

## HEALTH AND SAFETY ORGANISATION

### (Part 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. **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.

3. **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.

4. **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

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
- chairing the School Health and Safety Committee

5. **Heads of Department.** 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:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology - Head of Design & Technology

- Outdoor lessons – Deputy Headmaster
- Trips and visits - Educational Visits Officer
- Catering and cleaning functions – Domestic Bursar

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

6. **Estates Manager.** The Estates 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)
- 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
- Good standards of maintenance, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

7. **External Health and Safety Advisors.** The Bursar / Estates Manager 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 and equipment, including boilers annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The Domestic Bursar arranges for:
  - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
  - 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 twice a 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 annually, 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.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a 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. 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), Head of Science is responsible for liaison with the local authority radiation protection advisor 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 (routinely on the start of term Inset day), 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:

- Head of Pastoral Care
- Domestic Bursar
- Estates Manager
- Head of Science
- Head of Art
- Head of PE
- Nursery Manager
- Prep School representative
- Senior Nurse
- Staff Representative
- Receptionist (Secretary)

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 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. **School Nurse.** The School Nurse will be responsible for:

- Informing the Bursar of all accidents, incidents and near-misses, in a manner to maintain the Accident Record book and allow reporting of notifiable accidents to the Health & Safety Executive
- Maintaining the First Aiders register, training and refresher training
- 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 and in-date

10. **Staff.** The co-operation of all staff is essential to the success of the Policy and the School requires that staff should notify their Head of Department 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.

**11. Organisation for Health and Safety.**

<p><b>Governors</b> Overall responsibility for health and safety at Board level</p>
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<p><b>Safeguarding Committee</b> Responsibility for oversight of health and safety via a named Governor (Dr Jackie Thompson)</p>
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<p><b>Headmaster</b> Responsibility for day-to-day operations and organisation of health and safety</p>
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<p><b>Bursar</b> School Safety Co-ordinator, with responsibility for the management of safety and security of the site and regulatory compliance. <b>Chair of Health &amp; Safety Committee</b></p>
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<p><b>External professional advisors as required</b></p>
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<p><b>Health and Safety Committee</b></p>	
<p>Dr Jackie Thompson Domestic Bursar Head of Science Head of PE Prep School representative Staff Representative</p>	<p>Head of Pastoral Care Estates Manager Head of Art Nursery Manager Senior Nurse Receptionist (Secretary)</p>

<p><b>Whole School Community</b> Staff, pupils, Governors, visitors, volunteers, contractors</p>
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Last Reviewed: 31 July 2017  
 Next Review: 31 July 2018  
 Reviewed by: Bursar