



Belmont Preparatory School Health & Safety Policy

Part 1:

1 General Statement of Health & Safety Policy

- 1.1 As governors of Belmont Preparatory 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.
- 1.2 We fulfil our responsibility as governors of Belmont Preparatory School by appointing, the Chair of our Estates, Health & Safety Committee with responsibility for overseeing Health & Safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.
- 1.3 Day-to-day responsibility for the operation of Health & Safety at the school is vested with the Head. However, as Governors, we have specified that that the school should adopt the following framework for managing Health & Safety:
 - The Estates, Health & Safety Committee will meet termly and include Health & Safety as an agenda item and receives copies of all relevant paperwork.
 - A report on Health & 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, Health & Safety Committee meeting.
 - The minutes of the Committee's discussion on Health & Safety are tabled at each meeting of the full Governing Board together with any other issues on Health & Safety that the committee Chair wishes to bring to the Board's attention.
 - The external fabric of the School will be monitored for significant defects on a regular basis and its plant, equipment and systems of work surveyed and inspected regularly by competent professionals.
 - These reports are considered by the Estates, Health & Safety Committee and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
 - The School's adherence to Health & 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 Bursar will have access to an independent specialist to review the hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and the Bursar will report on these aspects to the Estates Committee.
 - The School has fire risk assessments, carried out by a competent person which are reviewed every year and updated every three years, or when significant changes are made to the interior of buildings or buildings are acquired, altered or undergo a change of use. The Chair of the Estates, Health & Safety Committee should review updated risk assessments when they have been completed. The Bursar will monitor and review progress on the action plan contained within the risk assessments and will report to the Estates, Health & Safety Committee. The Bursar will receive relevant

training in Fire Risk Assessment and can call on an external consultant to assist with the assessment if they require clarification or further guidance.

- The Bursar and Site Manager will receive sufficient training to enable them to review the overall arrangements for Health & Safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. In doing so they will have access to external qualified specialists with the approval of the Estates, Health & Safety Committee who will monitor the progress of implementation of any recommendations.
- The school has a competent person undertake a risk assessment for legionella every two years and will ensure that a testing and monitoring regime is in place in line with the latest HSE guidance.
- The school has a comprehensive policy in place for the training and induction of new staff in Health & Safety related issues which should include basic 'manual handling' and 'working at height training'. Health & Safety training that is related to an individual member of staff's function, 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, visits and sporting activities and to selected members of the non-teaching staff.

1.4 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 Management Team ("SMT") in order to enable the Governors to comply with their Health & Safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

1.5 All employees are briefed on where copies of this statement can be obtained. 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 *N. Butcher* Chair of Governors, for and on behalf of the Board

Date *21 November 2017*

Part 2:

2 Organisation

2.1 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.

2.2 Board of Governors ("The Board")

1.1 The Board has overall collective responsibility for Health & Safety within the School. It has a responsibility to ensure that Health & 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 & 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 Head

2.1 The Head 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 & Safety within the School and implementing changes in the Policy which the Board have approved.

3 Bursar

3.1 The Bursar 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 & Safety within the School. The Bursar will also report to the Board on Health & Safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

3.2 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
- Staff induction

3.3 They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Estates, Health & Safety Committee on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring Health & Safety within the School and raising concerns with the Estates, Health & Safety Committee
- compliance with the Construction (Design and Management) Regulations

4 Heads of Department (Teaching)

4.1 The Heads of Department will ensure, so far as is reasonably practicable, the Health & 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:

- Art (including harmful substances and flammable materials) - Head of Studio 4
- Boarding activities - Head of Boarding

- Design Technology - Head of Studio 4
- Drama - Head of Drama
- EYFS - Head of Early Years
- Music - Director of Music
- Science (including harmful substances and flammable materials) - Head of Science
- Sports and PE - Director of Sport
- Trips and visits - Educational Visits Officer

4.2 They will ensure that the Bursar has an up to date copy of the risk assessments, and in any event on 1st October each year and be responsible for informing Matron of any accidents, incidents or significant risks.

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

5 Site and Maintenance Department

5.1 The Site Manager and his team 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

6 External Health & Safety Advisors

6.1 The Bursar will arrange as appropriate for external consultants to advise on matters of Health & Safety within the School. Such provision may include advice on and maintenance of:

- the external fabric of the School;
- the School's plant and equipment, including boilers;
- equipment and machinery used in both Design & Technology and maintenance;
- hygiene and dietary requirements in catering;
- the fire alarm system, together with smoke detectors, emergency lighting, and extinguishers;
- control of legionella;
- control of asbestos;
- lightning protection systems;
- tree and estate management;
- educational visits;

7 Estates, Health & Safety Committee

7.1 The Committee will meet once a term, the Governor who is responsible for overseeing Health & Safety will Chair these meetings. The other members of the Committee will be:

- the Bursar
- the Educational Visits Coordinator
- the Head
- the Site Manager

7.2 The role of the Committee is to:

- discuss matters concerning Health & Safety, including any changes to regulations;
- monitor the effectiveness of Health & 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 updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to Health & Safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

8 Matron

8.1 The school Matron will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive and the Bursar, who will report these to the Estates, Health & Safety Committee
- Keeping statistics and preparing summary reports for the Estates, Health & Safety Committee
- Escorting pupils to hospital and ensuring their parents are informed
- Checking that all first aid boxes and eye wash stations are replenished

9 Staff

9.1 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 & Safety which they notice and of any suggestion they wish to make regarding Health & Safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the Health & Safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under Health & 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 & 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.

Part 3 Whole School Procedures & Guidance

The School has the following policies in place to fulfil the aims of the Health & Safety Policy, which are reviewed in accordance with the School's Policy Review Schedule:

- Accessibility plan
- Accident Reporting (RIDDOR)
- Administering Medicine
- Asbestos
- Competent Advice
- Construction Work (CDM)
- Contractor Management
- Control of Substances Harmful to Health (COSHH)
- Display Screen Equipment
- Electrical Safety
- Emergency Situations
- First Aid
- Fire safety
- Gas safety (LPG)
- Hot Works
- Human Flu Pandemic
- Infection control
- Letting & hiring
- Lightning protection
- Manual handling
- Minibus use
- Missing Child
- New and expectant mothers
- Noise
- Occupational health
- Online Safety
- Outdoor Education and Offsite Educational Visits
- Risk assessment
- Safety training
- Security, access control, workplace safety and lone working
- Smoking
- Stress Management
- Sun protection
- Swimming pool
- Vehicles and on-site movement
- Water Quality (including Legionella)
- Working at heights

Author	Claire Candlish, Bursar
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