



## HEALTH AND SAFETY POLICY

<b>Committee Responsible:</b>	Finance and Premises Committee
<b>Reviewed by:</b>	Business Manager
<b>Adopted by Committee:</b>	March 2015
<b>Last reviewed:</b>	March 2024
<b>Date of next review:</b>	March 2025
<b>Signed by:</b>	Stuart Fowler Clerk of School Committee

## **Part A - General Statement of Health and Safety Policy**

Sibford School Committee (the governing body) 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 governing body are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Sibford School Committee by appointing a member (governor) with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, Sibford School Committee have specified that that the school should adopt the following framework for managing health and safety:

The School Committee member overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.

A report on health and safety (covering statistics on accidents, staff training, fire drills, and all new or revised policies and procedures) is provided by the School Committee member overseeing health and safety, at each term's meeting of Finance and Premises Committee meeting (F&P). The minutes of the discussion on health and safety are reported at each meeting of the full School Committee.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected by competent professionals. These reports and their recommendations form the basis of the school's routine maintenance programmes.

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 three times a year, together with regular external deep cleaning and pest control services.

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 and submit a report to the F&P Committee.

An external health and safety consultant reviews the overall arrangements for health and safety and reports on actions required with recommended timescales. The progress of implementation will be monitored by the F&P Committee.

The school contracts with a professional company to undertake a risk assessment for legionella and a quarterly water sampling and testing.

The school has a procedure in place for the training and induction of new staff in health and safety related issues, including basic 'manual handling' and 'working at height training'. 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 is provided to members of teaching staff involved with trips and visits as required, as well as to selected members of the non-teaching staff.

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 Business Manager and other members of the Senior Leadership Team (SLT) to enable the School Committee to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Business Manager.

All employees are briefed on where copies of this statement can be obtained and will be advised as and when it is reviewed, added to or modified. Details of the organisations and arrangements for carrying out the policy are to be found in part B of this document.

## **PART B: 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. 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.

### **1. SCHOOL COMMITTEE (THE GOVERNING BODY)**

School Committee 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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. 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 School Committee in carrying out its duties. The School Committee will hold the Head to account in respect of the requirements set out in this policy.

### **2. HEAD**

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there are sufficient resources deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded.

The Head will assist School Committee 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 ensure that pupil behaviour is managed to limit the risks to the health and safety of everyone within the school community, or those visiting the school (see Behaviour Policy). They will also ensure that a regular report is made to School Committee on health and safety and will assist School Committee in implementing changes in the Policy which School Committee have approved. The Head will be responsible for the implementation of an Emergency Plan.

### **3. BUSINESS MANAGER**

The Business manager 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

They will also act as the School Safety Co-ordinator, whose duties will include:

- 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 Head
- Compliance with the Construction (Design and Management) Regulations
- Chairing the School Health and Safety Committee
- Investigating accidents and incidents and recording the same

#### 4. HEADS OF DEPARTMENT /LINE MANAGERS

The Heads of Department and line managers 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:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Director of PE
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology (including Food Technology) – Head of Design & Technology
- Outdoor Learning / Horticulture – Director of Studies
- Trips and visits – Educational Visits Officer
- Boarding – Head of Boarding

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

#### 5. ESTATES MANAGER

The Estates Manager will assist the Business Manager 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).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Safety maintenance of play areas
- Control of hazardous substances for grounds maintenance activities.

In addition, the following employees have responsibility throughout the School to ensure

compliance with the Policy as it applies to their particular areas of responsibility:

- Control and maintenance of the minibus fleet – Transport Coordinator
- Catering – Head of Catering
- Swimming Pool – Leisure and Swimming Pool Manager

## 6. EXTERNAL HEALTH AND SAFETY ADVISORS

The Estates Manager will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- 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.
- 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.
- Portable Appliance Testing – The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Estates 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 the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor 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.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- 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 lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- 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, extinguishers are tested annually by a qualified contractor.

## FIRE SAFETY

The School has a separate Fire Safety Policy.

## 7. **SCHOOL HEALTH AND SAFETY COMMITTEE**

The purpose of the Health and Safety Committee is to monitor the effective implementation of the health and safety policy within the School, to consult with employees on matters concerning health and safety, and to identify ways to reduce risk in all school activities. The Committee will meet once a term and will be chaired by the Business Manager. The School Committee member who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Estates Manager
- Educational Visits Co-ordinator
- Community Development Manager
- Catering Manager
- School Nurse
- Head of DT
- Head of Boarding
- Director of Sport
- Senior Science Technician
- Junior School Representative
- Academic/Teacher Representative

The Health and Safety Committee will:

- Discuss matters concerning health and safety, including any changes to regulations
- Monitor the effectiveness of health and safety 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.

## 8. **THE SCHOOL NURSE**

The School Nurse will be responsible for all first aid provision and in particular the following:

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

## 9. **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 or line manager 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 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 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.
- Warn their line manager of any new hazards to be introduced and recently identified risks found in present procedures.
- Report all fires, incidents and accidents immediately.
- Consult their line manager if in doubt about any matter of Health and Safety.
- Offer any advice and suggestions that may improve health and safety.



**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**

