



## Health and Safety Policy

***This policy also applies to the Early Years' Foundation Stage and Education (Independent School Standards) Regulations 2014***

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

As Governors of St Margaret's School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. 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 everyone in our community so that effective learning can take place.

We fulfil our responsibility as Governors of St Margaret's School by appointing the Chairman of Governors, with responsibility for overseeing health and safety as part of their 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 Principal. But as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- That the Governors receives relevant updates of the weekly meetings of the SLT's Health and Safety Committee.
- That these updates, together with 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 presented to the Governors at one meeting each term, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
- That, following consideration by the Board of Governors, the Health and Safety Committee's that the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That the school has a fire risk assessment, carried out by a Competent Person which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- The SLT should review this risk assessment every time it is amended and submit this report to the Governors.
- That an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, and the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Governors.



- That the school has a professional risk assessment for legionella, every 7 years and a yearly water sampling and testing regime in place.
- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the standard induction training.
- 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 Senior Leadership Team (the Principal, the Deputy Head, Director of Studies, Director of IT and the Bursar) 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 Bursar.
- All staff and pupils are responsible for exercising care in relation to themselves and others who may be affected by their action and report any incidents to the Senior Leadership Team.
- All pupils should obey all instructions in regard to Health and Safety.
- All employees are briefed on where copies of this statement can be obtained on the school's website. 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 2 and 3 of this document.



## Part 2: Organisation of Health and Safety: Statement by the Principal

The Chairman of Governors of St Margaret's School, has delegated day to day responsibility for organising health and safety and welfare to the Principal. That 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, this description of the Organisation for Health and Safety and, lastly, the detailed Arrangements for Health and Safety.

Every member of staff is responsible for taking all necessary steps to safeguard the health and safety of colleagues, 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, 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:

### Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows and controlled access/egress (see annex B);  
*Delegated to the Bursar.*
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the science laboratories, the design technology rooms etc;  
*Delegated to the Bursar and Caretakers, working in cooperation with the SLT.*
- Controlling lone working after hours;  
*Delegated to the Bursar.*
- Ensuring that all visitors book in at Reception and wear visitors' badges;  
*Delegated to the School Secretary.*

### Vehicles

- Ensuring the school vehicles are properly maintained and roadworthy;  
*Delegated to the Bursar.*

### Accidents

- Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive;  
*Delegated to the School Secretary, who is also responsible for keeping statistics of accidents and preparing summary reports for the SLT and Governors.*
- Escorting pupils to hospital (and informing their parents);  
*Delegated to the School Secretary.*
- Checking that all first aid boxes and eye washes are kept replenished;  
*Delegated to the School Secretary.*



## Fire Prevention

- Keeping fire routes and exits clear;  
*Delegated to the Bursar, who in turn has delegated day to day management to the Caretakers.*
- Electrical Safety Testing. Ensuring that all the buildings at St Margaret's School have current electrical installation certificates;  
*Delegated to the Bursar.*
- Regular portable appliance testing;  
*Delegated to the Bursar.*
- Testing all fire alarms weekly (and recording all tests) and arranging an annual service of alarms, smoke detectors, emergency lights, and fire extinguishers;  
*Delegated to the Caretakers.*
- Ensuring that all gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers;  
*Delegated to the Bursar.*
- Ensuring that flammable rubbish and combustible materials are stored away from buildings;  
*Delegated to the Caretakers.*
- Arranging 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;  
*Delegated to the Bursar.*
- Checking that all scientific and DT equipment is switched off at the end of the school day;  
*Delegated to Head of Science and the DT Teacher.*
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends;  
*Delegated to IT Director.*
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers;  
*Delegated to Art and Science Departments and Caretakers.*
- Ensuring that all kitchen appliances switched off daily;  
*Delegated to Catering Manager.*

## Water, Drainage etc

The Bursar, together with the Caretakers, are responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place.
- An annual clearing of drains, gutters etc.



## Risk Assessments

Ensuring that up to date risk assessments are maintained for:

- Fire
- Legionella
- General Health & Safety including all rooms, corridors and exits, including the kitchen.
  
- Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials);  
*Delegated to the Bursar.*
  
- Kitchen and Catering arrangements;  
*Delegated to the Catering Manager.*

Ensuring that up to date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials);  
*Delegated to Head of Science.*
  
- All outdoor on site PE;  
*Delegated to the Deputy Head.*
  
- Swimming;  
*Delegated to the Deputy Head.*
  
- All offsite PE;  
*Delegated to the Deputy Head.*
  
- Art (including COSHH and flammable materials);  
*Delegated to the Art Department.*
  
- Music;  
*Delegated to the Music Department.*
  
- All outdoor lessons;  
*Delegated to the Deputy Head.*
  
- All visits and trips;  
*Delegated to the EVO.*

## Training

- Responsibility for organising (and maintaining records of training) is as follows:
  
- Minibus training;  
*Delegated to the Bursar.*
  
- Science-related health and safety training;  
*Delegated to Head of Science.*



- Design and Technology related training;  
*Delegated to **Head of DT.***
- Health and safety training for the cleaning staff;  
*Delegated to **the Bursar.***
- Briefing new pupils on emergency fire procedures;  
*Delegated to **Form Teachers.***
- Briefing new staff on emergency fire procedures;  
*Delegated to **the Bursar.***
- Inducting new staff in health and safety;  
*Delegated to **the Bursar.***
- Identifying specific health and safety training needs of staff;  
*Delegated to **the Bursar.***
- First aid training;  
*Delegated to **the Bursar.***
- Catering;  
*Delegated to **the Catering Manager.***

## **External Advisors for Health and Safety**

At St Margaret's School, we use external consultants to advise on matters of health and safety within the School.

- Engineers monitor and service the school's plant and equipment annually.
- All gym equipment and design and machinery used in both Design and Technology and in the maintenance department are serviced annually.
- The school has a professional fire risk assessment which is updated 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 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 professional risk assessment for legionella, every 7 years and an annual water sampling and testing regime is in place.
- 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 work on gas boilers and appliances is carried out by registered Gas Safe Engineers.



## **School Safety Coordinator**

The Bursar, is the School's Safety Coordinator, and is responsible for advising on any measures that may be needed in order to carry out maintenance work without risks to health and safety. She also co-ordinates the advice given by specialist safety advisors, and produces action plans. She has overall responsibility for monitoring health and safety within the School and for reporting any breaches. She is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

## **SLT Health and Safety Committee**

The SLT meet weekly and discuss Health and Safety issues as a weekly agenda point. The significant relevant points from these meetings are reported back to the Governors as a mandatory agenda point.

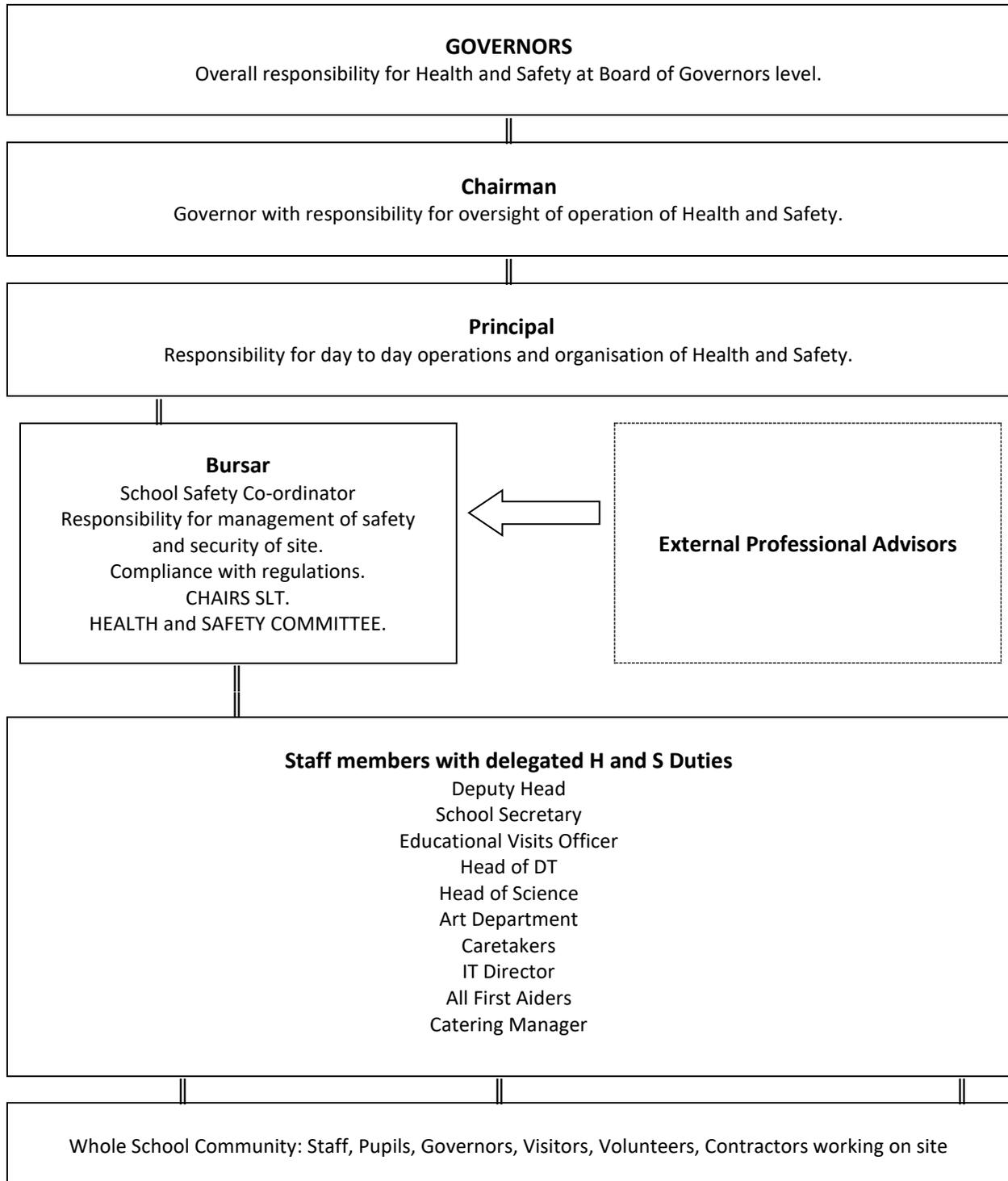
The role of the SLT Health and Safety Committee is to:

- Discuss matters concerning health and safety, including changes in 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 Health and Safety Policy and its effectiveness.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.



## ANNEX A

### Diagram showing the organisation for Health and Safety





## ANNEX B

### CCTV and Security Equipment

The school has a CCTV system covering all entrances on the ground floor and the IT Suite. The Governing Body will consider installing additional CCTV where justified by consideration of the risk. Signage informs people that CCTV is in operation and recording. The CCTV system is maintained bi-annually.

CCTV is also operational on School vehicles recording internally.

### Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing any valuable personal items.

Lost property is handed in to the school office where it will be kept for 6 months before disposal.

## Part 3: Specific Arrangements for Health and Safety

The following areas/activities present identified and significant risks at St Margaret's School. As a consequence, pupils are not allowed unsupervised access to:

- 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 for the use and safe storage of all chemicals. Art: where the Head of Art keeps risk and COSHH assessments for the use and safe storage of oil based paint and other flammables.

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

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Code of Safe Conduct for Staff
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Disaster Recovery Policy
- Display Screen Equipment (under general classroom risk assessment)
- Educational visits Policy and Risk Assessments where required
- Internet Safety Policy
- First Aid Policy
- Fire safety, procedures and risk assessment
- Health and Safety Notices
- Induction of new staff
- Legionella
- Letting and Hiring
- Manual handling training
- Medical Questionnaire for existing and new staff
- Minibus Policy



- Occupational Health as part of employment manual
- Portable Appliance Testing (PAT)
- Pupil Supervision Policy
- Risk Assessments - carried out annually
- Safer Recruitment Policy
- Security, Lone working Policy
- Slips and Trips (under general classroom risk assessment)
- Special Education Needs (SEN) Policy
- Sun Protection Policy (EYFS pupils)
- Temporary Staff and Contractors as part of Safer Recruitment Policy
- Work Experience for Pupils
- Working at Heights (under general classroom risk assessment)