

**HEALTH & SAFETY ORGANISATION (forms part of the Health & Safety Policy)**

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 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 *(refer to Fire Risk Policy)*
* Electrical safety (to include PAT testing which is carried out every 2 years from new)
* Gas safety
* Water quality
* Asbestos
* Emergencies
* Staff induction
* Occupational Health and work-related stress *(refer to Staff Handbook)*

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
* chairing the Health, Safety & Maintenance Committee

RIDDOR requires specified injuries and diseases associated with working activities in school, or during educational activities elsewhere, to be reported to the Health and Safety Executive. The Bursar is responsible for reporting notifiable accidents to the Health & Safety Executive (HSE) within the specified timescale. *For procedures on how to deal with Health and Safety emergencies please refer to Accident and First Aid Policy.*

**4.  Heads of Department (Teaching)**

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 - Director of Teaching and Learning
* Trips and visits – All staff
* Catering and cleaning functions - Head of Home Economics / Food Technology
* **All teaching and nursery classrooms**

They will also be responsible for identifying, organising (and maintaining records of) training that is relevant to their area of control. All risk assessments will be stored in the School office. *Please also refer to the Risk Assessment of Trips Policy and the Educational Visits Policy*
**5.  Estates Department**

The Head of Estates will assist the Bursar with the implementation of the following:

* Building security. (The school operates on a system of number entry locks and swipe cards)
* 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: School. Movement on site is restricted to school minibuses and parking for 3 cars at any one time. Staff and pupils must be vigilant at all times and pupils are made aware of potential vehicle movement
* **Site traffic movements: Day Nursery.** **There are eight spaces for staff cars at the rear of the building. At the front of the building, there is car parking for DN parents dropping off and collecting their children.**
* Maintenance of School vehicles to include servicing and regular vehicle checks
* 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 grounds maintenance activities

**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. 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.
* Machinery used in both design and technology and in the maintenance department are serviced annually.
* The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department.
* The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every four years, or when significant changes are made to the interior of buildings, or new buildings are bought or added or when deemed necessary.
* 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.
* 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. He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
* Contractors sign a declaration of compliance with regard to the onsite rules and also provide a copy of their public liability insurance.

**7.  School Health, Safety & Maintenance Committee**

The Committee will meet once a week and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend one of these meetings per term. Heads of Departments will be invited to these meetings where necessary. These may include:

* The Deputy Head
* Head of Pastoral (DSL)
* Head of D&T
* Head of Science
* Head of Art
* Head of PE
* Catering Manager
* **Day Nursery Manager**

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.

**8.  The School/Day Nursery Secretary**

The secretary will be responsible for:

* Maintaining an accident book
* Escorting pupils to hospital if necessary (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 / 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:-

* 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
* the School recognises that manual handling operations are a significant factor in many injuries at work, and the School will avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury
* 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

**Slips, Trips and Falls**

The School will ensure that areas and operations which involve a high risk of slip, trip and fall incidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include regular maintenance of all areas. Staff members are requested to report any potential hazard to the Estates manager or Bursar as soon as possible.

**Bad weather**

In the event of bad weather, the School will risk assess the site and the severity of the conditions and make areas as safe as possible. If conditions are deemed to be dangerous, the school may either close or restrict access to certain areas of the site.

**Policy reviewed – February 2021**

**Policy to be next reviewed – February 2022 by Day Nursery Manager**