



EDGEBOROUGH SCHOOL

**Health & Safety Policy**  
(including EYFS and Boarding)

**UPDATE LOG**

<b>DATE</b>	<b>CHANGE</b>	<b>By Whom</b>
15.05.18	Full review	JL
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## General Statement

As Governors at Edgeborough 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 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 of our school community so that safe and effective learning can take place.

We fulfil our responsibility as Governors of Edgeborough by appointing Sian Proudlock as the Governor with responsibility for overseeing health & safety, and Cheryl Connelly as the School Business Manager with part of her responsibilities for overseeing the general upkeep and maintenance of the school estate and buildings.

Day to day responsibility for the operation of health and safety at the school is delegated to the Headmaster and the School Business Manager, but as Governors we have specified that the school should adopt the following framework for managing health and safety:

- The governor with responsibility for health and safety is to attend the meetings of the school's Health & Safety Committee every term and is to receive copies of all the relevant paperwork
- A report on health and safety matters covering: Visits to the school, H&S updates from external sources and advisors, fire drills, accidents to staff, visitors and children, electrical safety, buildings and grounds safety, and disability access is to be tables at each terms Health & Safety Committee meeting
- A report on the terms H&S Committee is presented to the full Governing Body along with any other H&S issues that the H&S Governor or School Business Manager wish to bring to the Governors attention
- The external fabric of the school, its plant, equipment and systems of work are to be surveyed and inspected regularly by competent professionals and in line with statutory and/or recommended frequencies
- Any reports and or action plans from the above are to be presented to the H&S Committee and their recommendations are to be included in 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 Domestic Bursar arranges the regular deep cleaning of these areas and the testing of all the relevant equipment in this area and will report on these to the H&S Committee.
- The school has Fire Risk Assessments (FRA) carried out by an external contractor (Spark Risk Ltd). This FRA is reviewed on an annual basis, or more frequently if significant changes are made to the interior of the buildings or new buildings added. Due to the nature of the site,

each building is to have its own FRA. The Action Plans from these FRA's are to be reported at each H&S Committee

- The school has a risk assessment for legionella carried out every 2 years by a competent contractor (C&S Water). Quarterly water sampling and testing is also in place.
- The school has a policy in place for the training and induction of new staff in health and safety issues which include basic manual handling, working at height and fire safety awareness. H&S training specifically related to a staff members job e.g. Science Technician, will be provided in addition to this generic training
- Basic first aid training is to be provided to all staff every 3 years with other relevant staff given more specific first aid training
- The school is to ensure the safeguarding of all employees fully in respect of health, safety and welfare whilst at work
- The school is to ensure that pupils and members of the public including parents, visitors and contractors who enter our premises, are not exposed to avoidable health and safety risks during the course of their business
- Ensure that no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced
- Check that all contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy, and in every case a suitable and sufficient risk assessment for the work to be undertaken
- Consult with our employees on matters affecting their health and safety
- Provide information, instruction and supervision for employees
- Provide and maintain safe plant and equipment
- Ensure safe storage, handling and transport of articles and substances
- Review and revise this policy as necessary at regular intervals

In undertaking the above and in preparing this documentation we refer to the DfE Document "Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies (2013)"

All members of staff are also reminded of their responsibility for their own health and safety and that of others. They are also responsible for co-operating with the Headmaster, School Business Manager, other members of the Edgeborough Leadership Team (ELT) and the Estates Manager in order to enable the Governors to comply with their H&S duties.

All members of staff are also responsible for reporting any significant risks or issues to the School Business Manager of the Estates Manager.

All employees are briefed on where on the schools network that this statement can be viewed. They will also be advised as and when it is reviewed, added to or modified.

Signed: .....

Chair of Governors, for and on behalf of the Governing Body

Date: .....

Date to be reviewed: May 2019

## Health and Safety Organisation & Guidance

### 1. The Board of Governors

The Governing Body has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health & safety issues are considered and addressed and that the H&S Policy is implemented throughout the School. The will also make, as far as is reasonably practical, adequate resources 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 Governing Body in carrying out its duties

### 2. Headmaster and School Business Manager

The Headmaster and School Business Manager will assist the Governing Body in directing the overall management and development of the Policy, defining its aims and communicating the responsibilities associated with the management of health and safety within the School. The School Business Manager will also report to the Governing Body on the School’s H&S performance and assist the Governing Body in implementing changes in the policy which the Governors have approved.

The School Business Manager will also chair the School Health & Safety Committee and ensure that the Admin Dept manages the registration and control of visitors.

### 3. Estates Manager

The Estates Manager will have day to day management responsibility for ensuring that arrangements are in place for:

- Site safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality (including the swimming pool)
- Asbestos management
- Generic H&S training
- Maintenance of the school vehicles
- Building maintenance (preventative and reactive)

- Pest Control
- COSHH requirements for the Estates Department
- Risk Assessments for Estates Department activity

They will also act as the School H&S Co-ordinator, whose duties will include:

- Advising the School Business Manager on maintenance requirements
- Co-ordinating advice from specialist safety advisors, producing the associated action plans and co-ordinating the associated work from these
- Monitoring H&S within the school and raising concerns with the School Business Manager
- Ensuring compliance with CDM Regulations
- Producing reports on the relevant matters to the School H&S Committee

#### **4. Domestic Bursar**

The Domestic Bursar will have day to day management responsibility for ensuring that arrangements are in place for:

- Ensuring that the School adheres to the requirements of the external inspection by the Environmental Health department
- Maintenance and servicing of all the catering equipment
- The professional deep cleaning of all equipment, cooking, food preparation and storage surfaces at least once a year
- Takes professional advice from a dietician on healthier food, menu planning and special diets as needed
- COSHH requirements for Catering and Cleaning departments
- Risk assessments for Catering & Cleaning departments

#### **5. 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 (including staff, visitors and pupils). They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessments are:

- Science (including harmful substances and flammable materials) – Head of Science: Mr I Weck
- Sports Activities – Director of Sport: Mr D Jones
- Drama – Head of Drama: Ms S Hinchcliffe

- Art (including harmful substances and flammable materials) – Head of Art: Mrs A Rook
- Music – Head of Music: Mrs K Davies
- Design Technology – Head of DT: Mrs M Holland
- Outdoor lessons – All Heads of Department
- Trips and visits – All teaching staff leading a trip & Deputy Head: Mr C Holder

Each Head of Department is also responsible for identifying, organising and maintaining records of all training that is specific to their area of responsibility

## 6. External Health & Safety Advisors

The Estates Manager will arrange, as appropriate, for external consultants and contractors to advise on matters of health and safety within the school. Such provision may include, but is not limited to:

- Structural surveyors to give advice on the external and internal fabric of the school buildings
- Engineers to monitor and service the school's plant and equipment, including boilers, lifts, water pumps, sewage pumps, cess pits, man-safe systems, lightening conductors, retractable seating, astro turf floodlights, chimneys, washing machines and tumble driers – all in line with current guidelines
- Fixed PE & Gym equipment if to be serviced on an annual basis
- An annual Fire Risk Assessment (FRA) is to be carried out annually or when significant changes are made to the interior of the buildings or when new buildings/extensions are added
- The fire alarm system including smoke detectors is to be serviced on a quarterly basis. Emergency lighting is tested every 6 months and fire extinguishers/blankets are serviced annually. In addition, the call points, emergency lighting and fire extinguishers are checked on a weekly basis and rolling programme by the Estates Team
- An external H&S Consultant reports on H&S arrangements in all lessons, support areas, public spaces, sports and facilities every 5 years and progress on its recommendations is reported annually to the H&S Committee
- The school has a suitable and sufficient risk assessment for legionella every 2 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 take place. The Estates Manager is also responsible for maintenance of an Asbestos Management Plan and for making sure that contractors are fully briefed on areas of asbestos before starting work

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

The Committee will meet once a term and will be chaired by the School Business Manager. The Governor who is responsible for overseeing health and safety will also attend these meetings. All staff are invited to attend but the other permanent members of the Committee are:

- The Estates Manager/H&S Co-Ordinator
- Head of Pre-Prep
- Head of Boarding
- Domestic Bursar
- Maintenance Manager
- Staff representative

Heads of Dept are invited to speak with the School Business Manager and/or Estates Manager if they wish any specific item to be discussed and are requested to attend if this is the case.

The role of the Committee is to:

- Discuss matters concerning H&S, including any changes to regulations
- Monitor the effectiveness of H&S within the school
- Review accidents and near misses and discuss preventative measures
- Review and update school wide risk assessments
- Discuss training requirements
- Monitor the implementation of professional advice
- 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 Head of Boarding**

The Health and Safety regime in the Boarding House is of particular importance. The Head of Boarding will be responsible for:

- Representing the Boarding House on the Health and Safety Committee
- Ensuring that all fire doors are closed at night and that the security doors to prevent unauthorised access are also closed
- Ensuring that all boarding pupils are familiar with all fire instructions and evacuation routes

- Making arrangements, in conjunction with the Estates Manager, for fire drills to be carried out at all times when the Boarding House can be occupied
- Ensuring that all fire evacuation routes and exits are kept free and unobstructed at all times
- Regularly monitor for the use of unauthorised electronic equipment
- Ensuring that access to the Boarding House is suitably controlled
- Ensuring that outings off site are suitably risk assessed
- Ensuring that they are aware of the location of any identified or presumed asbestos within the boarding house
- Ensuring that all accidents are reported to the School matron as soon as possible
- Ensure that boarders are supervised at all times when using school facilities such as (but not limited to) the Punshon Hall, Swimming Pool & Astro Pitch

## 9. The School Matron

The School Matron will be responsible for:

- Providing First Aid to pupils, staff and visitors
- Informing parents of accidents involving their children
- Checking that all First Aid Boxes are replenished

## 10. Staff

The co-operation of all staff is essential to the success of this Policy and the School requests that staff should notify their Heads of Dept, the School Business Manager and/or the Estates Manager of any hazards to health & 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 on site
- 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 and/or senior staff
- Make proper use of anything provided in the interests of their health and safety such as protective equipment (PPE). 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 in the Policy in relation to the fulfilment of their duties

## **11. Staff Consultation**

Edgeborough takes its responsibilities seriously and offers an “open door policy” to any staff concerns and ideas to manage health and safety effectively. Consultation with staff will be performed on all health and safety issues that could have an effect on employees, including (but not limited to):

- Changes in policies, procedures and processes
- Arrangements for assistance by competent people
- Hazards, risks and their control measures including policies, procedures and safe working practices
- Planning of health and safety training
- Consequences from the introduction of new technology and processes

## **12. Risk Assessments**

Risk assessments will be undertaken by:

- Heads of Department and teachers
- Activity Leaders
- The Business Manager, Estates Manager and Domestic Bursar

The findings of the risk assessments will be checked by:

- Head / Deputy Head for teaching departments and off-site activities with pupils.
- The Estates Manager for buildings, grounds, maintenance and housekeeping
- The Business Manager for administrative and support staff activities
- Headmaster for pupil activities
- The Business Manager & Estates Manager for fire risk assessment
- Domestic Bursar for catering and cleaning
- Houseparents for Boarding

Action required to remove/control risks will be approved by one of the following as appropriate:

- Heads of Department
- The Business Manager
- Headmaster

Heads of Department will be responsible for ensuring the action required is implemented and to follow through any longer term actions required.

Risk Assessments will be reviewed every year or when circumstances change.

See separate Risk Assessment policy for further details

### **13. Safe plant and equipment**

The following people will be responsible for identifying all equipment / plant needing maintenance and ensuring that effective maintenance procedures are drawn up and implemented:

- Heads of Department where appropriate (e.g. DT, Science, Drama)
- Domestic Bursar
- The Business Manager
- Estates Manager

Any problems with plant / equipment should be reported to:

- Head of Department
- The Business Manager
- The Estates Manager

The Head of Department (Teaching & Non-teaching) will check that new plant and equipment meets health and safety standards before it is purchased.

- Fixed wiring is tested on a rolling programme to ensure that all equipment is tested at least every 5 years by a suitably qualified electrical contractor.
- Portable Appliance Testing is carried out every 2 years

### **14. Safe handling and use of substances**

The following will be responsible for identifying all substances which need a COSHH assessment:

Head of Department where appropriate, i.e. Science, Design Technology, Art, Catering and Housekeeping, Estates

Heads of Department will be responsible for:

- undertaking COSHH assessments
- ensuring that all actions identified in the assessments are implemented
- ensuring that all relevant employees are informed about COSHH assessments
- checking that new substances can be used safely before they are purchased

COSHH Assessments will be reviewed every year or sooner if circumstances / activities change

## **15. Information, instruction and supervision**

- The Health and Safety Law Poster is displayed on all staff room notice boards, the School Office, Estates Office and the Kitchen Office.
- Health and Safety advice is available from The Estates Manager
- Supervision of young workers / trainees will be arranged / undertaken / monitored by the relevant Head of Department

## **16. Accidents, first aid and work-related ill health**

- First aid boxes are kept in the Sick Bay at various locations around the school.
- All staff receive basic First Aid training every three years and key staff undergo more in-depth training in First Aid or Paediatric First Aid
- Current lists of First Aiders are posted on departmental notice boards.
- All accidents, near misses and cases of work-related ill health are to be reported on the appropriate forms, which are available in The Business Manager and on the staff network (R:\Health & Safety\Accidents and Incidents).
- The Business Manager and/or the Senior Matron are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive in accordance with current RIDDOR procedures.
- The following people are responsible for investigating accidents:
- Heads of Department should carry out initial investigation and complete the accident investigation form which should be forwarded to The Business Manager.
- Matron should complete an accident follow-up report where she has been involved in treating injuries.
- The Business Manager is responsible for collating and reviewing accident investigation forms.

- The Headmaster and The Business Manager are responsible for further investigation of accidents where necessary.
- The Headmaster and The Business Manager are responsible for investigating work-related causes of sickness absences.
- The Relevant Head of Department is responsible for acting on investigation findings to prevent a recurrence.

## **17. Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, the Business Manager and The Estates Manager will:

- Review Health and Safety policy annually
- Provide termly summaries and annual analysis of accidents
- Carry out regular fire safety check on a rolling, building by building basis
- Spot check higher risk areas
- Carry out accident investigations where appropriate
- Carry out termly safety inspections of each building and the grounds

## **18. Fire Safety**

See the separate Fire Safety Policy

## **19. The Environment**

Edgeborough is committed to the responsible management of energy and water. Environmental issues are discussed by the Senior Leadership Team and at Staff Meetings. The aims are to:

- Educate pupils in environmental issues.
- Reduce costs.
- Maintain health and safety standards

## 20. H&S Emergencies

Any member of staff discovering what they consider to be an emergency situation should first consider calling the relevant first response emergency service(s) – Fire, Ambulance, Police. If the situation is less urgent then the following key personnel should be informed:

The Business Manager – Internal Ext 217 or 07879 405954

The Estates Manager – Internal Ext 229 or 07437 442006. ***Please note that from 5pm on a Friday until 9am on a Monday, whichever member of the Estates Team that is “On Duty” can be contacted on this mobile number***