



**GUIDANCE ON THE MANAGEMENT OF  
HEALTH AND SAFETY POLICY  
IN AYSGARTH SCHOOL (11) INCLUDING RISK  
ASSESSMENT POLICY (16a)**

Reviewed: September 2021 and to be reviewed September 2022

Responsible Member of Staff: Andrew Francis

Responsible Governor: Melissa Bowring

## INTRODUCTION

This policy reflects the DfE Non-Statutory advice guidance 'Health and Safety Advice on *Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies, October 2014*'.

ISI, Ofsted, NMS and EYFS standards place a requirement on independent day and boarding schools and EYFS providers to make suitable provision for the health and safety and welfare of pupils, staff (including temporary staff and contractors), Governors, volunteers and visitors.

All employers are required by law (see references) to:

- Provide a written health and safety policy (if they employ 5 or more people).
- Assess the risks to employees and, (in school parlance), to pupils, Governors, contractors and visitors who could be affected by their activities.
- Organise, plan, monitor and review preventative and protective measures.
- Obtain access to competent health and safety advice.
- Consult their employees about the risks at work and the organisation's preventative and protective measures.

There are a range of sanctions for failure to adhere to the requirements of the law, including imprisonment and substantial fines under the Corporate Manslaughter and Corporate Homicide Act 2007, when a management's negligence has resulted in death. School Governors, who are deemed to be the "employers" of independent schools, therefore have every incentive to promote an active health and safety culture. Governors of independent schools need to take their responsibilities very seriously indeed, particularly if their school is unincorporated, when they potentially carry personal liability. Chapter N of the Bursars' Guide by Pinsent Mason LLP (see references) makes clear that as corporate manslaughter is a criminal offence, it cannot be covered by insurance.

### Training and Induction of Staff

All schools will need to ensure that health and safety training forms part of the process of inducting new staff into their responsibilities. The training will need to be tailored to the requirements of the individual's role. For example, PE staff will need to be aware of a wider range of health and safety issues than are Classicists. Similarly, Catering, Housekeeping, Grounds and Maintenance staff require more training than office staff. Refresher training and updates will be needed at regular intervals. Teaching staff have an important role in inculcating safe behaviour in their pupils.

### Promulgation and Review

All members of staff will need to have access to the school's health and safety policy and risk assessments, either via the staff section of the network, or in paper form. The Health and Safety policy can also be found on the Staff shared network . This material will need to be reviewed and updated, once a year for EYFS providers and at least every three years for other schools. Safety notices on fire evacuation, storage of flammable and hazardous materials where applicable should be displayed in accordance with recommended practice.

#### RELATED POLICIES THAT ARE REQUIRED OF SCHOOLS

- Catering and Food Hygiene Policy
- Fire safety, procedures and risk assessment policy
- Educational Visits
- Crisis Management and Communications
- Anti-Bullying Policy
- First Aid Policy
- Special Educational Needs (SEN) and Learning Difficulties
- Accessibility Policy
- Risk Assessments for Schools (Included within this policy)
- Aysgarth school Guiding Principles (Covid Security)

## **PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS**

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

We fulfil our responsibility as Governors of Aysgarth School by appointing Mrs. Melissa Bowring as the governor with responsibility for overseeing health and safety.

Day to day responsibility for the operation of health and safety at the school is vested with the Headmaster. But as Governors, we have specified that the school should adopt the following framework for managing health and safety:

- That Mrs. Melissa Bowring, attends the termly meetings of the school's Health and Safety Committee and receives copies of all the paperwork.
- That 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 tabled at each term's Health and Safety Committee meeting.
- That the minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That their reports are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO. That, in addition, the Bursar arranges for independent external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Health and Safety Committee.
- That the school has a fire risk assessment, carried out by a competent person which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended.

- That an external health and safety consultant reviews the overall arrangements for health and safety every three years, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health and Safety committee.
- That the school has a professional risk assessment for legionella, every 3 years and a water sampling and testing regime in place.
- That the School has an Asbestos survey and register.
- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic Manual Handling and Working at Height training. Health and Safety training should also be provided that is related to an individual member of staff's functions. First Aid training is provided to any member of staff who is involved with trips and visits. Any member of staff driving a minibus should comply with the Minibus and Transport policy.

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 Headmaster, 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 employees are briefed on where copies of this statement can be obtained on the school's website/network. 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

PJS Thompson  
Chairman of Governors

Date

## **PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEADMASTER.**

Mr. Nimble Thompson, the Chairman of Governors of Aysgarth School, has delegated day to day responsibility for organising health and safety and welfare to me, the Headmaster. 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, detailed Arrangements for Health and Safety.

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).

### **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 Facilities Manager.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – the Bursar and Facilities Manager, working in cooperation with the Heads of PE, Science and DT.
- Controlling lone working after hours - the Heads of Departments, Line Managers and Supervisors.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the School administration staff, Facilities Manager and all staff hosting visitors.

### **Vehicles**

- Car parking on site and vehicles on site – the Bursar.
- School Bus arrangements – the Bursar who in turn has delegated day to day management to the Facilities Manager.
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy – the Bursar who in turn has delegated day to day management to the Facilities Manager.

## **Accidents**

- Maintaining an accident book (this can be electronic) and reporting notifiable accidents to the HSE – the School Nurse(s), who are also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents) – the School Nurse(s).
- Checking that all first aid boxes and eye washes are kept replenished - the School Nurse(s)

## **Fire Prevention**

- Keeping fire routes and exits clear - the Bursar, who in turn has delegated day to day management to the Fire Wardens and Facilities Manager.
- All School buildings are strictly no smoking areas. Designated smoking areas have been identified outside buildings but within the School grounds that are not accessible to Children.
- Electrical Safety Testing. All the new works carried out in buildings at Aysgarth School have current electrical installation certificates where applicable, as well as periodic inspection reports for existing buildings – the Bursar delegated to the Facilities Manager.
- Regular portable appliance testing – Bursar delegated to the Facilities Manager.
- Testing all fire alarms weekly (and recording all tests) and arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Bursar who in turn has delegated day to day management to the Facilities Manager.
- Lightning protection is in place for all buildings used as residential accommodation for pupils as well as the tower - the Bursar.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers – the Bursar.
- Landlord's gas safety certificates, where required, are held for all school domestic accommodation – the Bursar.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Facilities Manager.
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens in every building help to ensure that the school can be safely

evacuated in the event of a fire - the Bursar, Facilities Manager and Housemaster.

- Switching off all kitchen equipment at the end of service – CWC Catering.
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the Head of IT.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Bursar, Facilities Manager, Maintenance Coordinator and Groundsman.
- Storing weapons and ammunition used by the shooting club in a securely locked, fire resistant store that is within a locked room – the Bursar and delegated member of staff responsible for shooting.

### **Water, Drainage etc**

The Bursar, together with the Facilities Manager 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 (using external contractors).

### **Risk Assessment Policy (Regulation 16A)**

This Risk Assessment policy is applicable to all those with responsibility for developing/implementing risk management strategy and undertaking risk assessments which are under their control. This includes the requirements of the ISSRs 2014, NMS for Boarding and EYFS and subsequent updates.

Risk assessment at Aysgarth is systemic with a view to promoting children's welfare and particular attention is paid to key areas of risk such as supervision and school trips. For more information on Risk Assessments for trips please see the Trips and Outings Policy

To ensure that risks are identified and managed with a view to promoting children's welfare, suitable and sufficient risk assessments are undertaken and implemented for activities where there is likely to be significant risk (including School trips). Risk assessments are, wherever possible, to be completed in the approved format identifying control measures that are implemented to control risk so far as reasonably practicable. The Risk assessments are to be approved by the Headmaster or any person delegated by him to do so.



All Risk Assessments should;

- Ensure major risks are identified
- Identify appropriate control measures are in place to reduce the risk
- Ensure that those affected by the School activities have received suitable information on what to do
- Be reviewed as and when appropriate
- Be suitably recorded
- Identify those in the School responsible for conducting the risk assessment and monitoring its implementation, for example;
  - Fire – the Bursar
  - Legionella - the Bursar and Facilities Manager
  - All rooms, corridors and exits - the SMT
  - 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) – CWC Catering and the Facilities Manager
  - Grounds maintenance (including the use of pesticides and COSHH) - the Bursar, Facilities Manager and Groundsman.
  - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Bursar, Maintenance Coordinator and Facilities Manager.
  - Asbestos Register - the Bursar and Maintenance Coordinator.
  - Science (including COSHH and flammable materials) – Head of Science and Deputy Head Academic
  - All outdoor games – Director of Sport
  - All general indoor games – Director of Sport
  - Swimming – Director of Sport
  - Athletics – Director of Sport
  - Judo – Director of Sport
  - Riding – Director of Sport
  - Gymnastics – Director of Sport
  - Drama – Head of Drama
  - Art (including COSHH and flammable materials) – Head of Art
  - Music – Director of Music
  - Design Technology (including COSHH and flammable materials) – Head of DT
  - All outdoor lessons - Deputy Head Academic
  - All visits and trips – The Teachers (The Headmaster is the Educational Visits Officer)

## **Training**

Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – the Bursar.
- Science-related health and safety training – the Head of Science and Deputy Head Academic
- Design and Technology related training – the Head of D&T
- Health and safety training for the Catering and Housekeeping staff – The Bursar, Facilities Manager and CWC Catering.
- Briefing new pupils on emergency fire procedures – Housemaster.
- Briefing new staff on emergency fire procedures - the Bursar.
- Inducting new staff in health and safety – the Bursar.
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.
- First aid training - the School Nurse(s) (and the Bursar).

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

At Aysgarth School, we use external consultants to advise on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- All gym and fitness equipment and design and technology machinery used in both design and technology and in the maintenance department are maintained/serviced as required.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, The Bursar and CWC Catering arrange for:
  - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation surfaces and storage areas.
  - Appropriate pest control measures to be in place.
- The school has an independent fire risk assessment which is updated every 3 years, 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 on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has an independent risk assessment for legionella, every 3 years and a water sampling and testing regime in place.

- The school maintains an asbestos register and the Bursar who has delegated this to the maintenance coordinator who is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- All the new electrical works carried out in buildings at Aysgarth School have current electrical installation certificates where applicable, as well as periodic inspection reports for existing 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
- All domestic boilers are serviced annually and all domestic properties have current Landlord's Gas Safety Certificates where applicable.
- Lightning protection and earthing in the main school building housing sleeping accommodation for pupils conforms to BS 6651-1999 or to BS EN 62305.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.

### **School Safety Co-ordinator**

Mr. Andrew Francis, the Bursar, is the School's Safety Co-ordinator and is responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to health and safety. He co-ordinates the advice given by specialist safety advisors and produces action plans where necessary. He has overall responsibility for monitoring health and safety within the School and for reporting any breaches to me. 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**

The School Health and Safety Committee meets once a term (chaired by myself). Mrs. Melissa Bowring, the Governor who is responsible for health and safety, attends these meetings. The other members of the Committee are:

- The Bursar
- Facilities Manager
- The School Nurse(s)
- Senior Deputy Head and Deputy Head Pastoral/Housemaster
- Representative from Pre Prep
- Director of Sport
- Headmaster's PA to record minutes

The role of the Committee is to:

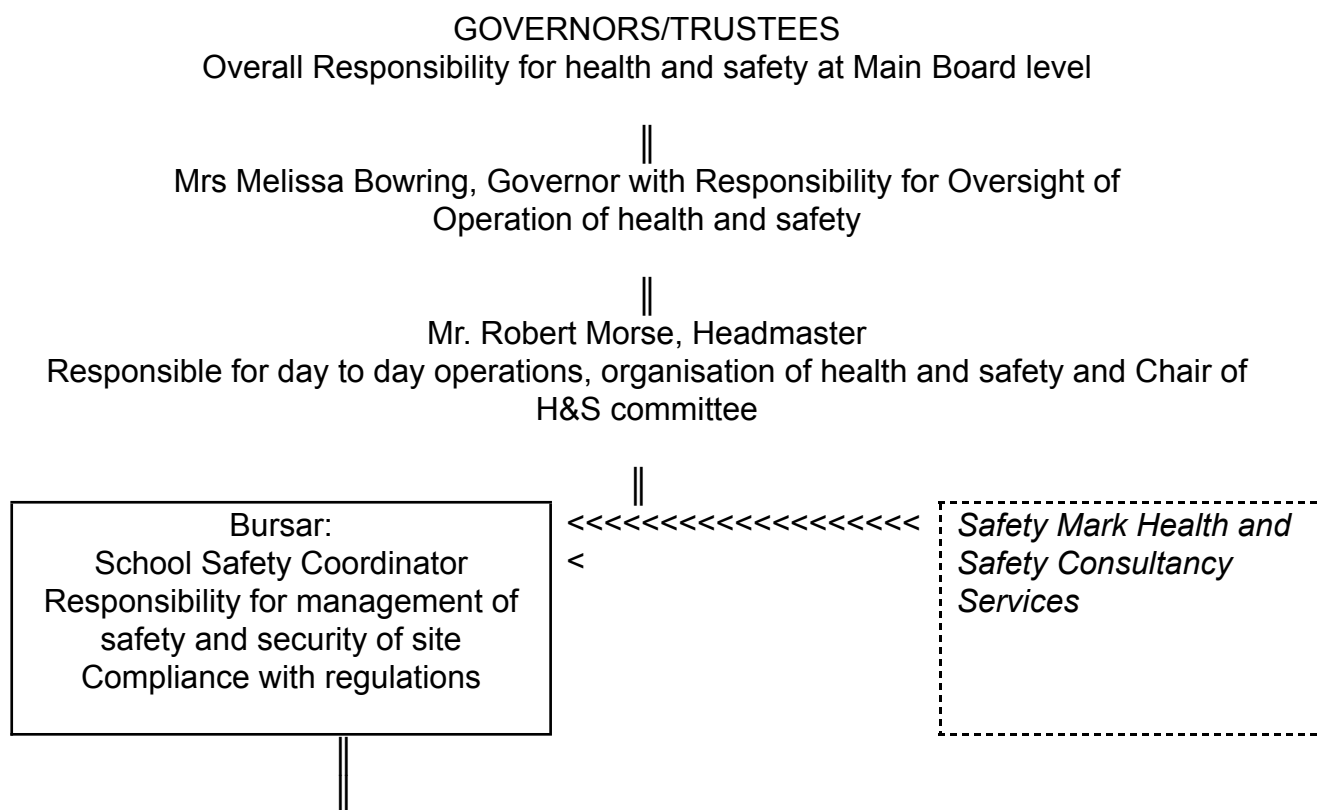
- Discuss matters concerning Health and Safety, changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses. Discuss preventative measures
- Review and update risk assessments,
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the Health and Safety Policy guidance, and keeping these documents updated.
- 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.
- Initiate and act upon accident investigations.
- Act as role models for health and safety around the school.

Signed

R J Morse  
Head Master.

Date

**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**



**Members of the Health and Safety Committee**

- |                                    |   |
|------------------------------------|---|
| Mrs. Melissa Bowring (Gov)         | Mr. Robert Morse (HM and EVC)                                 |
| Mr. Andrew Francis (Bursar)        | Mr. Paul Barlow (Senior Deputy Head and Deputy Head Pastoral) |
| Mr. John Park (Facilities Manager) | Mrs. Alison Grayson (Nurse) and/or                            |
| Mrs. Lindzi McKee (Nurse)          | Mr. Alex Lane (DoS)   |
| Mrs. Lottie Morse (Pre Prep)       | Mrs. Kate Wiggins in attendance (Minutes)                     |

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Whole School Community: Staff, Pupils, Governors, Visitors, Volunteers, Contractors working on site.



### **PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

The following areas/activities present identified and significant risks in Aysgarth School. As a consequence, pupils are not allowed unsupervised access to:

- Swimming pool and certain Games and Sport: where the Director of Sport/Head Pre Prep keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, judo, riding etc. Records of training and qualifications in life-guarding and other subject specific training are kept.
- Shooting range where the Headmaster/Range Officer keeps risk assessments for all activities and for the secure use and storage of weapons and ammunition. Keys for the gun safe are controlled by the Headmaster and members of staff approved by him to have access to them.
- Science: where the Head of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Design and Technology: where the Head of DT keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables.
- Art: where the Head of Art keeps risk and COSHH assessments where applicable, the use and safe storage of oil based paint and other flammables as well as maintaining safe use of the kiln.
- Drama: where the Head of Drama completes risk assessments for drama activities.
- The Catering Department: where CWC's Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures for chemicals and other products. Records of staff training are kept.
- Pupils are not allowed entry to the Maintenance, Caretaking, Estates and Grounds Departments: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Whole school policies, risk assessments and training records are maintained centrally.

Signed

AM Francis

## School Safety Coordinator

### A Legal Requirement & ISI, Ofsted and EYFS Standards,

#### References:

- A: Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- B. The ISI Handbook for the Inspection of Schools: Commentary on the Regulatory Requirements, September 2021. ([www.isi.net](http://www.isi.net)).
- C “Responsibility for the Management of Health and Safety in Schools” Section G of the ISBA Model Staff Handbook, by Rickerbys Solicitors LLP of March 2009, ([www.rickerbys.com](http://www.rickerbys.com)).
- D. “Health and Safety and Welfare at Work,” Chapter N of the Bursars’ Guide by Pinsent Masons LLP of 2009, ([www.pinsentmasons.com](http://www.pinsentmasons.com)).
- E. “Health and Safety: Responsibilities and Powers” DCSF Guidance of 2001 ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)).
- F. “Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences,” RIDDOR April 2021, ([www.hse.gov.uk](http://www.hse.gov.uk)).
- G. “Leading Health and Safety at Work,” a joint IOD/HSE Guidance Document , ([www.hse.gov.uk](http://www.hse.gov.uk)).
- H. Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors, March 2015 ([www.isi.net](http://www.isi.net))
- I. “Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163)” British Standards Institute Guidance ([www.bsi-global.com](http://www.bsi-global.com))
- J. Health and Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies, October 2014