

## **Statement of Health and Safety Policy**

### **Part I: General Statement of Health and Safety Policy**

As governors of St. Edmund's 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.

We fulfil our responsibility as governors of St. Edmund's School by appointing a 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, as governors, we have specified that the school should adopt the following framework for managing health and safety:

- The Governance, Welfare & Education Committee oversees health and safety issues and receives copies of all relevant paperwork.
- A report on health and safety covering: accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is reviewed termly by the GW&E Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by competent professionals.
- These reports (as per point above) are considered by the Finance Committee and its recommendations (together with other defects) 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, and that the bursar reports on all these aspects to the Finance Committee.
- 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 whenever 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 Finance Committee.
- An external health and safety consultant reviews our fire safety arrangements and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Finance Committee.

- The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- 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 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 are provided to any member of the teaching staff who is involved with trips and visits and 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 bursar and other members of the Senior Leadership Team ("SLT") 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.

All employees are briefed on where copies of this statement can be obtained on the school's database. 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.

## **Part 2: 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. 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 Head Master 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 Master 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
- Electrical safety

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- 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 Master 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 Head Master / Mistress
- compliance with the Construction (Design and Management ) Regulations
- chairing the School Health and Safety Committee

### 4. Heads of Department (Teaching)

The Heads of Department will ensure, as 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:

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

### 5. Clerk of Works / Head Groundsman

The Clerk of Works / Head Groundsman 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)
- Site traffic movements
- Maintenance of School vehicles
- 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 to give advice on the external fabric of the school.
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department to be 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 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 whenever 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, and extinguishers are tested annually by a qualified contractor.
- 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.
- 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 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.

## 7. School Health and Safety Committee

The Committee will meet once a term, 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 D&T
- head of PE
- the clerk of works
- the school nurse
- a representative from the common room

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;

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- 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:

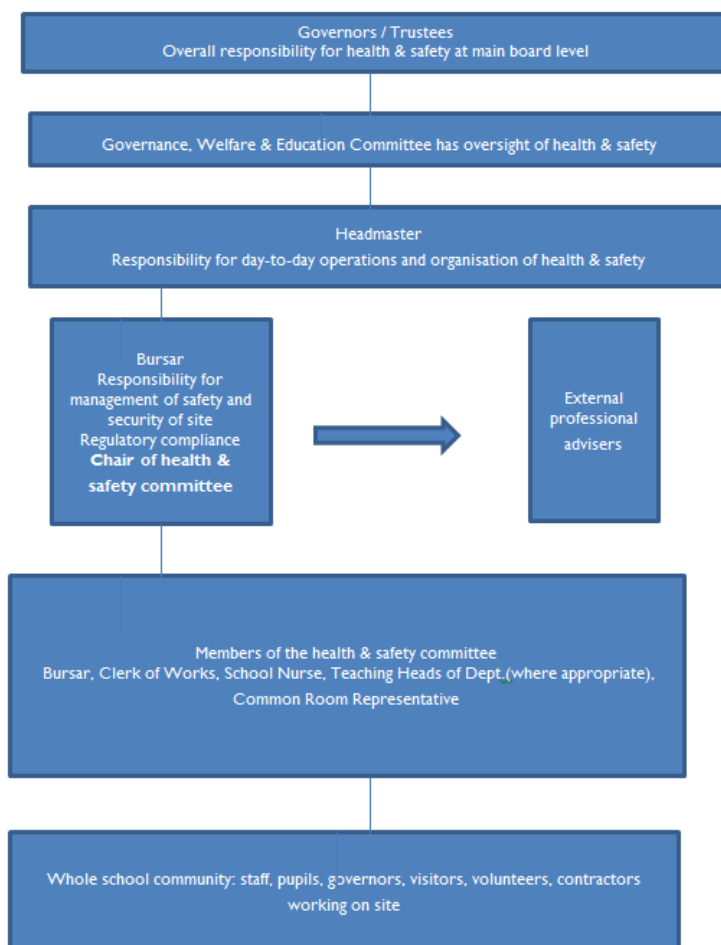
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

### 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 / School Safety Co-ordinator 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;
- Complete risk assessments for all trips and activities;
- 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.

## DIAGRAM SHOWING THE ORGANISATION FOR HEALTH & SAFETY



### **Health & Safety Procedures**

#### **Damage, Defect and Potential Hazard Reporting**

- Potential hazards, defects and damage in buildings, in the grounds or to equipment must be reported immediately by email to [works@saintedmunds.co.uk](mailto:works@saintedmunds.co.uk) (unless an 'Accident or Incident Report' form has been completed with all necessary details of defects or damage requiring attention).
- The Bursar should be copied on the above emails if there is a Health and Safety concern. Examples of defects are: electric fuses tripping; damp patches appearing on a ceiling or wall; cracks in toilet cisterns; tiles falling off a roof; loose floor blocks or paving stones; poor water quality; dangerous trees; leaks; worn or damaged flex on electrical equipment; etc.

**Copies:** Staff Handbook  
Workshop  
Sodexo

### **Accident or Incident Reporting**

1. The “Accident or Incident Report” form should be completed for all accidents, however minor, and including near misses.
2. Blank forms are available from the surgery and also in the swimming pool building.
3. Potential hazards and any damage must also be reported. If no one was involved in the incident, using the online [Repairs/Maintenance Report](#).
4. The “Accident or Incident Report” form should be handed to the School Sister who will check that it has been fully completed and sequentially numbered. The Headmaster should be sent a copy.
5. The original will be filed in the Surgery and entered on a summary of accidents and incidents.
6. If the accident involved a pupil, a copy will be placed in the pupil’s medical file.
7. Where corrective/follow up action is deemed necessary a copy of the Incident form will be sent to the Bursar and will be used to investigate the accident or incident (or near miss, potential hazard or damage). If necessary, a copy will be passed on to the Deputy Head, relevant department head or Clerk of Works, who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence .
8. The Bursar or Nursing Sister will notify the appropriate authorities when necessary.

The spreadsheet incident summary should be reviewed termly, by the Health & Safety Committee, to ensure that all necessary actions have been taken.

This policy will be regularly reviewed and updated.