employee Handbook
Legislation Referenced	DfES Guidance <i>Health and Safety: Responsibilities and Duties for Schools (2022)</i>

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).

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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 Duties for Schools (2022)*.

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, WorkNest, 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.

This policy should be read in conjunction with the Employee Handbook and The Health and Safety Handbook.

2. STATEMENT ON ORGANISATION FOR HEALTH & SAFETY BY THE HEADMASTER

The Chairman of Board of Governors 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:

2.1 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 Business Manager and Caretaker.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the School Office staff.
 - All visitors and contractors are required to sign in at Reception when they arrive at the school. They are issued with a visitor's lanyard (green for DBS checked, red no DBS check) that should be worn at all times whilst on school property. A safeguarding and safety information leaflet is given to all visitors. If appropriate, they are shown the school's emergency evacuation notice and the route to the assembly point. Visitors are normally asked to wait in the School Reception Lobby. All staff are expected to escort their visitors whilst on the premises and to ensure that visitors follow the correct procedure when signing out (and returning badges) on their departure.
 - Disabled Visitors. We strongly advise visitors to St Hilda's School who are disabled to advise the school in advance if any special arrangements are required. The school will do all that it can to ensure that the visit is as comprehensive as possible within the constraints imposed by our Victorian buildings. A lift is available to four 'floors' with refuge call points outside. Disabled parking is available outside the front gates of the school. (See SEND policy).

- 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. Staff are given risk assessment training where applicable.

2.2 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

2.3 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 Business Manager will be informed as necessary. If the accident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013), the incident must be notified immediately to the Health and Safety Executive (0300 0031647)
- Escorting pupils to hospital (if parents not available) – the School Office
- Checking that all first aid boxes and eye washes are kept replenished - the School Office Staff

See First Aid Policy and First Aid – Administration of Medicines Policy for further information.

2.4 Slips and Trips

The following apply to all members of staff:

- If you have an accident or a near miss, make sure you report it promptly. This information can be used to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage and make arrangements for a replacement.
- Report any work situation that you think is dangerous, or if you notice that something has gone wrong with their health and safety arrangements.

2.5 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 Business Manager
- Testing all fire alarms weekly (and recording all tests) the Caretaker. Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Business Manager

- 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 – the Business Manager
- Switching off all kitchen equipment at the end of daily use – Connect Catering and ASC staff.
- 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

2.6 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)

2.7 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) –Connect Catering
- 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 Head Master and Business Manager ensure 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

2.8 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 —outsourced to Connect Catering
- 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

2.9 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. Action points are documented on the portal and updated by the Business Manager as cleared.

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 biannually 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. They are also responsible for making sure that external contractors are fully briefed on areas of asbestos before starting work (note: none currently recorded on site)
- 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 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

2.10 School Safety Co-ordinator

The school's Business Manager is the School's Safety Co-ordinator and is responsible for advising the Headmaster 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, including contractors.

2.11 Procedures for Off-site 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.

2.12 Emergencies

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

2.13 On-site vehicle movements

- Deliveries - Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to seek permission to drive onto the school premises. Their arrival and departure will be supervised by the site manager or a member of administration or catering staff, as appropriate, and parking will be permitted only in designated areas.
- School vehicles - When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location.

Please see Risk Assessment for on-site vehicle movements for further details.

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 keep 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.