

ROYAL RUSSELL HEALTH AND SAFETY POLICY

This policy covers all pupils from age 3 – 19 years across the Junior and Senior Schools including the Early Years Foundation Stage (EYFS) and employees, volunteers and visitors within the school community.

Policy

As Governors of Royal Russell School, we recognise our collective responsibility for providing, so far as is practicable, a safe and healthy school – Senior and Junior (including Early Years Foundation Stage) - for all of our employees, pupils, contractors, parents, visitors, volunteers and any others who could be affected by our activities. In our role as employer, we attach 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.

Our responsibility as Governors is to ensure that relevant Health and Safety laws are complied with. A member of the Governing Board is nominated to take responsibility for overseeing health and safety as part of their general responsibilities.

Strategic responsibility for health and safety rests with the Headmaster, with day to day responsibility vested in the Director of Operations/Finance, assisted by the Operations Manager. However, as Governors, we have specified that the School should adopt the following framework for managing health and safety:

- The Governor overseeing health and safety is to receive copies of all relevant paperwork and should attend at least one of the Health and Fire Safety Committee meetings each year. They are to receive copies of the minutes of all meetings of the Health and Fire Safety Committee as they are issued.
- The Finance & Estates Committee (F&E) is to receive copies of the minutes of all Health and Fire Safety Committee meetings and that Health and Fire Safety is a standard item for the Agenda of each Finance & Estates Committee.
- The Chair of the Finance & Estates Committee is to draw to the attention of the full Governing Board any issues relating to health and safety.
- The Health and Fire Safety Committee regularly considers a report including statistics on accidents to pupils, staff and visitors, staff training and fire practices, making and implementing improvements as necessary.
- The external fabric of the School, its plant, equipment and systems of work are to be regularly surveyed and inspected by qualified professionals. Inspection reports are to be considered by the Health and Fire Safety Committee and the minutes of the meeting are to record recommendations and actions taken.
- The 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 Environmental Health Officer. In addition, the Catering Manager is to arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving once every three years, and regular external deep cleaning and pest control services.
- Reports showing dates of portable appliance, fixed wiring, plant and machinery testing are to be made by the Estates Manager for review if required by the Health and Fire Safety Committee.
- Reports showing dates of vehicles and minibuses safety testing are to be made available by the Operations Manager for review by the Health and Fire Safety Committee.

- Boarders' personal electrical/electronic equipment is visually inspected by a competent person within three weeks of the start of Autumn and Spring terms each year. Converters are installed by a competent person on any appliance not having a UK style plug. Records of the inspections are maintained by the Estates Department.
- The School's policy and planning procedures for off-site trips and excursions are to be reviewed annually by the Health and Fire Safety Committee.
- The School has a comprehensive policy in place for the training and induction of new staff which includes health and safety related matters ie Working at Heights, Manual Handling etc. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, is to be provided in addition to the "standard" induction training. Our trips and visits planning procedure includes ensuring enough staff with First Aid training and minibs driver training is provided. This is checked in advance as part of the Trip and Risk Assessment approval process.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers, contractors and any others. They are responsible for cooperating with the Headmasters, the Director of Operations/Finance and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any previously unidentified risks or defects to the Director of Operations.

All employees are provided with a copy of this statement upon appointment and copies are available on the School's website and the shared work area. Members of staff will be advised as and when it is reviewed, added to or modified.

C J Hutchinson
Headmaster

A J Merriman
Chair of Governors

Reviewed regularly since		September 2018
Reviewed and Approved	EWC	February 2021
Reviewed and Approved	Board	March 2021
Reviewed and Approved	EWC	February 2022
Reviewed and Approved	Board	March 2022
Reviewed and Approved	H&FS Committee	January 2023
Reviewed and Approved	EWC	February 2023
Reviewed and Approved	Board	March 2023
Reviewed and Approved	H&FS Committee	January 2024
Reviewed and Approved	EWC	February 2024
Reviewed and Approved	Board	March 2024
Reviewed and Approved	H&FS Comittee	January 2025
Reviewed and Approved	F&E Committee	February 2025
To be reviewed and Approved	Board	March 2025
Next review		January 2026

Health and Safety Procedures

This part of the Policy deals with the organisation, planning, implementation, and operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

1. Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. The Board 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 the Board in carrying out its duties.

2. Headmaster

The Headmaster will assist the Board 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 Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board has approved.

3. Director of Operations/Finance

The Director of Operations/Finance has day to day management responsibility 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 Management
- Emergencies
- Staff Induction (the H&S aspect)

Duties of the Operations Manager include:

- Advising the Director of Operations/Finance on maintenance requirements
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Director of Operations/Finance
- Act as the Health and Fire Safety Coordinator
- Maintenance of the School minibus fleet
- Registration and supervision of visitors to the School, coordinating with the Senior School, Junior School and Estates Department to provide advice on visitors, registering with the school and compliance with legal and regulatory compliance for inspections
- Compliance with the Construction (Design and Management) Regulations
- Reporting to the School Health and Fire Safety Committee and taking minutes of these meetings

4. Heads of Department

The Heads of Department will ensure, as 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.

The Heads of Department will also be responsible for identifying providing or organising training that is relevant to their area of control.

5. Estates Manager

The Estates Manager will assist the Director of Operations/Finance with the implementation of the following:

- Building maintenance, including the provision of a safe and healthy residential environment for those living on site including staff, their families, their visitors and pupils
- Registration and supervision of visitors to the Estates Department
- Maintenance of School site vehicles
- Testing arrangements, maintenance and records, including electrical, gas, plant equipment, water quality (see Water Hygiene Policy,) asbestos (see Asbestos Management Plan,) etc
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Prevention of unsupervised access by pupils and staff to potentially dangerous areas (in co-operation with others as appropriate)

6. External Health and Safety Advisors

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

- Structural surveyors are retained to give advice on the external fabric of the School
- Monitoring and servicing 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 Catering Manager will arrange for:
 - swabs to be taken and checked by a member of the senior Catering team from knives, chopping boards and other kitchen equipment at least once per month taking immediate action to address any bacterial readings above the maximum safe limit
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas once every three years
 - professional advice from a dietitian 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
 - Prevention of unsupervised access by pupils and staff to potentially dangerous areas (in co-operation with others as appropriate)
- The School has a suitable and sufficient fire risk assessment which is reviewed annually or when significant changes are made to 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 annually on the arrangements for health and safety in all areas of the School
- The School has a suitable and sufficient process for ensuring the prevention of legionella, and has a water temperature testing regime in place
- The School maintains the asbestos re-inspection surveys and an asbestos management plan, and the Estates Manager 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 making sure that contractors are fully briefed on areas of asbestos before starting work
- The School's Radiation Protection Supervisor (RPS), is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 2000 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

All external contractors are required to comply with the School's Safeguarding for Visitors Procedures which covers Health and Safety and Safeguarding requirements to be satisfied before commencing work on site. The Health and Safety records are maintained by the Estates Department and the Safeguarding checks are maintained by HR Department.

7. School Health and Fire Safety Committee

The Committee, chaired by the Director of Operations/Finance, will meet once a term. The Governor responsible for overseeing health and safety is invited to attend these meetings. The other members of the Committees are:

- Headmaster
- Junior School Headmaster (or Deputy Head)
- Headteacher, St David's
- Director of Operations/Finance
- Senior Deputy Head
- Deputy Head Pastoral, Senior School
- Deputy Head, Pastoral, Junior School
- Director of Music
- Director of Sport
- Catering Manager
- Commercial Manager
- Estates Manager
- Operations Manager
- IT Manager
- Lead Nurse
- Drama Technician
- Media Technician
- Head of Art (Art Technician)
- Head of Design Technology
- Head of Food Technology
- Head of Science
- Educational Visits Co-ordinator (Junior and Senior Schools representatives)
- Boarding Health and Safety Representative
- Assistant Head, Co-curricular

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations
- monitor the effectiveness of health and safety within the school
- review accidents and near misses, and discuss preventative measures
- review and update risk assessments and the associated policy

- discuss training requirements
- monitor the implementation of improvements
- review and update the Health and Safety Policy
- review and update the Whole School Fire Safety Policy
- review and update the Policy to Control Pupil Access to Risky Areas
- 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

Health and Fire Safety is a standing item on the agendas for SLT, Junior School SMT and Operations and Support Heads of Department meetings, all of which are minuted. Staff report potential hazards to the Maintenance helpdesk for attention. These tickets are prioritised and records maintained of the actions taken.

8. Health and Wellbeing Centre

Health and Wellbeing Centre staff are responsible for checking that all first aid boxes, asthma inhalers and auto-injectors are inspected to ensure compliance.

9. Swimming Pool

The Commercial Manager will ensure that a Normal Operating Procedure (NOP) is in place for the operation and maintenance of the Swimming Pool. This NOP will be reviewed periodically to check that it remains suitable and sufficient and follows best practices as outlined by the Health and Safety Executive and any other relevant guidance.

The School will ensure that a suitable Emergency Action Plan (EAP) is in place for the operation and maintenance of the Swimming Pool. The EAP will outline the procedures for all foreseeable emergency events and the protocols in place for staff and pool users.

Both the NOP and EAP will be issued to all supervisory staff and regular exercises will be held to ensure all staff are up to date with these policies and procedures and access to the facilities are strictly controlled.

10. The Operations Manager (Health and Safety Officer)

Is responsible for:

- Security
- Maintaining accident and incident records and reporting notifiable accidents (RIDDOR) to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Fire Safety Committee
- Advising the Director of Operations/Finance of onsite traffic movements
- The maintenance of School minibuses
- Testing arrangements, maintenance and records of fire alarms, access control systems, firefighting equipment and intruder detection and alarm systems
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)

11. Staff

The co-operation of all staff is essential to the success of the Policy. The School requires staff to alert the Maintenance helpdesk to any hazards to health and safety which they notice and to notify their Head of Department/Health and Safety Co-ordinator of any suggestion they wish to make regarding health and safety.

Staff are required to follow the Policy:

- take reasonable care for the health and safety of themselves 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
- Head of Science and Head of Design and Technology to inspect eye wash stations to ensure compliance

This policy should be read in conjunction with the policies listed below:

Whole School Fire Safety Policy
Risk Assessment Policy
Policy to Control Pupil Access to Risky Areas
Water Hygiene Policy
Educational Trips and Visits