

## HEALTH AND SAFETY POLICY

This policy is applicable to the whole School community, and thus is relevant to both the Alleyn's Junior (including EYFS) and Senior Schools

### STRUCTURE

The structure of this policy is as follows:

- **Part 1** of this policy is the mandatory statement from the Governing Board making clear their commitment to ensuring Alleyn's is safe and healthy for all.
- **Part 2** makes clear how the Head teacher (the 'Head') accepts delegated responsibility for health and safety and has created a framework for its oversight.
- **Part 3** is the final section and makes clear the activities to be pursued in creating a safe and healthy environment, those responsible for these activities, and the Risk Assessments, Policies and Statements of Practice which guide and inform the activities.

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

The Governors of Alleyn's School recognise their collective responsibility for providing a safe and healthy school for its employees, pupils, parents and visitors. In the Governors' role as employer, they attach the highest priority to ensuring that all 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 the School so that effective learning can take place.

Day to day responsibility for the operation of health and safety at the School is vested with the Head, but the Governors have agreed with the School to adopt the following framework for managing health and safety:

- That one Governor takes a particular interest in health and safety, and attends the termly meetings of the School's Health and Safety Committee, receiving copies of all the paperwork relevant to that meeting.
- That the minutes of the Health and Safety Committee's discussions are provided to each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairman (usually the Bursar) wishes to bring to the Board's attention.
- That the fabric of the School, its plant, equipment and systems of work are managed, surveyed and inspected regularly by qualified professionals.
- That their reports are considered by the School's Estates and Premises Committee, and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- That the School has a fire risk assessment, carried out by a competent person which is updated at least every two years, or more frequently if significant changes are made to the interior of the buildings, or new buildings are bought or added.
- That an external health and safety consultant reviews the overall arrangements for health and safety regularly, including the general state of the School, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Estates and Premises

Committee (meeting weekly) and Health & Safety Committee (termly).

- That the School has external risk assessors for all aspects of School activity where legislation requires this.
- That risk assessments for all school curricular and co-curricular activities involving practical or physical engagement are undertaken annually, control methods identified and implemented.
- Aside from those separately identified here, that all other aspects of the School as a workplace are risk assessed and updated annually, or according to statutory guidance, if such guidance recommends more frequent assessment.
- That all employees are provided with appropriate induction, instruction, training and supervision so as to be able carry out all their duties safely.
- That adherence to health and safety in catering and cleaning of the food preparation and eating areas is part of the contractual duty of the external caterer, reporting to the School.
- That the entire School site at Townley Road, the grounds at Burbage Road and all School buildings are designated as a no smoking area.

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 SMT 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 members of staff are informed about where copies of this statement can be obtained on the School Hub. 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.

Signed: .....  
Governor

Date: .....

**Part 2: Organisation for Health and Safety - Statement by the Head**

**Responsibility**

The Chairman of Governors of Alleyn's School has delegated responsibility for organising health and safety to me, its Head. That role gives me responsibility for ensuring compliance with the School's Health and Safety Policy.

Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others (especially visitors who are unfamiliar with the School, those who are disabled or who have special educational needs) in their departmental areas. Pastoral leaders and staff with co-curricular responsibilities must ensure the health and safety of staff, pupils and others who participate in activities for which they take a lead.

In order to ensure effective operational management, 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. Much of the operational responsibility rests with the Bursar but a wide variety of individuals with specific responsibilities (see Part 3) deal with the day to day.

I have created a broad framework for the oversight of and to assist with the management of Health & Safety.

- Estates and Premises Committee (see Part 3)
- Health & Safety Committee (see Part 3)
- Health & Safety is a standing item on teaching staff meetings; I invite comments or contributions.

I ensure, through the Bursar and Senior Deputy Head, that the School has all appropriate associated and complementary policies (see Part 3)

Signed: .....  
Head

Date: .....

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

### **Delegated responsibilities for operation of the School's healthy and safe environment**

#### **Safety and Security**

- Building security (including alarms, CCTV, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Premises Manager;
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the Design Technology and Food & Nutrition rooms etc. – the Estates Bursar, working in co-operation with the Heads of department;
- Controlling lone working after hours – the Bursar, working in cooperation with Heads of Departments.
- Ensuring that all visitors register at the Lodge (for Senior School) or the Hillsborough Road Lodge (Junior School) and wear visitors' badges – the Premises Manager;
- A Supervision Policy is in operation for EYFS and Junior School children (see Junior School Hub) – the Deputy Head, Junior School.

#### **Vehicles**

- Management of car parking and vehicles on site – the Bursar/Premises Manager;
- School coach service arrangements (including notifying parents of delays) – the Senior Deputy Head;
- Ensuring the School minibuses (and other vehicles) are properly maintained and roadworthy – the Estates Bursar.

#### **Accidents**

- Maintaining a file of accident reports and reporting notifiable accidents to the Health and Safety Executive – the School Nurses and Bursar;
- Assessing whether an accident is notifiable according to the requirements of RIDDOR 2013 – the School Nurses and Bursar;
- Keeping statistics of accidents and preparing summary reports for the Health and Safety Committee – the Bursar's PA;
- Escorting pupils to hospital (and informing their parents) – the School Nurses or a designated member of staff;
- Checking that all first aid boxes and eye washes are kept replenished – the School Nurses.

## Fire Prevention

- Keeping fire routes and exits clear – the Estates Bursar;
- Electrical Safety Testing. Ensuring all the buildings at Alleyn's school have current electrical installation certificates – the Bursar and the Estates Bursar;
- Regular portable appliance testing. Carried out annually each summer by external supplier – the Estates Bursar;
- Testing fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons – the Estates Bursar;
- Sufficient lightning protection is in place – the Estates Bursar;
- All gas appliances (boilers, kitchen equipment, Food and Nutrition department, Design & Technology department, Science gas appliances etc) are regularly maintained and serviced by Gas Safe Registered Engineers – the Estates Bursar;
- Landlord's gas safety certificates are held for all school domestic accommodation – the Estates Bursar;
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Premises Manager;
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building to help ensure that the School can be safely evacuated in the event of a fire – the Bursar and the Senior Deputy Head;
- Switching off all kitchen equipment at the end of service – the Catering Manager and the Head of Food & Nutrition;
- Checking that all Scientific and DT equipment is switched off at the end of the School day – the Heads of Science and DT;
- Setting computers, projectors, printers, electronic whiteboards and interactive screens to switch off automatically every evening and during the holidays and weekends – the IT Manager;
- Ensuring that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers – the Heads of Science, Art and DT, the Maintenance Engineer, Grounds and Gardens Manager;
- Storing weapons and ammunition used by the CCF in a securely locked, fire resistant store that is within a permanently locked room – the SSI/Contingent Commander.

## Other Health and Safety Emergencies

Other emergencies carry a collective responsibility for action and communication by the individual(s) first aware of the problem:

- In the event of other emergency (e.g. gas leak, electrical danger, Science accident) the fire evacuation procedure is followed – see separate Fire Procedures on the School Hub;
- In the event of dangerous intrusion onto the School site, the 'Get In, Stay Put' alarm is sounded – see the Critical Incident Emergency Policy which includes a Get In, Stay Put procedure (and separately the 'Run, Hide, Tell' procedure) on the School Hub.

## Water, Drainage etc.

The Estates Bursar and the Head of Maintenance are responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place;
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear.

## Risk Assessments

The following table states who is responsible for making sure the risk assessments for which they are responsible are up to date. In the majority of cases, this means they should be annually reviewed. The review process is overseen by the Assistant Bursar, who provides guidance and training where appropriate and is responsible for the maintenance of the central risk assessment record:

Area	Responsibility of
Fire	Estates Bursar
Legionella	Estates Bursar
Medical rooms	Nurses
Whole School (external and internal)	Assistant Bursar
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)	Catering Manager
Grounds maintenance (including use of pesticides and COSHH and flammable materials)	Estates Bursar/Maintenance Engineer
Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)	Estates Bursar
Asbestos Register	Estates Bursar
Reprographics machines and copiers	Reprographics Technician

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

Area	Responsibility of
Science materials (including COSHH and flammable materials)	Director of Science / Heads of Science Departments
All outdoor games	Director of Sport
All indoor games	Director of Sport
Fitness and Weights Rooms	Director of Sport
Swimming	Director of Sport / Swimming Pool and Sports Facilities Manager
Athletics	Director of Sport
Duke of Edinburgh Award	Duke of Edinburgh Co-ordinator
Dance	Director of Dance
Gymnastics	Director of Sport
Music	Director of Music
Drama	Director of Drama
Theatre	Theatre Technical Manager
DT (including COSHH and flammable materials)	Head of DT/DT technician

Art	Head of Art
Food & Nutrition	Head of F&N/F&N Technician
CCF	SSI/Contingent Commander
All outdoor lessons	Academic Deputy Head via Heads of Department
All visits and trips	Assistant Head (Co-curricular and Partnerships) who is the School Educational Visits Co-ordinator (EVC)
Senior School premises	Assistant Bursar
Senior School premises – for individuals with particular requirements (e.g. disability)	Assistant Bursar
Junior School premises	Head of the Junior School
Junior School visits and trips	Junior School EVC

Further detail concerning risk assessment practice and training is contained within the separate Risk Assessment Policy, available on the School Hub.

### Training

All new staff receive general health and safety awareness training soon after they join the School. This is carried out by the Bursar for Support Staff as they join, and for teaching staff - via the Bursar - as part of their formal induction process. Fire evacuation training is provided to new staff as soon as they join.

Violence towards staff is recognised as a potential risk; guidance as to how to respond to a potentially violent situation is provided to new staff at their Safeguarding induction. The risk is mitigated by the presence of formal codes of conduct for both pupils and staff, reinforced by consistent messages about thoughtfulness, kindness and respect, a complete pastoral structure and ultimately supported by disciplinary and grievance policies.

More specific training, as required by role, is referred to below. Responsibility for organising (and maintaining records of training) is as follows:

<b>Training</b>	<b>Responsibility of</b>
Health & Safety awareness (to all staff)	Bursar
Minibus (MiDAS) training	D of E Coordinator/Estates Bursar/SSI
Science-related health and safety training including Control of Substances Harmful to Health (COSHH)	Director of Science/Heads of Science
Food & Nutrition related training	Head of F&N
Design and Technology related training	Head of DT
Health and safety training for the Catering and Cleaning staff	Catering Manager / Premises Manager
Allergy management training (in catering)	Catering Manager/Catering contractor
Allergy management training (in school)	Director of Finance/Heads of Section/Nurses
Briefing new pupils on emergency fire procedures	Form tutors
Briefing new staff on emergency fire procedures	Senior Deputy Head / Bursar / Junior School Deputy Head
Manual Handling, Working at Height, Slips and Trips	Estates Bursar / Assistant Bursar
Identifying specific health and safety training needs of staff	all Heads of Department and Line Managers or Supervisors
Fire Marshall training	Assistant Bursar
Fire Awareness training (to all staff)	Assistant Bursar
Lifeguard training	Swimming Pool and Sports Facilities Manager
First aid training	School Nurses/HR Department
Risk Assessment Training	All HoDs/Assistant Bursar/Estates Bursar

Training is renewed at appropriate intervals – e.g. Fire Marshall training and First Aid is issued according to when staff certification expires, practical departments – annual updates, but more frequently if curriculum or practices change. All staff receive fire awareness training according to statutory requirements. A number of areas of training (First Aid, Working at Height, Manual Handling, Pool Plant Management, Lifeguarding) can be carried out in-house. Staff not expected to carry out duties involving these as part of their normal duties are discouraged from doing so to reduce chance of injury.

Please refer to the First Aid Policy (on the Hub) for further details about first aid and supporting medical needs.

**External Advisors for Health and Safety**

At Alleyn's School, we use external consultants to advise on matters of health and safety within the School, which are tabled below.

Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
Structural Surveyors	Give advice on the external fabric of the School	Estates Bursar / Bursar	As necessary	Written report	Estates Bursar/Bursar/E&P Committee	As necessary
Insurance Company engineers	Monitor and service the School's plant, equipment, boilers, lifts, hoists	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Insurance Company engineers	Service of all gym and fitness equipment, machinery used in Design and Technology and Maintenance department	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Environmental Health Officer (EHO)	Ensures adherence to health and safety in catering and cleaning	General Catering Manager	Annually	Written report	Operations Manager & Health and Safety Manager	Annually
External professional	Take swabs of all knives, chopping boards and other kitchen equipment	Executive Chef	Twice per year	Written report	Operations Manager & Health and Safety Manager	Twice per year
Hygiene and safety auditor	Hygiene and safety audit of food storage, meal preparation and food serving areas	Catering Manager	Twice per year	Written report	Operations Manager & Health and Safety Manager	Twice per year

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Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
Dietician	Advice on healthier food, menu planning and special diets	Catering Manager	As needed	Oral, meeting	Operations Manager & Health and Safety Manager	As needed
Professional cleaner	Carry out deep clean of all equipment, high level cleaning of all cooking and food preparation, storage and surface areas	General Catering Manager	Twice per year	Certificate	Operations Manager & Health and Safety Manager	Twice per year
Pest control company	Putting in place and managing appropriate pest control	Estates Bursar	As needed	Written report	Estates Bursar and E&P Committee	As required
Fire Risk Assessor	To carry out a fire risk assessment	Estates Bursar	At least every two years	Written report	Estates Bursar and Health and Safety Committee	Every 2 years
Fire contractors	Testing of alarm system, smoke detectors, emergency lighting, extinguishers and panic buttons. This is in addition to the weekly fire alarm test	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Health & Safety Consultant	Assesses and reports on Health and Safety management systems and procedures around the School, particularly in high risk areas	Assistant Bursar	Annually	Written report	Assistant Bursar/Bursar	Annually
Water Services Engineer	Risk assessment carried out for legionella. Regular water sampling and testing regime is in place.	Estates Bursar	Annually	Written report	Estates Bursar and Health and Safety Committee	Annually

Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
Asbestos Specialist	Maintenance of the asbestos register; sampling or removal before any major work takes place, and briefing contractors of asbestos location	Estates Bursar	As required	Written report	Estates Bursar, E&P Committee	As required
Radiation Protection Advisor (RPA)	Director of Science responsible for liaison with the RPA of Southwark Council for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations	Director of Science	RPA expected to visit every 4 years	Written report	Director of Science	Every 4 years
NICEIC qualified Electrical Engineers	Inspect and maintain electrical installations (all of which are RCB protected and meet the requirements of BS 76771 IEE wiring regulations). The School has current electrical test certificates for all its buildings	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Gas Safe Engineers	All work on gas boilers and appliances carried out; servicing of domestic boilers (all domestic properties have current Landlord's Gas Safety Certificates)	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Mechanical & Engineering Consultant	Compliance of lightning protection and earthing with BS 6651-1999 or to BSEN 62305	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Principal Designer	Ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015	Estates Bursar	Whenever major work is undertaken	Written report	Estates Bursar/Bursar	As required

Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
ALS UK Ltd.	Testing of fume cupboards in Science	Estates Bursar	Annually, August	Written report	Estates Bursar	Annually
Playforce	Junior School Adventure Playground equipment risk assessment	Junior School HEALTH AND SAFETY Coordinator	Annually, August	Written report	Junior School Health And Safety Coordinator	Annually, August
Bob Woolmer Sale	Junior School Gymnasium Equipment risk assessment	Junior School HEALTH AND SAFETY Coordinator	Annually, August	Written report	Junior School Health And Safety Coordinator	Annually, August
Kilns and Furnaces Ltd.	Junior School Kiln in Art	Junior School HEALTH AND SAFETY Coordinator	Last completed Oct 2018	Written report	Junior School Health And Safety Coordinator	October
Gas Safety Testing	Testing of Gas safety equipment	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Centre Stage	LOLER (Lifting Operations and Lifting Equipment Regulations) inspections for lifting equipment	Estates Bursar	Annually	Written report	Estates Bursar and Theatre Manager	Annually
Lift Turn Move	Inspection of chain blocks in the Theatre	Theatre Manager	When required (when used) – usually annually	Written report of any issues	Theatre Manager	Annually
Acacia and Forestry Commission	Assess health concerns of trees on site. Assess possibility of oak processionary moth in trees	Estates Bursar	As required	Verbal/written	Estates Bursar	As required

Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
Specialist Pools (Phil Stevens)	Pool Plant Room Service	Pool Manager	Monthly	Written Report	Pool Manager	Monthly
Kingfisher Environmental Services	Swimming pool water quality	Pool Manager	Every 3 months	Written Report	Pool Manager	Every 3 months

### School Safety Co-ordinator

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

### School Health and Safety Committee

In addition to consultation with staff at all-teaching staff meetings (see Part 2 above), the Headmaster has set up a School Health and Safety Committee which meets once a term under the chairmanship of the Bursar. The Governor responsible for health and safety attends these meetings. The other members of the Committee are:

- The Head
- Senior Deputy Head
- Deputy Head (Personnel & Administration)
- Bursar
- Director of Finance
- Estates Bursar
- Assistant Bursar
- Head of DT
- Director of Science
- Head of Art
- Director of Sport
- Assistant Head (Co-Curricular and Partnerships)
- School Staff Instructor
- Grounds and Gardens Manager
- Director of Drama or Director of Dance
- Catering Manager
- Theatre Technical Manager
- Head of Junior School
- Deputy Head of the Junior School
- Junior School Educational Visits Co-ordinator
- Swimming Pool and Indoor Facilities Manager
- School Nurse (Representative from the Senior and Junior School)
- Director of IT and Digital Strategy
- Head of Food & Nutrition
- Head of Commercial and Community Activities
- Director of Music
- DofE Coordinator and Common Room Representative
- Junior School Health and Safety Coordinator

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

- Discuss matters concerning health and safety, changes in regulations;
- Consult – whether directly from the School Safety Coordinator or via members of the Health and Safety Committee, with employees on matters concerning health and safety;
- Monitor the effectiveness of health and safety within the School;
- Review accidents and near misses, and discuss preventative measures;
- Review and update risk assessments;
- Encourage those responsible for risk-assessed functions to assess their activities continuously;
- Review regularly and where necessary act upon issues arising from
  - Fire evacuation
  - Fire risk assessments
  - Educational visits
  - External health and safety assessments.
- Discuss training requirements;
- Monitor the implementation of professional advice;
- Review the Health & Safety Policy annually, updating it as necessary;
- 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.

**Estates and Premises Committee**

The Estates and Premises Committee is chaired by the Head and meets weekly to consider wants of maintenance or improvement. Its other main function is to consider health and safety issues. If weekly, to note, e.g. contractors on site dealing with health and safety matters, or half-termly and termly to pick up on tasks completed during the preceding holiday. Aside from the Head, membership of this group is:

- |                                     |   |
|-------------------------------------|---|
| • Bursar                            | • Junior School Headmaster                        |
| • Senior Deputy Head                | • Assistant Bursar                                |
| • Deputy Head (Personnel and Admin) | • Assistant Head (Co-Curricular and Partnerships) |
| • Estates Bursar                    |   |

This ensures timely support for those responsible for day to day health and safety management.

**Policies**

Behind the risk assessments sit a range of whole-school policies which set out specific requirements and detail the School's obligations according to subject.

Except where noted, these policies are available on the Hub

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| • Accessibility Plan + SENDA                       | • Anti-bullying Policy                               |
| • Accident Reporting (RIDDOR see First Aid Policy) | • Catering and Food Hygiene Policy (held by Caterer) |

- Code of Conduct for Staff (see Handbooks)
- Control of CCTV
- Critical Incident Emergency Policy (incl RHT & GISP)
- Drugs & Harmful Substances
- Educational Visits Policy and Guidance
- Information Technology and E-Safety (various)
- First Aid Policy
- Fire safety, procedures Policy
- Lone Working
- Minibus Policy
- Occupational Health & Stress (and see Staff Handbooks)
- Pupil Supervision (see Teaching Staff Handbook)
- Risk Assessment
- Specific Learning Differences and Disability Policy
- Swimming pool: Leisure use of (see Handbook)
- Work Experience for Pupi

Statements of Practice

The following list reflects activity in school which meets legal requirements or follows best practice. A separate policy is not needed for each item, but a single document - APPENDIX 1 to this policy - contains these statements of practice, in each case summarising what is done, and why.

- Asbestos
- Anaphylaxis (within First Aid Policy)
- Building Maintenance & Alteration (incl Hot Work)
- Control of Substances Harmful to Health (COSHH)
- Competence & Training
- Confined Spaces
- Electrical Safety
- Gas Safety
- Health and Safety Notices
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection
- Manual Handling
- Medical Questionnaire
- Portable Appliance Testing (PAT)
- Pressure Vessel testing
- PPE and Clothing
- Safety Signs
- Slips, Trips and Falls
- Sun Protection (EYFS pupils)
- Sun Protection (Staff)
- Temporary staff and Contractors
- Working at Heights
- Vehicles and on-site movements

Signed: .....  
Bursar

Date: .....

This policy has been written with regard to DfE guidance Health & Safety Advice on Legal Duties and Powers for local authorities, school leaders, school staff and governing bodies (2014)

## Statement of Practice Table

Activity	Summary of Practice	Responsible
Asbestos	Register maintained on an ongoing basis by the Estates Bursar. Any intrusive works are first cross-referenced to the register. A 'demolition survey' is carried out when works are planned for an area where there is known asbestos – each survey is kept with the register.	Estates Bursar
Building Maintenance & Alteration (incl Hot Work)	All building maintenance/alteration agreed by Estates & Premises & CPG Committees. Third party contractor work managed by Estates Bursar; Hot Work permits, where needed, are supplied to contractors by the Estates Bursar.	Estates Bursar
	All Hot Works carried out within the Design Technology department are covered by the departmental risk assessments held both in the DT department and centrally.	Head of DT
Competence and Training	A register of external contractors used by the School is kept including their competence certification. These are required by the various regulatory bodies e.g. for gas, electrical and building work.	Estates Bursar
Confined spaces	A minimum two people attend any confined space work e.g. lofts, balance tank or other isolated areas.	Estates Bursar
Control of Substances Harmful to Health (COSHH)	Estates department keep a folder of data sheets for any such substances kept or used at School. The Maintenance, Porters and Grounds teams use these sheets for reference.	Estates Bursar
	Each Science department holds a number of chemicals, each of which is recorded on a department stocklist (with amounts, location and hazard classification (CLEAPSS form E233)). Risk assessment of use, storage and disposal is fulfilled according to the CLEAPSS Chemical Hazards and Handbook Sect. 7.	Science
	The Food & Nutrition department has approximately 15 domestic cleaning chemicals which are locked in a secure COSHH cupboard with access limited to department teaching and support staff. The department has records of safety data sheets and risk assessments for all chemicals that may be used by pupils and staff.	Food & Nutrition
	Theatre. Avoidance / Elimination: Where possible, the use of any substance that falls within COSHH is avoided. Consideration is always given to seeking alternatives with no, or lower, risk factors. Management: Where use is unavoidable, substances are risk assessed under COSHH, and the assessment, and material data sheets, kept on file. COSHH applicable substances are kept in a secure storage, with restricted access. Staff are instructed in the requirements of the COSHH regulations. Protection: Appropriate PPE is available for use where required.	Theatre
	The Swimming Pool use the following chemicals: •Sodium Hypochlorite (Separate data sheet to follow) •Sulphuric Acid (Separate data sheet to follow) •Polyaluminum Chloride Sulphate (Separate data sheet to follow) These chemicals are closely controlled only by fully qualified Pool Plant Operators (PPO).	Sports Facilities Manager

Activity	Summary of Practice	Responsible
Control of Substances Harmful to Health (COSHH)	Art department use the following materials relate to COSHH: <ul style="list-style-type: none"> <li>•Oil paint and white spirit</li> <li>•Spray paint</li> <li>•Ceramics area &gt; clay, glazes</li> <li>•Darkroom chemicals</li> </ul> CLEAPSS guidance is followed, SAFETY DATA Sheets are referenced and guidance followed, and it is within the department risk assessment.	Art
	Cleaning chemicals are kept to a minimum and risk assessed to identify any hazards.	Premise Manager
	The Design Technology Department stores a number of products which fall under the COSHH requirements, each of which are recorded on a flame cupboard inventory. Risk Assessments of use and storage of these products and substances comply with CLEAPSS guidelines and recorded in the department Risk Assessment documentation held both in the DT department and centrally.	Head of Design Technology
	All Sports Facilities staff must attend monthly training to validate working for the School.	Sports Facilities Manager
Hard fixed wiring	Testing is carried out every 5 years.	Estates Bursar
Induction of new staff	All new staff are inducted in H&S practice and Fire - as fixed element of their wider induction programmes	Bursar/Deputy head Personnel & Admin
Ladder register	A ladder register is held by the Estates Bursar which records every fit for purpose, tagged and graded ladder in the School. The register is checked three times throughout the year and updated as necessary.	Estates Bursar
Legionella	Risk assessment is checked weekly and renewed every two years. A Planned Preventative Maintenance (PPM) strategy means that tasks are scheduled ahead of time, to take place on a regular basis – even while an asset is still functioning normally.	Estate Bursar
Letting and Hiring	Lettings and hires of the premises and facilities are subject to a full risk assessment (including fire evacuation procedures) and a contract between the School and hirer that clearly outlines the Terms & Conditions of Use, insurance and safeguarding requirements	Head of Commercial & Community Activities
Lift Operations and Lifting Equipment Regulations (LOLER)	Lifts including platform lifts are subject to testing twice per year which is arranged by the Estates Bursar.	Estates Bursar
Lightning Protection	Tested annually by an external contractor and records retained	Estates Bursar
Manual Handling	Training is arranged, renewed and recorded every 3 years. The termly Health & Safety Committee receives updates on training.	Assistant Bursar
	All Sports Facilities staff receive specific induction on how to manually handle equipment set ups and break downs.	Sports Facilities Manager

Activity	Summary of Practice	Responsible
Medical Questionnaire	New staff are required to arrange a medical appointment with the School doctor before they start. Temporary staff complete a self-declaration.	HR for support staff / HM's office for teaching staff
Portable Appliance Testing (PAT)	Testing carried out annually and records retained.	Estates Bursar
Pressure Vessel Testing	Testing carried out annually and records retained.	Estates Bursar
PPE and clothing	In each Science department, a termly check is completed to ensure that in each Lab and Prep room, the appropriate protective clothing is available for pupils and staff. This includes lab coats, eye protection and gloves.	Director of Science
	Staff and pupils in the Food & Nutrition department must wear and are provided appropriate PPE for practical cookery and cleaning.	Head of Food & Nutrition
PPE and clothing	Grounds, maintenance and porter teams are provided with appropriate PPE; staff sign a PPE training document on receipt.	Estates Bursar
	PPE is supplied to all staff authorised to work in the Swimming Pool Plant Room.	Sports Facilities Manager
	PPE is issued to all DT departmental staff at the point of joining the department and renewed/amended as and when appropriate.	Head of Design Technology
Safety signs	Science labs require numerous signs which are checked termly. These include, but are not limited to: <ul style="list-style-type: none"> <li>• Immediate Response Measure information (CLEAPSS Emergency-Cards-E-Cards.pdf)</li> <li>• Hand wash sign</li> <li>• Positions of stop-cocks / safety shut-offs for water, gas and electricity</li> <li>• Hazardous substance</li> <li>• Radiation</li> <li>• Fire exit and fire procedure</li> <li>• First Aid Kit</li> <li>• Eye wash station</li> <li>• Nurses telephone number</li> <li>• Safety rules</li> <li>• Fire Exit and Procedure</li> </ul>	Director of Science
Safety signs	Other practical departments have generally-applicable health and safety signage, warnings and instruction on display within their departments as required, and these feature within their risk assessments.	Estates Bursar, other Heads of Departments

Activity	Summary of Practice	Responsible
Slips, trips and falls	The Assistant Bursar assesses internal and external risk annually. Mitigating actions are considered and implemented.	Assistant Bursar
Sterilisation	The medical department uses Milton for sterilising some equipment. This is for use by staff only and is kept in a locked cupboard with access limited to the Nurses	Nurses
Sun protection (EYFS pupils)	The Junior School Deputy Head is the author of the Junior School Sun Protection Policy which outlines how this issue is discussed in assemblies, reflected in letters to parents about the application of cream and wearing of sun hats, with reminders ahead of trips and events. A water table is provided outside and play beneath shaded trees promoted.	Junior School Deputy Head
Sun protection (Senior School pupils)	Pupils are reminded by PE staff of the importance of being dressed appropriately for activities and differing weather conditions. This includes their personal use of sun cream. Staff should not assist pupils in the application of sun cream, nor should they lend pupils sun cream.	Director of Sport
Sun protection (Staff)	The Estates Bursar has a sun protection chart and sun protection cream is available for those who work outside.	Estates Bursar
	The School makes provision of sun cream for PE staff during the summer term and staff are reminded of the risks associated with working outside for extended periods of time particularly during warmer weather conditions. This is in the PE and Games dept handbook under health and safety.	Director of Sport
Temporary staff and contractors	Temporary staff make medical self-declarations about fitness to work and receive safeguarding induction before or on their first day. All are DBS checked. Regular contractors are DBS checked as employed staff and instructed in safeguarding. Other contractors either work when school is not in session or are chaperoned.	Bursar
Working at heights	The Assistant Bursar arranges necessary training for staff and maintains a record. Training needs redoing every 3 years. The termly Health & Safety Committee receive an update on training.	Assistant Bursar
Vehicles and on-site movement	Visitor vehicles are granted access and directed by the Security Team. Site vehicles i.e. contractors are overseen by Estates Bursar.	Security Team / Estates Bursar