

Management of Health and Safety at St Christopher School

1. Part 1: General Statement of Health and Safety Policy

- 1.1 As governors of St Christopher School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.
- 1.2 We fulfil our responsibility as governors of St Christopher School by appointing, a governor with responsibility for overseeing health and safety.
- 1.3 Day-to-day responsibility for the operation of health and safety at the School is vested with the Head. However, as Governors, we have specified that that the School should adopt the following framework for managing health and safety:
 - 1.3.1 A report on health and safety covering: statistics on accidents to pupils, staff and visitors and all new or revised policies and procedures is tabled at each term's Governors' meeting.
 - 1.3.2 The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
 - 1.3.3 These reports are considered by the Bursar and the Head and recommendations (together with other defects) form the basis of the School's budget and routine maintenance programmes.
 - 1.3.4 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 Environmental Health Officer (EHO). In addition, the catering manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.
 - 1.3.5 The School has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended.
 - 1.3.6 An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health and Safety Committee.
 - 1.3.7 The School has a competent person undertake a risk assessment for Legionella, as required and a water sampling and testing regime in place.
 - 1.3.8 The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height raining'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to member of the teaching staff who are involved with trips and visits and to selected members of the non-teaching staff.

- 1.3.9 All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Management Team ("SMT") in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.
- 1.3.10 All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed

Chair of Governors, for and on behalf of the Board

Date

2. Part 2: Organisation

- 2.1 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. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.
- 2.2 **The Board of Governors ("The Board")**
- 2.2.1 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.
- 2.3 **The Head**
- 2.3.1 The Head 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 Head 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.

2.4 The Bursar

- 2.4.1 The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:
 - 2.4.1.1 Safety and security
 - 2.4.1.2 Fire safety
 - 2.4.1.3 Electrical safety
 - 2.4.1.4 Gas safety
 - 2.4.1.5 Water quality
 - 2.4.1.6 Asbestos
 - 2.4.1.7 Emergencies
 - 2.4.1.8 Staff induction
- 2.4.2 They will also act as the School Safety Co-ordinator, whose duties will include:
 - 2.4.2.1 advising the Head on maintenance requirements
 - 2.4.2.2 co-ordinating advice from specialist safety advisors and producing associated action plans
 - 2.4.2.3 monitoring health and safety within the School and raising concerns with the Head
 - 2.4.2.4 compliance with the Construction (Design and Management) Regulations
 - 2.4.2.5 chairing the School Health and Safety Committee

2.5 Heads of Department (Teaching)

- 2.5.1 The Heads of Department 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 for areas under their control. Specific risk assessment requirements are:
 - 2.5.1.1 Science (including harmful substances and flammable materials) - Head of Science
 - 2.5.1.2 Sports activities - Head of PE
 - 2.5.1.3 Drama - Head of Drama
 - 2.5.1.4 Art (including harmful substances and flammable materials) - Head of Art
 - 2.5.1.5 Music - Head of Music
 - 2.5.1.6 Design & Technology - Head of Design & Technology
 - 2.5.1.7 Outdoor lessons - Director of Studies
 - 2.5.1.8 Trips and visits – Director of Activities
- 2.5.2 They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

2.6 Estates Department, Grounds and Housekeeping

- 2.6.1 The Estates Manager, Grounds Manager and House Services Manager will assist the Bursar with the implementation of the following:
 - 2.6.1.1 Building security
 - 2.6.1.2 Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
 - 2.6.1.3 Registration and control of visitors
 - 2.6.1.4 Site traffic movements
 - 2.6.1.5 Maintenance of School vehicles

- 2.6.1.6 Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- 2.6.1.7 Good standards of housekeeping, including drains, gutters etc.
- 2.6.1.8 Control of hazardous substances for grounds maintenance activities

2.7 External Health and Safety Advisors

- 2.7.1 The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:
 - 2.7.1.1 Structural surveyors are retained to give advice on the external fabric of the school
 - 2.7.1.2 Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually
 - 2.7.1.3 Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced regularly
 - 2.7.1.4 The School's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, the House Services Manager arranges for:
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas.
 - 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. regularly.
 - appropriate pest control measures to be in place.
 - 2.7.1.5 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.
 - 2.7.1.6 In addition to regular fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
 - 2.7.1.7 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.
 - 2.7.1.8 The School has a suitable and sufficient risk assessment for Legionella and a water sampling and testing regime in place.
 - 2.7.1.9 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. The Estates Manager is responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
 - 2.7.1.10 The School's radiation protection supervisor (RPS) is responsible for liaison with the radiation protection advisor of Hertfordshire County 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.

2.8 School Health and Safety Committee

2.8.1 The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety may attend these meetings. The other members of the Committee will be:

- 2.8.1.1 Deputy Head
- 2.8.1.2 The Head of Pastoral
- 2.8.1.3 Head of the Junior School
- 2.8.1.4 The Assistant Bursar, who also acts as secretary
- 2.8.1.5 Head of CDT
- 2.8.1.6 Head of science
- 2.8.1.7 Head of art
- 2.8.1.8 Head of PE
- 2.8.1.9 Director of activities
- 2.8.1.10 Grounds manager
- 2.8.1.11 Estates manager
- 2.8.1.12 House services manager
- 2.8.1.13 School nurse
- 2.8.1.14 Head of drama or theatre technician
- 2.8.1.15 the IT director

2.8.2 The role of the Committee is to:

- 2.8.2.1 discuss matters concerning health and safety, including any changes to regulations;
- 2.8.2.2 monitor the effectiveness of health and safety within the School;
- 2.8.2.3 review accidents and near misses, and discuss preventative measures;
- 2.8.2.4 review and update risk assessments;
discuss training requirements;
- 2.8.2.5 monitor the implementation of professional advice;
- 2.8.2.6 review the safety policy guidance and updating it;
- 2.8.2.7 assist in the development of safety rules and safe systems of work;
- 2.8.2.8 monitor communication and publicity relating to health and safety in the work place;
- 2.8.2.9 encourage suggestions and reporting of defects by all members of staff.

2.9 The School Nurse

2.9.1 The School Nurse will be responsible for:

- 2.9.1.1 Maintaining treatment records and notifying accidents to the Assistant Bursar book and reporting notifiable accidents to the Health & Safety Executive
- 2.9.1.2 Escorting pupils to hospital (and informing their parents)
- 2.9.1.3 Checking that all first aid boxes and eye wash stations are replenished

2.10 The Assistant Bursar

2.10. The Assistant Bursar will be responsible for:

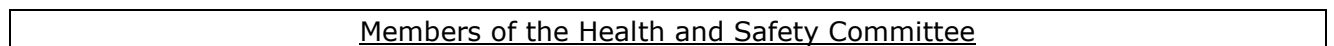
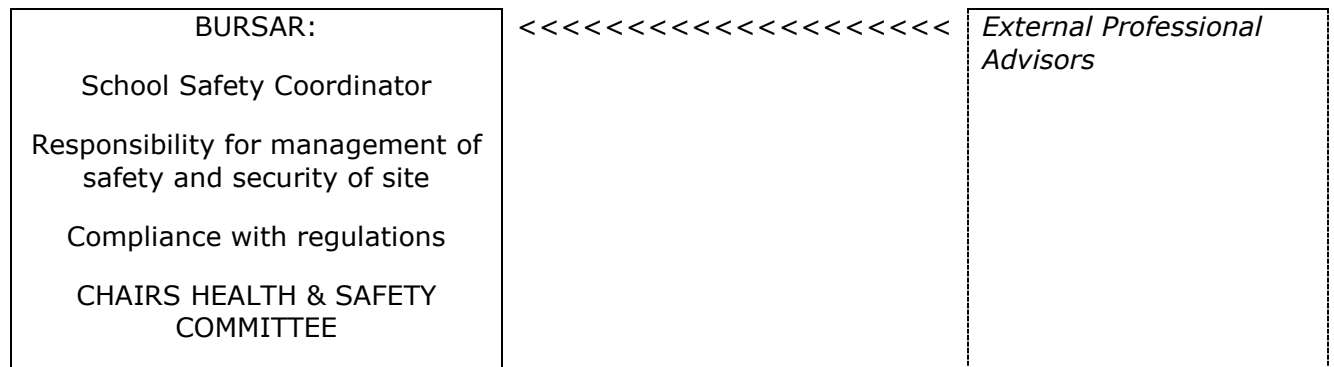
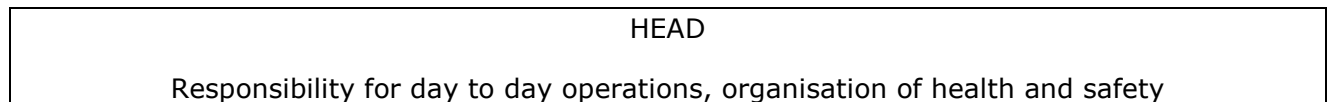
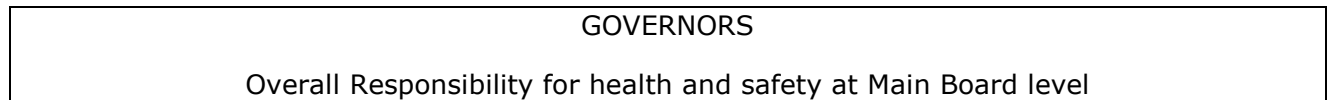
- 2.10.1 Maintaining accident records and reporting notifiable accidents to the Health & Safety Executive
- 2.10.2 Keeping statistics and preparing summary reports for the School Health and Safety Committee

2.11 **Staff**

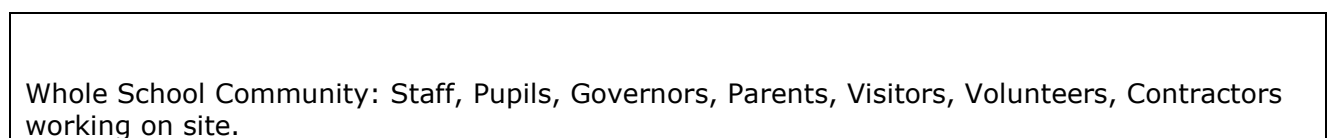
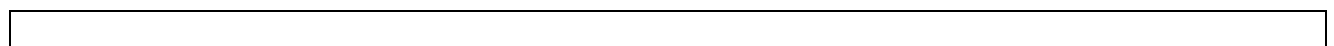
2.11 The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department or the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required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

- 2.11.1 follow the Policy;
- 2.11.2 take reasonable care for the health and safety of themselves and others who may be affected
- 2.11.3 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
- 2.11.4 carry out all reasonable instructions given by managers / senior staff
- 2.11.5 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
- 2.11.6 comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



| | | |
|----------------------|--|------------------------|
| Deputy Head | The Head of Pastoral Head of the Junior School | |
| The Assistant Bursar | Head of CDT | Head of science |
| Head of art | Head of PE | Director of activities |
| Grounds manager | Estates manager | House services manager |
| School nurse | Head of drama or theatre technician | |
| the IT director | | |



3. Part 3: Specific Arrangements for Health and Safety

- 3.1 The following areas/activities present identified and significant risks at St Christopher School. As a consequence, pupils are not allowed unsupervised access to:
- 3.1.1 PE: where the Head of PE maintains risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, etc. Records of training and qualifications in life-guarding and other subject specific training are kept.
 - 3.1.2 Science: where the Head of Science maintains risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
 - 3.1.3 CDT: where the Head of CDT maintains risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
 - 3.1.4 Art: where the Head of Art maintains risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
 - 3.1.5 Drama: where the Head of Drama, working with the Drama Technician maintains risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
 - 3.1.6 The Catering Department: where the Catering Manager maintains risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
 - 3.1.7 Pupils are not allowed entry to the Maintenance, Caretaking and Grounds Departments: where each department maintains risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.
- 3.2 Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:
- 3.2.1 Accessibility Policy
 - 3.2.2 Accident Reporting (RIDDOR)
 - 3.2.3 Administering Medication
 - 3.2.4 Anti-bullying Policy
 - 3.2.5 Asbestos
 - 3.2.6 Child Protection and staff behaviour policy
 - 3.2.7 Control of Access, Security & CCTV
 - 3.2.8 Contractor Management
 - 3.2.9 Control of Substances Harmful to Health (COSHH)
 - 3.2.10 Display Screen Equipment
 - 3.2.11 Educational visits (EYFS **and** non EYFS)
 - 3.2.12 Electrical Safety
 - 3.2.13 Emergency Situations
 - 3.2.14 E-Safety
 - 3.2.15 First Aid
 - 3.2.16 Fire safety, procedures and risk assessment
 - 3.2.17 Gas Safety – including LPG
 - 3.2.18 General Workplace Safety
 - 3.2.19 Hot Works

- 3.2.20 Infection Control
- 3.2.21 Letting and Hiring
- 3.2.22 Lightning Protection
- 3.2.23 Manual Handling
- 3.2.24 New and Expectant Mothers
- 3.2.25 Noise
- 3.2.26 Occupational Health
- 3.2.27 Pupil Supervision
- 3.2.28 Risk Assessment
- 3.2.29 Safety Training (including induction)
- 3.2.30 School vehicle use
- 3.2.31 Security, workplace safety and lone working
- 3.2.32 Smoking
- 3.2.33 Special Educational Needs (SEN) and Learning Difficulties
- 3.2.34 Stress
- 3.2.35 Sun Protection
- 3.2.36 Swimming Pools
- 3.2.37 Vehicles and on-site movements
- 3.2.38 Water Quality (including Legionella)
- 3.2.39 Work Experience for Pupils
- 3.2.40 Working at Heights

4. Significant Teaching Risk Areas

- 4.1 Checklists are available from the Bursary for the following areas. All checklists are prompts for Heads of Department or equivalent on the areas for consideration when carrying out teaching area risk assessments. They are not risk assessments in themselves.
- 4.2 PE
Science
Design & Technology
Art
Drama
Home Economics
Support (maintenance, caretaking, grounds)

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Reviewed and approved by Governors October 2016