



MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James School Health & Safety Policy Part 2: Organisation

Scope

This part of the MSJ Health & Safety Policy deals with the organisation associated with delivering the requirements of the Health and Safety Policy Statement issued by the School's Council. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. A diagrammatic representation is at Appendix 1 to assist in the understanding of the health and safety structure within the School.

1. Board of Governors ("Council")

Council has overall collective responsibility for health and safety within the School and the designated governor responsible for Health & Safety is named in Part 1, The General Statement of this policy. Council has a responsibility to ensure that health and 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 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 Council in carrying out its duties.

2. Headmistress

The Headmistress will assist Council 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 and safety within the School. The Headmistress (or Director of Operations on her behalf) report to Council on health and safety performance and assist Council in implementing changes in the Policy which Council have approved.

3. Director of Operations

The Director of Operations will have day to day management responsibility, (delegated from the Headmistress) 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

The Director of Operations will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headmistress on maintenance requirements
- maintaining a record of accidents and near misses and reporting notifiable accidents to the Health & Safety Executive
- keeping statistics and preparing summary reports for the School Health and Safety committee
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Headmistress
- compliance with the Construction (Design and Management) Regulations
- chairing the School's Health and Safety Committee

4. Director of Teaching & Learning

While the Director of Operations has day to day management responsibility, (delegated from the Headmistress) for ensuring that arrangements are in place for the various elements of health and safety defined in paragraph 3 above, the Director of Teaching & Learning has responsibility for ensuring that the arrangements are being adopted by teaching staff. This is achieved through exercising oversight through the Heads of Departments (Teaching).

5. Heads of Department (Teaching)

The Heads of Department (Teaching) will ensure, so far as is reasonably practicable, the health and 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:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology - Head of Design & Technology
- Outdoor lessons - Director of Studies
- Trips and visits - Educational Visits Officer
- Food handling, cooking and cleaning activities in Food and Nutrition classes - Head of Food and Nutrition

The Heads of Departments (Teaching) will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

6. Head of Estates

The Head of Estates will assist the Director of Operations with the implementation of the following:

- Building security
- Supervision of maintenance activities on site ensuring that appropriate risk assessments have been conducted
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- 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 maintenance activities
- Where appropriate, ensuring that Construction (Design & Management) (CDM) Regulations 2015 are followed for major projects within the School.

7. Head of Housekeeping

The Head of Housekeeping will assist the Director of Operations with the implementation of the following:

- Supervision of all housekeeping activities on site ensuring that appropriate risk assessments have been conducted
- Good standards of housekeeping, including environmental and fire protection
- Control of hazardous substances for housekeeping activities
- Early identification of potential hazards
- Act as secretary of the School's Health & Safety Committee.

8. Head of Catering

The Head of Catering will assist the Director of Operations with the implementation of the following:

- Supervision of all catering activities on site ensuring that risk assessments have been conducted where necessary
- Maintaining good standards of housekeeping, environmental health and fire protection
- Control of hazardous substances for associated catering activities.

9. The Senior Nurse (Health & Wellbeing Centre)

The Senior Nurse is responsible for:

- Maintaining defibrillators and an accident book and reporting notifiable accidents to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Safety Committee ensuring appropriate training is conducted
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished and in date.

10. External Health and Safety Advisors

The Director of Operations will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors retained to give advice on the external fabric of the school.
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Head of Catering arranges for:
 - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - professional advice from a dietician 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 twice a year.
 - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every [three] years, or when 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, extinguishers and panic buttons 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 suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Director of Operations is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. Director of Operations is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), (The Head of Physics) is responsible for liaison with the radiation protection advisor for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

11. School Health and Safety Committee

The School Health & Safety Committee will meet at least once a term, and will be chaired by the Director of Operations. The Governor who is responsible for overseeing health and safety (currently the Deputy Chair of Governors, Mr Richards) will attend these meetings when available. The other members of the Committee and terms of reference for the Committee are at Appendix 2.

12. Staff

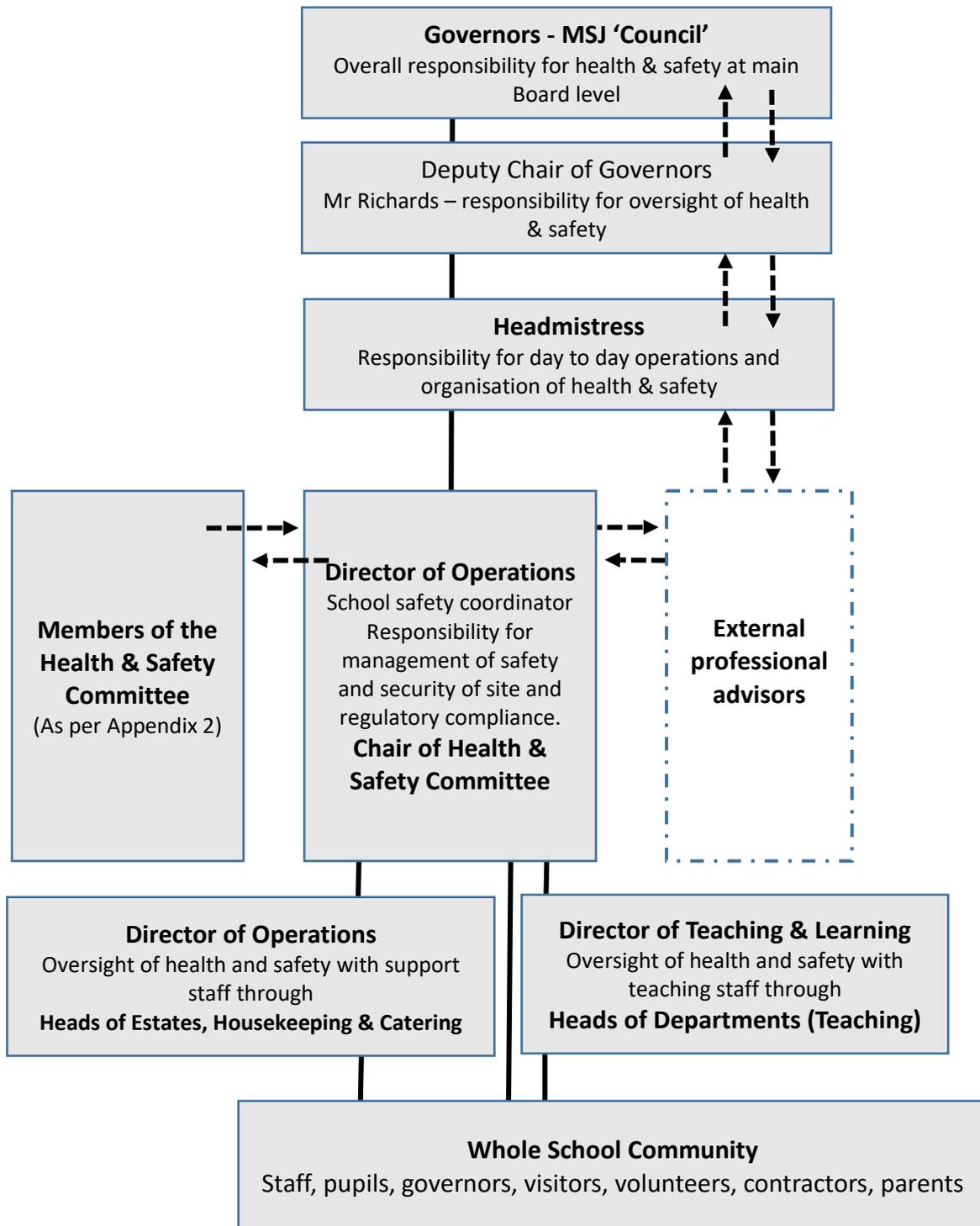
The co-operation of all staff is essential to the success of the Policy. The School insists that staff must notify their line manager of any hazards to health and safety which they notice, and of any suggestion they wish to make regarding health and safety.

Staff must:

- adhere to the MSJ Health and Safety Policy;
- fulfil their responsibilities defined in this document (namely Part 2 (Organisation) of the MSJ Health & Safety Policy)
- follow the procedures (including risk assessments) issued by the School
- take reasonable care for the health and safety of themselves, those in their care and others who may be affected
- 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 / senior staff
- make proper use of anything provided in the interests of their health and 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.

Mrs Olivera Raraty BA (Hons)
Headmistress

Diagrammatic Representation of Health & Safety Organisation within MSJ School



HEALTH AND SAFETY COMMITTEE – TERMS OF REFERENCE

Aims

1. Reporting to the School Council's Governance and Legal Committee, the aims of the Health & Safety Committee (the Committee) are to:

- establish and maintain high standards of health and safety in keeping with legal requirements and with the Malvern St James Safety, Health, Environmental Protection and Fire (SHEF) and Fire Safety policies, as appropriate;
- set and monitor performance targets for health and safety, where it is considered that these are necessary;
- promote co-operation amongst all staff in instigating, developing and monitoring appropriate control measures so as to ensure the health, safety and welfare at work of all employees and non-employees and
- communicate to the relevant senior manager any points of importance or where an executive decision may need to be made at a higher level.

2. The Committee will meet these objectives by:

- regular examination of the effectiveness of the Safety, Health, Environmental Protection and Fire (SHEF) policies and their associated arrangements;
- the examination of risk control measures;
- the examination of accident and incident reports and related statistics;
- forwarding ideas that may be included in a training programme on health and safety topics;
- assessing the effectiveness of all health and safety training delivered to staff;
- the promotion of health and safety awareness amongst staff, pupils and visitors to the site;
- making recommendations for implementation either in practice or for inclusion in the policies, and
- considering reports by the relevant manager or from external consultants.

Membership

3. The Committee consists of the following members:

- A Chairman (normally Director of Operations)
- A Secretary to take the minutes (normally Head of Housekeeping)
- When available, a Council member from the Governance and Legal Committee who are nominated to oversee SHEF matters. (Currently Mr Richards, Vice Chair of Governors.)
- School representatives:

Admin	Katie Powell	KPO
Technicians	Bridget Evenett	BEV
Health Centre	Duty Staff	
Sports Centre	S Vaughan	SVA
Estates	E Waugh	EWA
Teaching Staff	Patrick Harris	PHA
House Staff	Liz Cole	ECO

Estates	Colin Hempstead	CHE
IT	Daniel Parvin	DPA
Catering	Anita Fisher	AFE
Prep	Zinnia Wilkinson	ZWI
PE Staff	TBC	
DT Staff	TBC	
Art Dept	tbc	
Expressive Arts	tbc	

4. The Headmistress will attend meetings of the Committee at least once a year. She will receive copies of all meeting agendas and minutes of meetings.

5. At the invitation of the Chairman, other members of staff, appropriate specialist consultants, pupils, and members of Council may, from time to time, attend meetings the Committee in advisory or in “attendance only” roles.

6. The Committee will, in its membership and so far as is practicable, attempt to achieve a broad spread of representation of staff interests. The Committee may co-opt additional members for specific purposes or periods of time. In the event that an individual member is unable to attend, a named representative may attend by prior agreement with the Chairman.

7. Members of the Committee should see themselves as employee representatives with special interest, knowledge and skills, with the common objective of promoting and maintaining high standards in health, safety and welfare at work. They should monitor the effectiveness of the measures taken by Malvern St James and should recommend improvements. Individual managers remain accountable through normal channels for implementing all actions required by the SHEF Policy and for safe working practices. The legal status of Committee members is that, without prejudice to HASAWA, membership does not impose any additional legal duty on a member.

8. The Committee Chairman is responsible for ensuring that any relevant reports, recommendations and views are presented to senior management as appropriate.

Meetings

9. The Committee will meet at least once per term and normally once per half-term. An agenda will be circulated at least one week before the date of the meeting. Items for inclusion on the agenda may be submitted by any member of the committee who may then speak on the matter but, other than matters of emergency, they must be notified to the Secretary two working days before the meeting. The Committee will primarily concern itself with the effective operation of the SHEF and Fire Safety policies, systems and procedures and will not become involved in discussing solutions to local or day-to-day safety issues that should be resolved through normal managerial or administrative channels. The resolution of local safety issues should not be deferred until the next scheduled Committee meeting.

10. The recommendations of the Committee will be directed to the relevant manager for action in the first instance.

11. The minutes of the most recent meeting of the Committee are displayed on the Health and Safety Noticeboards and in the relevant section of Firefly; they may also be made available to inspectors and Council members.