

ST MARGARET'S
SCHOOL

Health and Safety Policy

Mark Dixon
Director of Estates
Reviewed and Updated: January 2023

General Statement of Health and Safety Policy

The Health and Safety of all the people who work or learn at St Margaret's School are of fundamental importance. We aim to provide a safe, secure and pleasant learning and working environment for everyone across the school. The governing body takes responsibility for protecting the Health and Safety of all children/students, members of staff, visitors and contractors.

Under the overall direction of the Governors we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our Health and Safety responsibilities as the Governors of St Margaret's School by appointing the Governing Body, led by the Chair of Governors and the Head, with responsibility for overseeing Health and Safety. As an employer, the School acknowledges that it is obliged to comply with the requirements of:

- the Health and Safety at Work etc Act 1974 and all other relevant legislation; Codes of Practice, HSE Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections
- comply with all relevant fire safety regulations including the Reform (Fire Safety) Order 2005 and to cooperate with any local authority or Fire Service recommendations
- and will be subject to regular review at least annually or earlier as and when there are any significant changes.

Day-to-day responsibility for the operation of Health and Safety at the school is vested with the Director of Estates. However, as Governors, we have specified that the school should adopt the following framework for managing Health and Safety:

- The Governors who oversee Health and Safety attend the meetings of the School's Health and Safety committee termly and receive copies of all relevant paperwork.
- Reports pertaining to Health and Safety, statistics on incidents or accidents involving pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures are tabled at each term's Health and Safety Committee meeting.
- 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.
- The external fabric of the school, its plant, equipment and systems of work are maintained, inspected and surveyed regularly or as appropriate by competent professionals.

- These reports (as per the above) are considered by the Finance, Estates and General Purposes and Property Governors' Committees and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- 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 Environmental Health Officer (**EHO**). In addition, Holroyd Howe (the school's external caterer) arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Director of Estates reports on all these aspects to the Finance and General Purposes Committee.
- The School has annual fire risk assessments, carried out by an independent, competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, or 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 and submit a report to the Finance, Estates and General Purposes Committee.
- An external Health and Safety consultant reviews the overall arrangements for Health and Safety, 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 Finance and General Purposes Committee.
- The School has a competent person undertake a risk assessment for legionella every two years and a quarterly water sampling and testing regime in place.
- 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 that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits [and to selected members of the non-teaching staff].
- 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 Director of Estates and other members of the Senior Management Team ("SMT") in order to enable the governors to comply with Health and Safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Estates and Operations Manager.
- All employees are briefed on where copies of this statement can be obtained on the school's intranet. 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 two and three of this document.

Signed (Judith Fenn) Chair of Governors, for and on behalf of the Board

Date (7th January 2023)

Organisation of Health and Safety

This part of the Policy deals with the organisation, planning, implementation, 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. An organogram has been prepared to assist in the understanding of the Health and Safety structure within the School, which is shown at the end of this section.

1. THE 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. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. 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. The Board will hold the Head to account in respect of the requirements set out in this policy.

2. HEAD

The Head will have day to day responsibility for controlling Health and Safety within the school. This will include ensuring there are sufficient resources deployed to meet Health and Safety requirements. The Head will have overall responsibility for ensuring that Health and Safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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 Head will also report to the Board on Health and Safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of an Emergency Plan known as the critical incident plan.

3. **THE GOVERNING BODY AND DIRECTOR OF ESTATES**

The Governing Body and Director of Estates will have delegated by the Head the 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 and safety
- Asbestos
- Emergencies
- Staff induction and training
- The appointment and management of competent contractors

They will also act as the School Safety Coordinator, whose duties will include:

- advising the Head on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- coordinating and implementing training
- monitoring Health and Safety within the School and raising concerns with the Head;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

4. **HEADS OF DEPARTMENT (TEACHING)**

The Heads of Department will ensure, so far as is reasonably practicable, the Health and Safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Director of Sport
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Director of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – Director of Studies
- Trips and visits – Educational Visits Officer

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

5. **ESTATES DEPARTMENT HEAD OF MAINTENANCE / HEAD CARETAKER / HEAD GROUNDSMAN / SCHOOL OFFICE**

The Maintenance Engineer / Head Caretaker / Head Groundsman / School Office will assist the Estates and Operations Manager with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

6. **EXTERNAL HEALTH AND SAFETY ADVISORS**

The Director of Estates will arrange as appropriate 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 as required.
- M&E surveyors are retained to give advice on the mechanical & electrical infrastructure and installations of the school as required.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The School's adherence to Health and Safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Head of Home Economics / Catering Manager arranges for:
 - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - appropriate pest control measures to be in place.
- The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting 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 lessons, support areas, public spaces, sports and swimming facilities.
- The School has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Director of Estates is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School's radiation protection supervisor (RPS), Head of Science is responsible for liaison with the radiation protection advisor of Hertfordshire Council for ensuring compliance with the Ionising Radiations Regulations 2017 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.

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected - for a small number without RCD this is noted on the certificate and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor/Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

7. **SCHOOL HEALTH AND SAFETY COMMITTEE**

The Committee will meet once a term, and will be chaired by the Director of Estates. The Governor who is responsible for overseeing Health and Safety will attend these meetings. The other members of the Committee will be:

- the Vice Principal
- the Head of the Junior School
- the Director of Finance and Operations
- the Director of Finance and Operations PA, who also acts as secretary
- the Head of Science
- the Head of Art
- the Director of Sport
- the Head Groundsman
- the Head of Maintenance
- the Head Caretaker
- the School Nurse
- the Head of the Sports Centre

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;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- 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.

8. **THE SCHOOL NURSE**

The School Nurse will be responsible for:

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

9. **STAFF**

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Safety Coordinator of any hazards to Health and Safety which they notice and 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 cooperate 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.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

GOVERNORS/TRUSTEES
Overall responsibility for Health and Safety at main Board level

Named governor with responsibility for oversight of
of Health and Safety

Head
Responsibility for day-to-day operations and organisation of Health and Safety

Director of
Estates:
School Safety
Coordinator
Responsibility
for
management
of safety and
security of site
Regulatory
compliance
**CHAIR OF
HEALTH &
SAFETY
COMMITTEE**

*External
professional
advisors*

Members of the Health and Safety Committee:

- Named governor
- the Vice Principal
- the Head of the Junior School
- the Director of Finance and Operations
- the Director of Finance and Operations' PA
- the Director of Estates (chair)
- the Head of science
- the Head of art
- the Director of Sport
- the Head groundsman
- the Head of maintenance
- the Caretaker
- the School nurse

the head of the Sports Centre

Whole school community:

Staff, pupils,
governors,
visitors
volunteers,
contractors working on-site.