

## Health and Safety Policy

Policy Type	Statutory
Regulation	ISSR Part 3 11 & 16 (a) and (b)
Approval Committee	EIC
Last Review	Summer 2021
Next Review	Autumn 2022



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# 1 Related Information

This statutory policy has been reviewed in accordance with the following guidance:

11. The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.
16. The standard in this paragraph is met if the proprietor ensures that—
- (a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
  - (b) appropriate action is taken to reduce risks that are identified.

The following policies should be read in conjunction with this policy:

Educational Visits Policy
Fire Safety Policy
Risk Assessment Policy
Safeguarding Policy

# 2 General Statement of Policy

The Governors of the Haberdashers' Aske's Schools at Elstree recognise and accept our collective responsibility as employers for providing, so far as is reasonably practicable, safe and healthy Schools for all of our employees, students, parents and visitors. In our role as employer, we 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 our community so that effective learning can take place. The Governors are committed to ensuring that the Schools operate in accordance with current legislation and, where necessary, additional resources will be provided to facilitate this.

The Governors recognise their personal responsibility for Health and Safety. To discharge this responsibility, they ensure regular review of H&S matters at the Estates and Infrastructure Committee and the Aske Board where appropriate. A Governor with specific responsibilities for Health and Safety matters, Mrs Claire Martinsen sits on the E&I Committee and liaises with other Committees as required.

All members of staff of both Schools are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the respective Heads and other members of the Senior Management Teams 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 Caretaking Team or Facilities and Commercial Manager. Day to day responsibility for the operation of health and safety at the Schools is vested with

the Head of each School, but, as Governors, we specify that each School should adopt the following framework for managing health and safety:

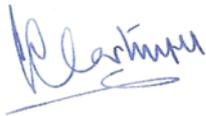
- An external health and safety consultant is to review the overall arrangements for health and safety at least every 2 years and report on actions required with recommended timescales
- A report on health and safety covering statistics on accidents to students, staff and visitors; staff training; fire practices; and all new or revised policies and procedures is to be tabled at each term's Aske Board Meeting
- The minutes of each School's Health and Safety Committee meeting are to be tabled at the Aske Board, together with any other issues on health and safety that the Chairman of Estates and Infrastructure wishes to bring to the Board's attention. The external fabric of each School, together with its plant, equipment and systems are to be maintained in good working order by qualified professionals. Each School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is to be subject to external inspection by the EHO. An independent hygiene and safety audit of food storage, meal preparation and food serving areas, is to be carried out in addition to regular external deep cleaning and pest control services
- An annual fire risk assessment is to be carried out in each School by a Competent Person. Each School should review the risk assessment and progress on any action plan, reporting to the Aske Board as necessary
- Each School is to arrange for a professional risk assessment for legionella and to conduct appropriate water sampling and testing regimes
- Each School is to establish and maintain a comprehensive policy for the safe storage, control and handling of substances hazardous to health
- Each School is to provide training and induction for new staff in health and safety related issues. This is to include both "standard" induction training and training appropriate to the individual member of staff's functions. First Aid training and minibus driver training are to be provided to members of staff who are involved with trips and visits
- Each School is to make arrangements for the control of the activities of contractors on site to ensure that they do not prejudice health and safety standards in the workplace
- Each School will issue its own detailed instructions to make arrangements for implementation of this Policy specific to their own site, situation, staff, students and circumstances
- Any significant health and safety issues are to be reported to the Governors through the Chairman of Estates.

### **3 Statement on Health and Safety during the COVID-19 Pandemic**

In addition to the detail set out above, I have appointed Mr Mike Lewis, Director of Operations as COVID-19 infection control coordinator who has the necessary skills and training in order to advise the Governing body and the Senior Leadership Team on what processes to follow.

This role has the following responsibilities:

- To manage the reopening of schools steering group
- To ensure that decisions affecting health, safety and welfare of the school community are communicated effectively
- To manage the Risk Assessment Handbook which indicates where written assessment is needed
- To ensure the schools are working to the most up to date guidance issued by government
- To ensure usual health and safety practices are not compromised during unusual circumstances



Simon Cartmell  
Chairman of the Aske Board  
September 2021

## 4 Organisation for Health and Safety Management

### 4.1 Executive Responsibility

It is the responsibilities of the Heads of each School directly, or through delegated responsibility to other members of staff, in accordance with the law. These specific duties are:

- A. Ensure adherence in all respects to the Health and Safety Policy of the School
- B. Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and standalone management plans
- C. Carry out general risk assessments and specific risk assessments as required by health and safety legislation
- D. Ensure that all work procedures under their control are safe and with the least risk to health and safety
- E. Ensure that training and instruction have been given in all procedures including emergency procedures
- F. Make proper provision for occupational health
- G. Post warning notices and signs and to keep them up to date
- H. Ensure the safe disposal of hazardous waste
- I. Investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires
- J. Appoint qualified first aiders and to have first aid provision checked regularly
- K. Ensure fire risk assessments are carried out regularly, all actions are completed and recorded in the fire logbook
- L. Make sure that the conditions of local authority licences etc. are observed.

A number of these duties are delegated to others, and the following paragraphs describe the delegations that have been made. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Each line manager is delegated the duty to comply with the policy and ensure in accordance with the law the health and safety of employees, students and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above [B, E, F, G, H, J, K and L] are delegated to these persons and written local management arrangements and stand-alone management plans can be found with these persons.

The following employees have the duty to comply and to ensure health and safety as it applies to their special function:

- Mr J Ypey is responsible for premises including onsite traffic management
- Mr D Ewart is the fire manager with duties [K]
- Mr A Simm (BS) and Mr S Turner (GS) are the Educational Visits Co-ordinators
- Mr J Ypey is responsible for asbestos management

- Mr J Ypey is responsible for legionella management
- Mr J Ypey is responsible for minibus/transport management
- Mr R Kerr (BS) and Dr Kate Bridge (GS) are the radiation protection supervisors
- Mr J Ypey in collaboration with the appropriate line manager and/or safety coordinator is responsible for [G, H and L]
- Mr M Lewis in collaboration with the appropriate line manager and/or safety coordinator is responsible for [E]
- Mr M Lewis is responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments [B]
- Mr B Taylor (BS) and Mrs A Ghioc (GS) are responsible for occupational health including risk assessments for pregnant employees [F]
- Mrs G McGrath (BS) and Miss H Bond (GS) are responsible for first aid [J].

When line managers are absent for significant periods, adequate delegation of duties must be made.

## **4.2 Health and Safety Coordinator**

The Director of Operations, Mr M Lewis, is the School's Health and Safety Co-ordinator. He has delegated authority to act in the absence of either Head on all aspects of health and safety.

The duties of the Health and Safety Co-ordinator are:

- Be familiar with the contents of the policy and ensure that the policy and a safety compliance file is readily available to all employees
- Ensure that the 'Organisation for Health and Safety Management' is reviewed annually
- Together with others, identify health and safety training needs and co-ordinate as necessary
- Monitor that line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, test and inspections
- Monitor the formal defect reporting procedure
- Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE
- Liaise with HSE/EHO/Fire Service as appropriate
- Accident recording and investigation
- Notification of accidents to HSE.

The Co-ordinator must advise the Head and those with delegated duties on the measures needed to comply with the policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to the Head.

Oxford Safety and Risk Management (OSRM) provide professional health and safety advice and Oxford Radiation Protection Consultants provide the Radiation Protection Advisor (RPA).

### **4.3 Specific Responsibility**

Every Head of Department and employee with a supervisory role is responsible for ensuring, in accordance with the law, the health and safety of employees, students and other persons in their area of responsibility and anyone else who may be affected by their work activities. Responsibilities listed below are assigned to such persons for their areas. They should ensure that:

- They notify the Head and the Deputy Director of Operations of any planned, new or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved
- They report to the Head and the Deputy Director of Operations any breach of the safety arrangements; all such reports are to be made as soon after the event as is practicable and in writing
- They notify the Head or the Deputy Director of Operations as appropriate of the arrangements for substitution of cover for Health and Safety matters made when a Head of Department or other staff with a supervisory role is absent for a period of more than 2 weeks. If this is not possible then the Head or Deputy Director of Operations as appropriate will, after consultation, delegate the responsibility
- Each new member of the department is given induction training necessary for safe working in that department. Where expertise does not exist on site or where regulations require formal certification staff will be externally trained in the proper use of machinery and processes involving identifiable hazards
- They keep up to date with the health and safety matters which apply in their department.

### **4.4 Individual Responsibility**

All employees, students and all other persons entering the School's premises or who are involved in the School's activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the School's Health and Safety Policy where appropriate.

All Staff must:

- Make sure that all work is carried out in the approved way and in accordance with the School's Health and Safety Policy, risk assessments and associated documents
- Protect themselves and others by wearing personal protective equipment where it has been provided, and by using any guards or safety devices provided
- Adhere to training and instructions in respect of health and safety
- Inform their immediate line manager, head of department or supervisor of any new hazards to be introduced or newly identified risks found in present procedures

- When appropriate, give visitors (including contractors) a named contact within the School with whom to liaise and ensure they are familiar with the School's fire alarm and evacuation procedures
- Offer any advice or suggestions to their immediate supervisor or to the Director of Operations that they think may improve health and safety
- Report all fires, incidents and accidents and defects as soon as practicable
- Familiarise themselves with the location of firefighting equipment, alarm points and escape routes, together with the fire procedures.

If any individual is in doubt about any safety matter, they must consult their line manager or the Health and Safety Co-ordinator.

## **4.5 Accidents**

All accidents, dangerous occurrences and near misses are to be reported immediately to the School Nurse and in turn the Compliance Officer. The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) is the responsibility of the Deputy Director of Operations in conjunction with School medical staff. RIDDOR reports are to be made to the Health and Safety Executive (HSE) in accordance with the timescales and types of injury specified by the HSE.

## **4.6 Risk Assessment**

- The School recognises that it has a responsibility under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (and amendments), to make suitable and sufficient assessment of the risks to health and safety of employees, visitors and Students arising from activities within the School. Risk Assessment guidance is set out in the School's Risk Assessment Policy.

## **4.7 Health and Safety Committees**

### *4.7.1 Purpose*

The purpose of the Committees are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of this Health and Safety Policy and annually update the contents of the safety policy.

### *4.7.2 Typical Agenda for Health and Safety Committee Meeting*

- Minutes of last meeting
- Matters arising

- Accidents/incidents/ill health (summary sheet to be completed) plus serious defects since last meeting
- Summary of line Manager’s Self Evaluation /Effectiveness of Risk Controls
- Report on facilities matters (esp. legionella control, asbestos management and lift safety)
- Fire Safety issues
- Matters raised by employees/others
- Legislative changes
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.

Detailed minutes must be kept, and a set of minutes must be forwarded to the governing body within 7 days of each meeting.

#### 4.7.3 Membership

There are two Health and Safety Committees, one for each school. The memberships are listed below.

<b>Boys’ School</b>	<b>Girls’ School</b>
Director of Operations – Chair	Director of Operations – Chair
Deputy Director of Operations	Deputy Director of Operations
Headmaster	Headmistress
Head of Preparatory School	Head of Junior School
Head of Pre-Preparatory School	Deputy Head (Pastoral)
Deputy Head (Pastoral)	Grounds Manager
Grounds Manager	Gardens Manager
Gardens Manager	Assistant Head (Extra-Curricular)
Director of Co-Curricular	Director of Sport
Director of Sport	Director of STEM
Head of Art	Head of Biology
Head of Science	Head of Chemistry
Head of Design and Technology	Head of Physics
Drama representative	Head of Art
CCF Contingent Commander	Head of Design Technology
Head of IT and Data	Drama representative
Transport Manager	Head of IT and Data
Catering Manager	Transport Manager
Cleaning Manager	Catering Manager
School Nurse	Cleaning Manager
Compliance Officer (Secretary)	School Nurse
	Compliance Officer (Secretary)

Members should send a delegate in their absence.

Gus Lock

Rose Hardy

Headmaster

Headmistress