



## Health and Safety Policy

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#### APPROVED BY THE BOARD

Name:	Signature:	Date:
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**The policy serves to ensure that regard is had to the DfE guidance on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.**

**Part 1: General Statement of Health and Safety by Governors**

As Governors of Wellingborough School, we fully recognise our collective responsibility for providing, a safe and healthy school for all of our employees, pupils, parents and visitors, in line with the Health & Safety at Work Act 1974 (HASWA 1974). In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. 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 Wellingborough School by appointing a Health & Safety Governor with responsibility for overseeing health and safety on our behalf. The Bursar and the Assistant Bursar Operations ensure that the school complies with all aspects of health and safety legislation. The Estates Bursar is responsible for the general 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. The Bursar works closely with him in this regard. As Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The Chair of Governors receives copies of all the paperwork following the termly Health and Safety meetings.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's Health & Safety 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 regularly by qualified professionals.
- Their reports are considered by the Estates Bursar and his 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 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, maintenance of kitchen equipment and pest control services, and that any issues are reported to the Assistant Bursar Operations
- The school has a fire-risk assessment, carried out by a competent person, which is reviewed and updated annually or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- The fire risk assessment is reviewed and audited by the Wellingborough Fire and Rescue Service, who will advise the school accordingly on faults and defects.

- The school has a professional risk assessment for legionella every 3 years and a quarterly water sampling and testing regime in place. Records are kept by the Estates Bursar.
- The School has an Asbestos Management plan, which is kept by the Estates Bursar.
- The school has a 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, where appropriate. 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. Fire Awareness training is provided to all staff on appointment, and annually via Smartlog.

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 cooperating with the Headmaster, the Bursar and other members of the SLT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Estate Bursar using the appropriate channel. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

## **Part 2: Organisation for Health and Safety**

### **2.1 Statement by the Headmaster**

The Chairman of Governors at Wellingborough School has delegated day-to-day responsibility for organising health and safety and welfare to me. The role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts, the General Statement by the Chairman of Governors, description of the Organisation for health and safety and lastly detailed Arrangements for Health and Safety.

Every individual is responsible for ensuring the health and safety of their area and of staff, pupils and others, especially visitors who are unfamiliar with the school, those who are disabled or who have special educational needs.

I have delegated some of my duties to other members of staff in particular the Bursar, Assistant Bursar, Operations and Estates Bursar; but ultimate responsibility for Health and Safety, on which I am answerable to the Chairman of Governors, rests with me. The areas where my duties have been delegated are:

### **2.2 Safety and Security**

- Building security (including alarms, locking external doors and windows) – the Bursar, who in conjunction with the Estates Bursar has delegated day-to-day management of the Duty staff.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the science laboratories, the design technology rooms etc. – the Estates Bursar, working in cooperation with the Heads of PE, Science and DT etc.
- Controlling lone working after hours. This rests with members of Academic staff who must report to the Head of Department, Estates to the Estates Bursar, Housekeeping to the Housekeeping Team Leader or Administration staff to their relevant line manager if there is an intention to be working outside recognised hours.

- Ensuring that all visitors sign in at Reception and wear visitors' badges, whilst they are on the School site.

## **2.3 Vehicles**

- Car parking on-site and vehicles on-site – the Estates Bursar.
- Ensuring the school minibus(es) and other vehicles are properly maintained and roadworthy – the Assistant Bursar, Operations and Transport Supervisor.

## **2.4 Accidents**

- Maintaining the accident log, 'near misses' and reporting RIDDOR notifiable accidents – the Assistant Bursar (Operations) who is also responsible for keeping and analysing statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents) – the School Medical staff will notify parents in the event of hospitalisation, and in the absence of parents, a member of staff will be allocated to accompany the injured pupil to hospital and remain with them until a parent/guardian arrive.
- Checking that all first aid boxes and eye washes are kept replenished and in-date - the School Medical staff.

## **2.5 Fire Prevention**

- Keeping fire routes and exits clear - the Estates Bursar, Bursar, Assistant Bursar, Operations and Deputy Head (Pastoral).
- Electrical Safety Testing. All the buildings at Wellingborough School have current electrical installation certificates – the Bursar & Estates Bursar.
- Regular portable appliance testing – Estates Bursar.
- Testing all fire alarms weekly, during term time – Estates Bursar.
- Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers - the Estates Bursar.
- Regular testing of the automatic doors, call points and the sounders – the Estates Bursar.
- Lightning protection is in place for all buildings – the Estates Bursar.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers - Estates Bursar & Catering Manager.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Estates Bursar.
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire – Bursar and Assistant Bursar.

- Switching off all kitchen equipment at the end of service – Catering Manager.
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Estates Bursar.

## **2.6 Water, Drainage etc**

- Maintaining water quality, ensuring a sampling regime, using external contractors, is in place - the Estates Bursar.
- Ensuring that drains, gutters etc. are kept unblocked. Checking that all drain runs are clear using external contractors as necessary – the Estates Bursar.

## **2.7 Risk Assessments**

- Ensuring that up to date risk assessments are maintained for:
  - Fire – the Assistant Bursar, Operations and the Estates Bursar
  - Legionella - the Estates Bursar
  - Teaching Areas- Heads of Departments
  - Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) – the Catering Manager and Housekeeping Team Leader.
  - Grounds maintenance (including use of pesticides and COSHH) - Estates Bursar and Grounds Maintenance.
  - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Estates Bursar and Grounds Maintenance.
  - Asbestos Register –Estates Bursar.
  - Reprographics machines and copiers – the Assistant Bursar, Operations.
- Ensuring that up to date risk assessments are maintained for teaching in the following areas:
  - Science (including COSHH and flammable materials) – Head of Science
  - All outdoor games – Director of Sport
  - Swimming – Director of Sport
  - Athletics– Director of Sport
  - Dance and gymnastics – Director of Sport
  - Drama – Staff producing plays
  - Art (including COSHH and flammable materials) – Head of Art
  - Music – Head of Music
  - Design Technology (including COSHH and flammable materials) – Head of DT
  - CCF – CCF Manager
  - All visits and trips - Educational Visits Officer (EVO) – Deputy Heads
  - Extra curriculum activities provided by third parties – Companies provide their own, the member of staff arranging the activity is responsible for obtaining copies of all RA's and insurance documentation.

## 2.8 Training

Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – Transport Supervisor
- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of DT
- Health and Safety training for the Catering and Cleaning staff – Catering Manager / Housekeeping Team Leader
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures - the Deputy Heads and Bursar
- Inducting new staff in health and safety – the Deputy Heads and Bursar
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.
- First aid training- Medical Room

## 2.9 External Advisors for Health and Safety

- The School uses qualified personnel to advise on matters of health and safety within the School, where appropriate.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists regularly.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO).
- The Catering Manager is responsible for:
  - An independent hygiene and safety audit of food storage, meal preparation and food serving areas according to the EHO inspection framework:
    - Professional advice 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. once a year.
    - Appropriate pest control measures to be in place, with regular recorded inspections.
  - The school updates their fire risk assessment's every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
  - In addition to the termly 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 professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
  - The school maintains an asbestos register and has a documented Asbestos Management Plan which the Estates Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
  - The School has current electrical test certificates for all its buildings. It uses suitably qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB 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 lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305.
- A qualified CDM Co-ordinator is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2007 whenever major work is undertaken.

## **2.10 School Safety Co-ordinator**

The Bursar and the Assistant Bursar, Operations are the School's Safety Co-ordinators, and are responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to health and safety. They also co-ordinate the advice given by specialist safety advisors, and produce action plans. With the support of the Estates Bursar they have overall responsibility for monitoring health and safety within the School and for reporting any breaches to me. They are responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

## **2.11 School Health and Safety Committee**

The School Health and Safety Committee meet once a term under the chairmanship of the Bursar/the Assistant Bursar, Operations. The H&S Governor attends as the Governor responsible for health and safety.

Other members of the Committee are:

- Estates Bursar
- Senior School Rep
- Prep School Rep
- Admissions, Marketing and Enterprise Rep
- Art Rep
- Catering Rep
- CCF Rep
- Design Technology Rep
- Educational Visits Rep
- Housekeeping Rep
- Human Resources Rep
- IT Rep
- Medical Rep
- Music Rep
- Science Rep
- Sports Rep
- Staff Reps
- Transport Rep

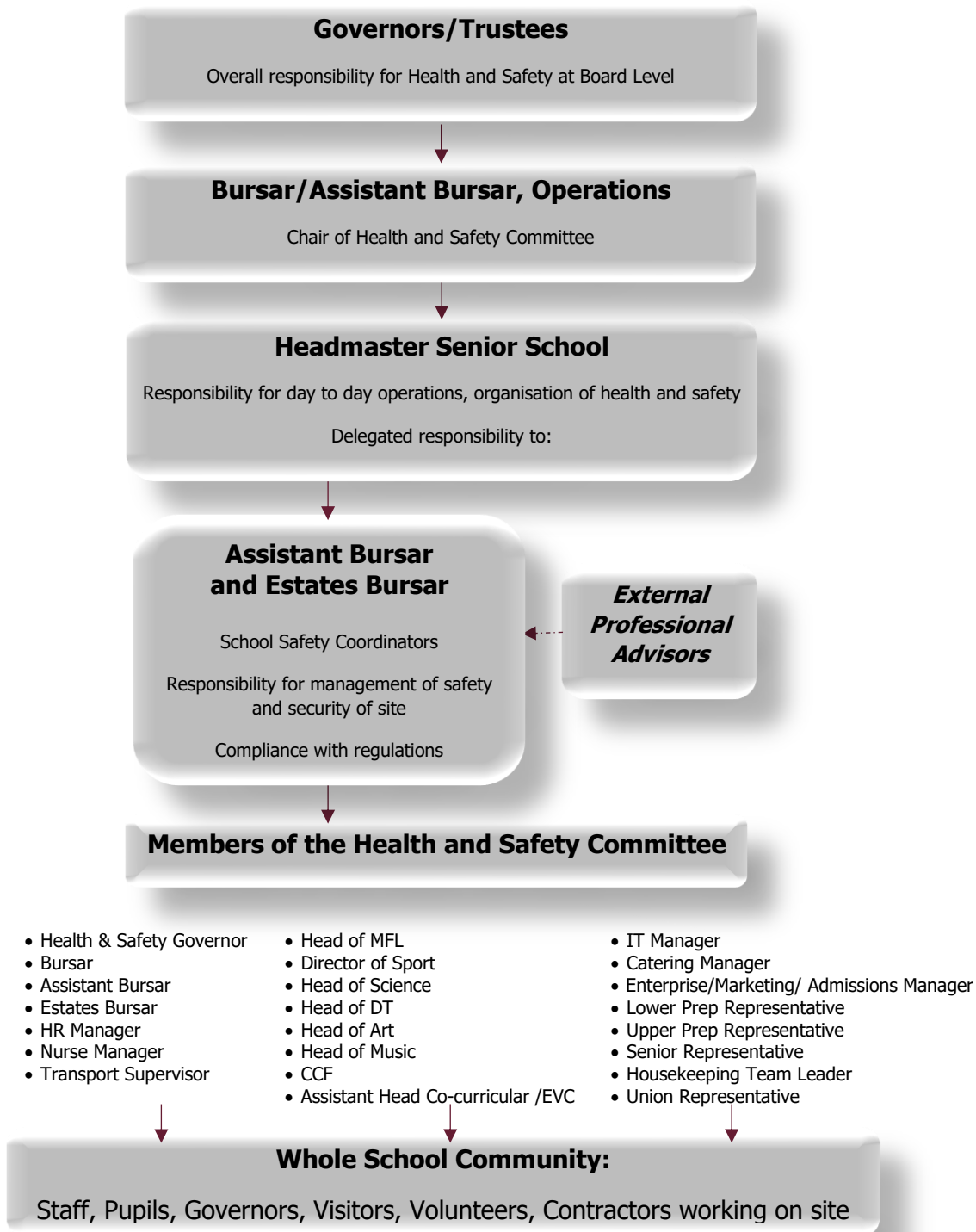
### **The role of the Committee is to:**

- Discuss matters concerning Health and Safety and any changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Monitor action plan for addressing issues identified from the accident and near miss log.
- Review and update risk assessments.
- Discuss and agree H&S training requirements.
- Monitor the implementation of professional advice.
- Review the Safety Policy guidance and update it where appropriate.
- 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.



**Annex to Part 2: Diagram showing the organisation for Health and Safety**



### **Part 3: Specific arrangements for Health and Safety**

The following areas/activities present identified and significant risks in our School. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Director of Sport keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance etc. Records of relevant specific training are kept.
- Science: where the Head of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Design and Technology: where the Head of DT keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- Art: where the Head of Art keeps risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed entry to the Maintenance, Caretaking and Grounds Departments: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Building at Work
- Catering and Food Hygiene Policy
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Major Incident Management Policy
- Design and Technology
- Display Screen Equipment
- Educational visits, (the EVO maintains a dossier of risk assessments and visit reports)
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection
- Manual handling
- Medical Questionnaire
- Minibus use
- Pesticides: Use of

- Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessment Policy
- Security, including workplace safety and lone working
- Special Education Needs (SEN) and Learning Development
- Sun Protection (EYFS pupils)
- Temporary staff and Contractors
- Working at Heights
- Vehicles and on-site movements
- Medication Administration in School policy
- Medical and First Aid Policy