

## HEALTH & SAFETY POLICY

### PART 2: ORGANISATION

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. The policy applies to the whole School, including EYFS.

#### 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. 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.

#### 2. Headmaster

The Headmaster 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 and assist the Board in implementing changes in the Policy which the Board have approved.

#### 3. Bursar

The Bursar will have 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

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

- monitoring health and safety within the School and raising concerns with the Headmaster
- compliance with the Construction (Design and Management ) Regulations
- reporting notifiable accidents to the Health & Safety Executive
- acting as Chairman to the School Health and Safety Committee

#### **4. Deputy Heads (Senior and Junior Schools)**

The Deputy Head of The Junior and Senior Schools 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 and logs for areas under their control. Their roles include:

- Liaison with the bursar on H&S matters
- Advising the Headmaster and Head on training requirements and delivery of mandatory training through formal In Service Training (INSET), on-line or twilight sessions.
- The planning execution and logging of fire evacuation drills in accordance with the Fire Policy

#### **5. Heads of Department (Teaching)**

The Heads of Department in the Senior and Junior Schools 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 and maintenance schedules for areas under their control. Specific risk assessment requirements are:

- Science (including COSHH and flammable materials) - Head of Science
- Sports activities - Heads of Sports
- Drama - Head of Drama
- Art (including COSHH and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology (including local exhaust ventilation (LEV) and other specialist equipment) - Head of D&T
- Outdoor lessons - Director of Studies
- Trips and visits - Educational Visits Officer
- Ammunition and firearms - Combined Cadet Force Commanding Officer
- Boarding (including trips) – House Parent

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

#### **6. Estates Manager and Facilities Manager**

The Estates Manager and Facilities 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)
- Selecting and managing contractors
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including: fire, electrical, gas, equipment, water quality, asbestos
- Manage a rolling programme of portable appliance testing (PAT)
- Good standards of housekeeping, including drains, gutters etc
- Manual Handling, Working at heights and COSHH training
- Control of hazardous substances for cleaning, catering, grounds and maintenance activities

## **7. 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.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are routinely inspected.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
  - 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
  - appropriate pest control measures to be in place
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three 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, and extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant routinely reports on the arrangements for health and safety in all lessons, support areas, public spaces, and sports facilities.

- 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. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's Radiation Protection Supervisor (RPS), the head of physics, is responsible for liaison with the radiation protection advisor of Herefordshire Council for ensuring compliance with the Ionising Radiation Regulations 1999 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.

## **8. 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:

- Governor with lead responsibility for Safeguarding
- The Headmaster and the Head of the Junior School
- Pastoral Deputy Head and Deputy Head of Junior School
- Assistant Head responsible for sport and co-curricular
- By rotation:
  - Head of D&T
  - Head of Science
  - Head of Art
- the EVO of each section of School
- The Estates Manager
- The Facilities Manager
- Boarding House Parent

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- monitor and review safeguarding within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;

- encourage suggestions and reporting of defects by all members of staff.

## **9. The School Nurses**

The School Nurses will be responsible for:

- Maintaining an accident book for staff, pupils and visitors, and reporting notifiable accidents to the Bursar
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital when necessary (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

## **10. Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the general policy and others; such as First Aid or Fire policies, as required.
- 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 will potentially 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

Further information is available in the following reference documents:

Part 1 General Statement of Health and Safety Policy

First Aid Policy

Fire Safety Policy and Fire Procedures

Out of School Visits Policy

Extreme Weather Policy

Major Incident Action Plan

Revised by H&S Committee 18 September 2023

Reviewed by GP Committee 29 September 2023