

P12 - HEALTH AND SAFETY

As governors of St Dunstan's College we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy College 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 a high priority to ensuring that all the operations within the College 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 Dunstan's College by appointing a governor as Chair of the Risk and Compliance Committee with responsibility for overseeing health and safety. Day-to-day responsibility for the operation of health and safety at the College is vested with the Headmaster who delegates as shown below.

Responsibilities

Deputy Bursar (Property and Risk), IOSH qualified and competent person:

Facilities related H&S, including property inspections, facilities risk assessments, programmed maintenance and external audits.

Bursar

Monitoring of facilities related H&S risk assessments, reviewing external action plans, organising evacuation and lockdown drills, maintaining critical incident plans and reporting to the Board of Governors. HR related health, safety and welfare of staff including accidents and incidents, occupational health requirements and external professional support.

Deputy Head (Pastoral) and DSL

Safeguarding. Health, safety and welfare of pupils. Monitoring of pupil accidents and incidents.

College Nurse

First aid and medical treatment, recording and reporting of accidents and incidents including RIDDOR. Managing medicines and individual student health care plans.

Management of Health & Safety

As governors, we have specified that the College should adopt the following framework for managing health and safety:

The Health and Safety Committee (Staff), chaired by the Deputy Bursar (Property and Risk) meet three times a year and discuss current health and safety matters and concerns. Key issues from these discussions are added to the Risk Register. Staff from all areas of the College are included in this group and staff are invited to provide feedback and suggestions, which are added to the agenda.

The Risk and Compliance Committee (Governors) also meets three times a year and amongst other things they review and comment on the risk register. A full report is provided by the Bursar which includes information on any major incidents, lock down or evacuations, as well as any accident information.

The minutes from the Risk and Compliance Committee are circulated to the full Board before each Governing Body meeting, with a presentation on any key issues provided by the Risk and Compliance Chair; questions and challenge are encouraged.

The external fabric of the College, its plant, equipment and systems of work are surveyed and inspected as appropriate by competent professionals. Further details of the required inspections can be found in the Property Management Handbook.

External Audits

A number of external audits take place, including condition surveys and annual H&S inspections. These reports are considered by the Property Committee (Governors) and its recommendations, together with other defects form the basis of the College's routine maintenance programmes and capital projects programme.

The College'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 Deputy Bursar (Property and Risk) 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 and pest control services.

The College has fire risk assessments, carried out annually by an external competent person (Judicium) and these are reviewed regularly to monitor progress on completion of items in the action plan. The Health and Safety Committee review this risk assessment before each meeting which is included in the Bursar's H&S Report.

An external health and safety consultant (Judicium) reviews the overall arrangements for health and safety, including fire safety, the general state of the College, and reports on actions required with recommended timescales. The progress of implementation is included in the Bursar's Property Report.

Risk Assessment

The College has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

Risk assessments are written for any area of concern where measures are required to reduce existing risks. These assessments are reviewed regularly, particularly when an activity or facility has changed. They are saved on the College network and can be accessed by all staff. Training is also available to all staff on how to complete risk assessments. Further detail can be found in the Risk Assessment policy.

H&S on trips and visits is covered by a separate Trips and Visits policy and overseen by a fully trained Educational Visits Coordinator.

Training

Annual health and safety training is provided to all staff and detailed guidance is provided in the Staff Handbook for common risks. The College also has a comprehensive plan in place for the training and induction of new staff in health and safety related issues, which includes basic 'manual handling' and 'working at height training', via the iHasco online training module. 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 staff who is involved with trips and visits.

Incident and Accident reporting

The College records and reports, as appropriate, all accidents and incidents. Further detail on this is included in the separate First Aid and RIDDOR policies.

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 Team in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on Firefly. They will be advised as and when it is reviewed, added to or modified.

Health and Safety

Author/s:	Clair Wilkins Liam Corbett Jade McLellan	Date Reviewed:	Michaelmas 2019
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Committee:	Risk and Compliance Committee	Clerk to the Governors Signature:	