

6.1 General Statement of Health and Safety Policy

(ISI POLICY A9/NMS POLICY B9)

As governors of Saint Ronan's school 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 responsibility as governors of Saint Ronan's school by appointing a 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 Head Master. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health, Safety and Welfare 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 surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Building Sub-Committee 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, the catering manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas two times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Health, Safety and Welfare.
- The school has fire risk assessments, carried out by a competent person which are updated triennially (more frequently if significant changes are made to the interior of buildings or new buildings are bought or added) and reviewed every year for progress on completion of items in the action plan. The Health and Safety Committee should review this risk assessment every time it is amended.
- The School's health and safety officer, who is trained in health and safety, 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 Health, Safety and Welfare Committee.

- The school has a competent person undertake a risk assessment for legionella, every two years and a 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 bursar 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 Bursar.

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

Policy 6.1

Chair of Health, Safety and Welfare Committee, for and on behalf of the Board

Person responsible: JCB **Implementation date:** 1st September 2004

Reviewed: 20th October 2006

Revised : August 2008, April 2012, July 2013, June 2016, November 2017, October 2019

Part 2: Organisation

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. 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. 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. Head Master

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

3. Bursar

The Bursar will have overall 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
- Emergencies
- Staff induction

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Head and Governors 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 Head
- compliance with the Construction (Design and Management) Regulations

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 - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology - Head of Design & Technology
- Outdoor lessons – Head of NPP and Deputy Head (Academic)
- Trips and visits – Trip Organiser
- Catering – Holroyd Howe
- Cleaning – Housekeeping Manager
- Boarding – Head of Boarding

They will also be responsible for identifying, organising training that is relevant to their area of control and ensure that HR are notified of completed training.

5. Maintenance Manager and Head Groundsman

The Maintenance Manager, who also acts as the Health and Safety Officer (HSO) and Head Groundsman will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- 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 Bursar 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.
- Engineers monitor and service 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 school's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, the Holroyd Howe, the School's contract caterers, arranges for:
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas two times a year.
 - professional advice from a dietician on healthier food, allergies, 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 annually.
- 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 are tested termly by a qualified contractor. Fire extinguishers are serviced annually by a qualified engineer.
- The Health and Safety Officer 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 water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar 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 is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

7. School Health and Safety Committee :- Terms of Reference

Purpose: The Health & Safety Committee monitors, evaluates, advises and makes recommendations to the Full Board on all matters relating to the health and safety of the children and staff at Saint Ronan's.

Membership: This committee will consist of no fewer than one Governor, The Headmaster, The Bursar, The H & S Officer/Maintenance Manager, Head Groundsman, The Head of Pre-Prep & Nursery and the Day Matron. Other members of staff may be co-opted as required.

Quorum: One Governor plus the Headmaster, the Bursar and the Health & Safety Officer.

Meetings: Termly and otherwise as required. The chair shall be responsible for convening the meeting.

Minutes and report to the Governors: It shall be the responsibility of the chair of this committee to arrange for minutes and reports to the full Governing Body.

Terms of reference: The Health, & Safety Committee will be responsible for co-ordinating the implementation of the school's health, & safety policies.

The Health & Safety & Committee will:

- monitor the effectiveness of health and safety within the school;
- receive reports of any accidents, incidents or near misses which have occurred since the previous meeting, and measures taken to prevent a recurrence.
- receive reports of fire drills and fire incidents that have taken place, lessons learned from them and proposals for an improved Fire Safety policy.
- identify relevant matters arising from Inspection Reports
- monitor and report on progress in remedying any specific risks that may have been identified.
- publicise information on new legislation or regulation that has implications for the school.

- put forward for Board of Governors' endorsement, every second year, a review of the School's Health and Safety Policy, Organisation, and Arrangements and to inform Governors of Management's monitoring of its implementation.

This committee will consult with other committees about matters which impinge on the work of those committees.

Where necessary, the committee will form working parties, possibly with co-opted members, to gather information on certain matters.

Implemented September 2003:

Revised: 2007, 2008, April 2012, October 2012, May 2016, October 2017, October 2019

8. The Day Matron (School Nurse)

The Day Matron 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 co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department and HSO 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 co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by 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.

Person responsible: JCB

Implementation date: 1st September 2004

Reviewed: 20th October 2006

Revised : August 2008, April 2012, July 2013, June 2016, October 2017, October 2019

MANAGEMENT OF HEALTH AND SAFETY 2019-20

