

# Health and Safety

## Part 2: Organisation



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<b>Staff member responsible for this policy:</b>	Mrs Sarah Brame
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# Responsibilities

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.

## 1. Board of Trustees ("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. 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 the Board in carrying out its duties. A Trustee will chair meetings of the School Health and Safety committee and table a report at each Trust meeting.

## 2. Headteacher

The Headteacher 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 Headteacher will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitable and appropriately investigated and recorded. They 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 Headteacher will also report to the Board on health and safety performance including a periodic audit and will assist the board in implementing changes in the Policy which the Board have approved. The Headteacher will be responsible for the implementation of an Emergency Plan.

## 3. Bursar

The Bursar will have delegated by the Headteacher the 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

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- Risk assessments
- Emergencies
- The appointment of competent contractors
- Staff induction for all non-teaching staff
- Arranging additional staff training related to an individual's functions e.g. the caretaker
- Arranging sufficient First Aid training including Paediatric First Aid for staff in the EYFS.

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

- advising the Headteacher 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 Headteacher
- compliance with the Construction (Design and Management) Regulations
- attending meetings of the School Health and Safety Committee
  
- investigating accidents and incidents and recording the same

Whilst the Headteacher and Bursar are responsible for the overall implementation of the Health and Safety Policy, the responsibility for various aspects has been delegated to the following key employees:

#### **4. Employees holding positions of special responsibility, and teachers of subjects with particular risks**

Employees who have specific teaching or non-teaching responsibilities such as the Deputy Headteacher, Heads of Departments, or teachers of Physical Education, science and technology etc 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 and providing sufficient information, training and supervision to enable other employees and pupils to avoid hazards. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Head of PE/Games
- Art (including harmful substances and flammable materials) - Head of Art
- Music – Director of Music
- Design & Technology - Head of Design & Technology
- Outdoor lessons – Deputy Headteacher
- Cooking lessons - Cookery lead
- Trips and visits - Educational Visits Officer
- Catering and cleaning functions - Bursar

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control and referring to the Health and Safety Committee any

problem for which there is not a satisfactory solution within the resources available.

### **5. Caretaking team**

The Caretaker and Housekeeper will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate)
- Registration and supervision of visiting contractors
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for cleaning and grounds maintenance activities
- Ensuring that all waste is disposed of in the correct manner
- Coordination of all planned work and maintenance carried out on school premises and liaison with appropriate employees to ensure safety procedures and policy are adhered to

### **6. 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 and will provide reports on these to the Health & Safety Committee. Such provision may include:

- Structural surveyors to give advice on the external fabric of the school.
- Engineers to monitor and service the school's plant, equipment, including boilers, annually.
- Gym and fitness equipment and machinery used in the maintenance department are inspected/serviced annually.
- 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 in conjunction with the Bursar arranges for:
  - the deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc at set intervals throughout the year.
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas each year.
  - 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, door closers, emergency lighting, extinguishers are tested annually by a qualified contractor.

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- The school has a suitable and sufficient risk assessment for legionella, every two years and a management regime in place.
- 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. She is also responsible for making sure that 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 work on gas boilers and appliances is carried out by registered Gas Safe Engineers.

### **7. School Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the Trustee with responsibility for Health and Safety. The other members of the Committee will be:

- One other Trustee
- The Bursar, who also acts as clerk
- Head of Science and/or D&T
- The caretaker

**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;
- 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 update it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the workplace;
- encourage suggestions and reporting of defects by all members of staff.

### **8. The Play Leader**

The Play Leader will be responsible for:

- Maintaining an accident book and reporting notifiable accidents and incidents to the Bursar to report to the Health and Safety Executive
- Ensuring accidents are reported to class teachers/school office as appropriate
- Checking that all first aid boxes are replenished

### **9. Office Staff**

The Office Staff will be responsible for:

- Registration and control of visitors during term time

### **10. Class Teachers**

The class teacher is responsible for the health and safety of pupils within the classroom and on school trips and visits.

The class teacher is expected to exercise efficient supervision of pupils and ensure that they are aware of the general emergency procedures in respect of fire and first aid.

### **11. Catering Manager**

The Catering Manager is responsible for ensuring that:

- safe working procedures are established and maintained within the kitchen
- suitably qualified kitchen staff are employed and only trained employees are allowed to operate hazardous equipment
- a high standard of hygiene and cleanliness is maintained within the kitchen
- only approved suppliers are used
- the necessary training and equipment records are maintained
- sufficient information, training, and supervision is provided to enable other kitchen employees to avoid hazards and encourage them to contribute positively to their own health and safety
- COSHH assessments are available for all products used in the kitchen
- personal protective equipment is provided and used
- changes and additions to equipment and procedures that improve or maintain safety are proposed to the Health and Safety Committee
- all equipment is safe and where appropriate specialist advice is sought to confirm this.
- hazardous products are properly disposed of and relevant records kept

### **12. All Staff**

The co-operation of all staff is essential to the success of the Policy. Staff should notify any member of the Health and Safety committee of any hazards to health and safety which they notice and of any suggestions they wish to make regarding health and safety. All members of staff are required to:

- follow the policy and procedures
- take reasonable care for the health and safety of themselves and others who may be affected (including pupils, visitors, temporary staff, volunteers and contractors)
- 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

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- know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied
- observe standards of dress consistent with safety and hygiene
- exercise good standards of housekeeping and cleanliness
- know and apply the emergency procedures in respect of fire and first aid
- co-operate with the Trustees and other employees in promoting safety within the school
- co-operate with the Health & Safety Committee, enforcement officers, and advisors acting on behalf of the Trust
- use any personal protective equipment provided

### **13 Pupils**

Pupils are expected to:

- exercise personal responsibility for the safety of themselves and others.
- observe the school uniform standards and wear suitable footwear.
- not wear jewellery, or bring knives or other items considered dangerous into school.
- observe the safety rules of the school and in particular the instructions of staff given in an emergency.
- always use correctly and never misuse, neglect nor interfere with any item provided for their own or the safety of others.