



St Martin's School

N O R T H W O O D

11a Overall Health & Safety Policy

Date: August 2023

Date for Review: August 2024

Policy owner: Bursar

To be reviewed by: Leadership Team and relevant governors



Contents

Health & Safety Policy Statement	1
Organisation	2
Board of governors ("The Board")	2
Headmaster	3
Bursar	3
Heads Of Department (Teaching).....	3
Estates Department: Estates & Facilities Manager, Maintenance Manager, Caretaker and Head Groundsman.....	4
Catering Manager.....	4
Outsourced Cleaning Contractor.....	5
External Health and Safety Advisors.....	5
School Safety Audit	6
School Health and Safety Committee	7
First Aiders Responsibilities	8
Staff Responsibilities	8
Pupil Responsibilities	9
Additional Policies/Documents to Reference	11

Health & Safety Policy Statement

As governors of St Martin'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), governors 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 Martin's School by appointing a Chair of our Estates Committee, a governor with responsibility for overseeing health and safety as part of the committee's general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster and the Bursar. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

The governor overseeing health and safety can attend 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 to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Estates 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 Chair 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 regularly by competent and, as appropriate, qualified professionals.

These reports (as per point above) are considered by the Estates 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).

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 review this risk assessment every time it is amended and submit a report to the Estates Committee.



An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Estates Committee.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues as appropriate to their role. 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 Headmaster, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the governors to comply with health and safety responsibilities. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar in a timely fashion.

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

Signed (.....) Chair of Governors, for and on behalf of the Board

Date (.....)

Organisation

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, 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.

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.

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
- Managing Communicable Diseases including pandemics
- 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;
- endeavouring to ensure compliance with relevant legislation and guidance where it exists and advising the board of any issues with such compliance;
- ensuring that applicable risk assessments are prepared, communicated, monitored and updated;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.

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 including on site swimming – Director of Sport
- Swimming – Head of Swimming
- Other activities – Director of Activities
- Drama – teacher responsible for Drama
- Art (including harmful substances and flammable materials) – Head of Art and Design & Technology
- Music – Director of Music
- Design & Technology – Head of Art and Design & Technology
- Outdoor lessons including the Nature Reserve – Assistant Head Academic
- Trips and visits – Educational Visits Co-ordinator
- Cooking/Food tech – Teachers responsible for any cooking activities as part of the curriculum

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

Estates Department: Estates & Facilities Manager, Maintenance Manager, Caretaker and Head Groundsman

The Estates & Facilities Manager, Maintenance Manager, Caretaker and 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).
- Registration and control of contractors
- 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 and maintenance activities.
- Risk Assessments for all activities they undertake.

Catering Manager

The Catering Manager is responsible for the following

- Food & Food Hygiene.
- Health & safety in the kitchen and dining room

- Risks Assessments for all activities undertaken in this department
- Control of hazardous substances for the catering function.
- Ensuring that all equipment is maintained in good order and appropriate external checks are undertaken.
- Ensuring that catering staff are trained in proper use of all appliances.
- Good standards of housekeeping.

Estates & Facilities Manager

The Estates & Facilities Manager is responsible for co-ordinating activities with the Cleaning contractor and ensuring appropriate Health & Safety procedures are deployed and adhered to and the service provided is adequate including

- that cleaning throughout the School is undertaken to an adequate standard
- that Health & Safety related to cleaning, hygiene and sanitisation is managed

Outsourced Cleaning Contractor

CleanGo, the external cleaning contractors is responsible for ensuring

- that cleaning throughout the School is undertaken to an adequate standard
- that Health & Safety related to cleaning, hygiene and sanitisation is managed
- that Risks Assessments for all activities undertaken
- that Control of hazardous substances for the cleaning function is managed.
- that all equipment is maintained in good order and appropriate external checks are undertaken.

External Health and Safety Advisors

The school has registered for the SafetyMARK scheme for the provision of External Health & Safety support and Competent Advice. The first point of contact is Justin Smith, details as follows:

Email: justin@inhousesafety.co.uk

Mobile: 07834 463942

Landline: 01933 626444

Website: www.inhousesafety.co.uk

The Bursar and the Estates and facilities manager also have access to the inhouse resources portal.

In addition, the Royal Society for the Prevention of Accidents (RoSPA) now has a dedicated website offering help, guidance and resources for schools and colleges: www.rospace.com/schoolandcollegesafety/.

For initial free help and advice on any aspect of safety in the school, RoSPA can be contacted on 0121 248 2235 or by e-mail at educationhelp@rospa.com.

School Safety Audit

A School Safety Audit was carried out by Clear Safety in June 2021, and the first audit by In House/safetyMARK is in progress and the report will be available part way through the Autumn term. The prioritised Action will then be shared with and monitored by the Health & Safety Committee.

Full audits take place every 2 years, but the consultant will attend school regularly to review aspects of Health & Safety as required.

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

- Maintenance and service of the school's plant equipment, including boilers, lifts and hoists annually.
- Annual service of gym and fitness equipment and machinery used in both design and technology and in the maintenance department.
- 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 termly professional deep cleaning and regular pest control checks.
- A suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every two 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.
- Our 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, reviewed every three years and a regular 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. The bursar is 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.
- Ensuring that 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 of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations].

- 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.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

School Health and Safety Committee

The Committee will meet once a term, and will be chaired by the Bursar or the Estates and Facilities Manager. The Governor who is responsible for overseeing health and safety may attend these meetings and if not, will receive an update at the minutes at the Estates meeting. The other members of the Committee will include:

- Headmaster
- Assistant Head Organisation & Compliance
- Assistant Head Pre-Prep (or designated representative)
- Assistant Bursar (or designated admin representative)
- Head Of Art & D&T
- Head Of Science
- Director Of Sport
- Head of Swimming and Pool Management
- the Head Groundsman
- the Maintenance Manager
- the Caretaker
- the School First Aider
- the Catering Manager
- the Head of Activities
- the Educational Visits Co-Ordinator
- Head of Cooking

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 work place;
- encourage suggestions and reporting of defects by all members of staff.

First Aiders Responsibilities

The First Aiders are responsible for:

- The day to day first aid needs of the boys and the administration of medicines as per the school policy.
- 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.

Staff Responsibilities

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:-

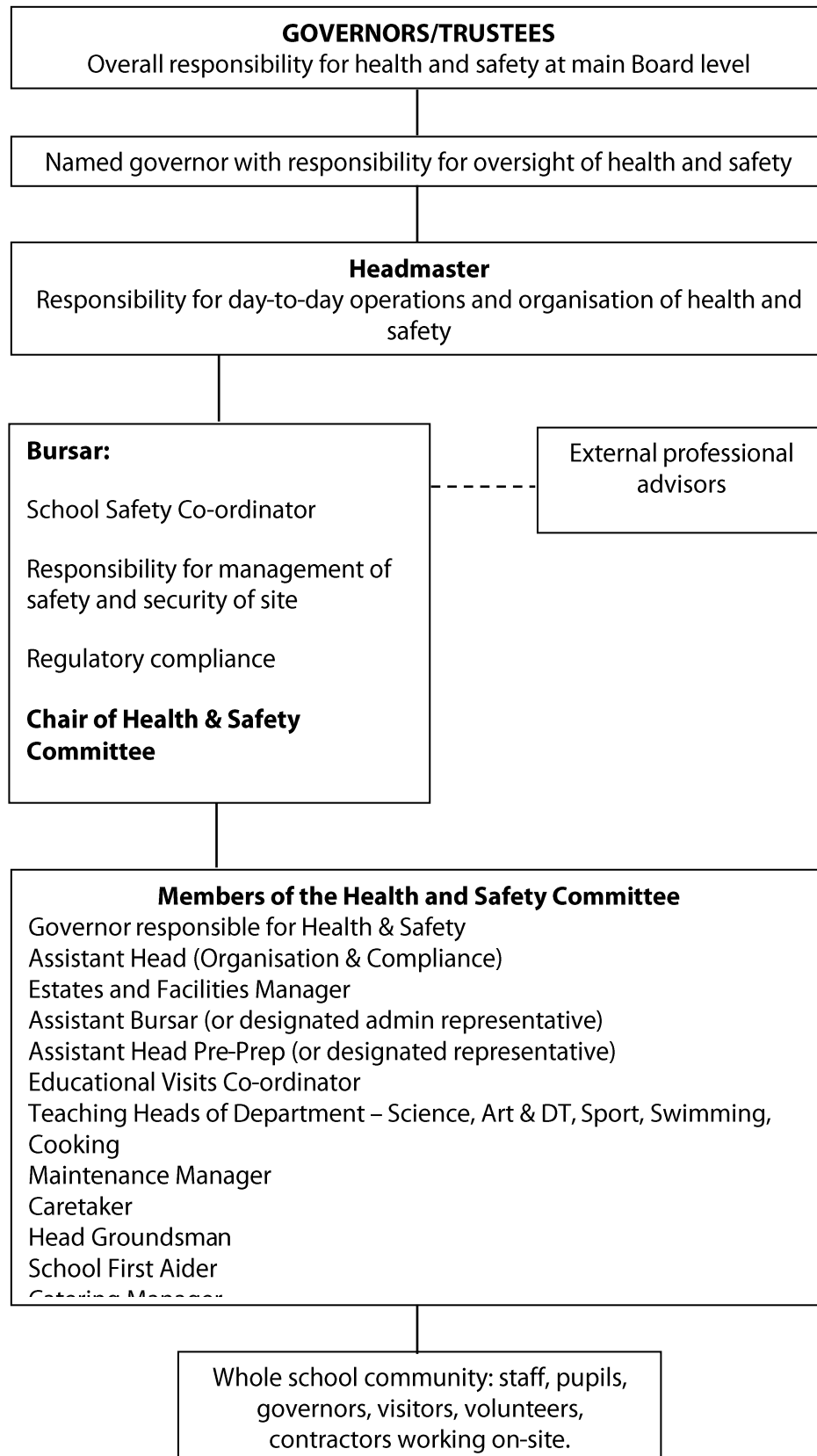
- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- undertake training as required and review any relevant Health & Safety policies as directed to;
- follow requirements imposed on the school or any other person under health and safety 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 Personal Protective Equipment (PPE). Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- ensuring that pupils understand their own responsibilities for Health & Safety;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Pupil Responsibilities

Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health & Safety Policy by:-

- Complying with the school's safety rules and requirements at all times.
- Complying with safety instructions given by members of staff.
- Wearing any PPE provided and making proper use of safety devices at all times.
- Reporting all safety hazards to members of staff.
- Reporting all accidents, incidents and near misses to members of staff.

Diagram Showing the Organisation for Health and Safety



Additional Policies/Documents to Reference

E0	Staff Handbook
E9	Stress Management Policy
E13	Lone Working Policy
11b	Off Site Visit and Activities Policy and Procedure
11c	Food & Hygiene Policy
11d	Minibus Safety Policy
11e	CCTV Policy
11f	Rugby Safety Policy
11g	Concussion Policy
11h	Normal Operating Procedures – Swimming Pool
11i	Emergency Action Plan – Swimming Pool
12a	Fire Risk Assessment
12b	Emergency Evacuation Policy
12c	Fire Risk (Prevention) Policy
12d	Critical Incident & Emergency Policy
12e	Emergency Shelter-in (Lockdown) Policy
13a	First Aid Policy
13b	Allergy Management
13c	Managing Communicable Diseases including pandemics Policy
14a	Supervision Duties Policy
16a	Risk Assessment Policy
16c	Critical Incident & Emergency Plan
16b	Emergency Lockdown Policy
17b	Accessibility Plan

