



## **Whole School Health and Safety Policy (Including EYFS)**

### **Part 1: General Statement of Health and Safety by the Chairman of Governors**

As Governors of St Edmund'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 including those in EYFS, 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 St Edmund's School by appointing the Chairman of our Development and Estates Committee, as part of his general responsibilities, for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head and the Bursar. 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 receives copies of all relevant paperwork and is invited to attend the termly meetings of the school's Health and Safety Committee
- 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 Development and Estates 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 a Health and Safety consultant. A survey will be carried out annually and signed off by the Estates Manager and the Bursar.
- These reports (as per point above) are considered by the Development and Estates 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 through Holroyd Howe 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 the Bursar reports on all these aspects to the Development and Estates Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every five 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 and submit a report to the Development and Estates Committee.
- The school instructs a competent person to undertake a risk assessment for legionella and general water hygiene every two years and a quarterly water sampling and testing regime in place. Water sampling is annual, with the exception of the swimming pool which is monthly during the summer.
- The school ensures that a competent person examines and tests, where necessary, plant equipment, specifically electrical equipment (via an annual programme of PAT testing), local exhaust ventilation (annually), pressure systems (annually), gas appliances (annually), lifting equipment (twice yearly), glazing safety (visual checks on an ongoing basis) and workshop ventilation (organised by the DT department directly).
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. 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 minibs 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 where required. New staff who join the school and who are responsible for a specific area are trained in completing risk assessments. Serving members of staff are provided with refresher sessions.
- **The WHOLE SCHOOL (INCLUDING EYFS) RISK ASSESSMENT POLICY**

All employees and on-site contractors are responsible for taking reasonable care of their own safety, that of pupils including those in EYFS, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the

Bursar and other members of the Executive and Leadership Groups in order to enable the Governors to comply with health and safety duties. Finally, all members employees and on-site contractors are responsible for reporting any significant risks or issues to the Bursar. The Estates Manager ensures that all on-site contractors adhere to the school's Health and Safety standards and this is confirmed in the school's contract with each contractor.

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.

The school complies with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations.

EOC/NCSK/MH/SAB September 2023

Signed: ..... Date .....

Chairman of Governors, for and on behalf of the Board

Signed: ..... Date .....

Chairman of the Development and Estates Committee and Governor  
Responsible for Health and Safety.

## **Part 2: Roles and Responsibilities/Organisation for H&S/Statement by the Head and Bursar**

An organisational flowchart of Health and Safety responsibility is found in Appendix 1.

The Chairman of Governors of St Edmund's School has delegated day to day responsibility for organising health and safety and welfare to the Head and the Bursar. That role gives the Head and the Bursar the responsibility for ensuring compliance with the school's Health and Safety policy. The policy consists of three parts, the General Statement by the Chairman of Governors, the description of the Organisation for health and safety and, lastly, details of the Arrangements for Health and Safety.

Every Head of Department is responsible for ensuring the health and safety of staff, pupils including those in EYFS and others (especially visitors who are unfamiliar with the school, those who are disabled or who have special educational needs). Heads of Department and those responsible for specific areas are trained in completing risk assessments when they are given the specific responsibility and refresher training is available. This will be carried out by the Health and Safety Manager.

Some of the Head's and Bursar's duties have been delegated to other members of staff, but, ultimately, responsibility for health and safety, on which the Head and the Bursar are answerable to the Chairman of Governors, rests with them. The areas where duties have been delegated are:

### 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 Estates Manager and SSI working in co-operation with the Caretaker.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as plant rooms, the swimming pool, the science labs, the Design Technology rooms etc. – the Estates Manager working in co-operation with Heads of PE, Science and DT.
- Controlling lone working after hours.
- Ensuring that all visitors log in at the School Office, Admissions door or Junior School Office working in co-operation with the SSI.
- Security: the health and safety of all staff in terms of the risk to safety involved in school security. Members of staff, for example, are encouraged to approach strangers on the school site politely, but are not expected to escort them off the school site (there are measures in place for the member of staff to contact a member of the senior team/police. More detail of the measures in place to combat this risk can be seen in the school's Security, Access Control, Workplace Safety and Lone Working policy.
- Violence to staff: the school will, at all times, be aware of the need to mitigate the occurrence of incidents of violence towards staff. This is specifically detailed in the school's Emergency Procedures and Disaster Recovery Plan where,

depending on the situation, either an Emergency Co-ordinator should be contacted or 9(999) dialled.

### Vehicles

- Car parking on site and vehicles on site working in co-operation with the SSL.
- Ensuring the school minibuses and other vehicles owned or hired by the school are properly maintained and roadworthy working in co-operation with the SSL.

### Accidents

- Maintaining accident reports and reporting notifiable accidents to the HSE working in co-operation with the Health and Safety Manager who would also carry out an accident investigation to be given to the Governors' Development and Estates Committee.
- Escorting pupils to hospital (and informing their parents) working in co-operation with the Medical Centre, the Assistant Head and Boarding staff.
- Ensuring that parents of EYFS children are informed of any accident, regardless of its severity, on the same day or as soon as reasonably practicable.
- Checking that all First Aid boxes and eye washes are kept replenished working in co-operation with the Medical Centre, the Estates Manager, School Office Secretaries and Heads of Department.

### Fire Prevention

- Keeping fire routes and exits clear working in co-operation with the Health and Safety Manager and Estates Manager who also delegate responsibility to all staff.
- Electrical Safety Testing working in co-operation with the Estates Manager. All of the buildings at St Edmund's and Choir House at the Cathedral have current electrical installation certificates.
- Regular portable appliance testing working in co-operation with the Estates Manager.
- Testing all fire alarms weekly (and recording all tests). Arranging quarterly testing and annual servicing of alarms, detectors, call points, emergency lights and fire extinguishers working in co-operation with the Estates Manager.
- Lightning protection, where in place for buildings, is tested every annually working in co-operation with the Estates Manager.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers working in co-operation with the Estates Manager and Catering Manager.
- Landlord's gas safety certificates are held for all school domestic accommodation working in co-operation with the Estates Manager.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings working in co-operation with the Estates Manager.
- Termly fire practices, combined with a programme of inducting new staff and pupils including those with EYFS with emergency escape procedures and the

presence of trained staff with responsibility in every building to help ensure that the school can be safely evacuated in the event of a fire working in co-ordination with the Fire Safety Co-ordinator, Boarding staff, Fire Wardens, Heads of Department, the Fire Safety Manager and the Estates Manager.

- Switching off all kitchen equipment at the end of service working in co-ordination with the Catering Manager.
- Checking that all Science and DT equipment is switched off at the end of the school day working in co-ordination with the Heads of Science and Design Technology.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends working in co-ordination with the Network Manager.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers working alongside the Head of Science, Head of Art, Head of Design Technology and the Estates Manager.
- Storing weapons and ammunition used by the CCF in a securely locked, fire resistant store that is within a permanently locked room working in co-operation with the SSI and CCF staff.

#### Water, Drainage etc.

The Bursar delegates this responsibility to the Estates Manager who is 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 as necessary).
- Ensuring, in co-ordination with the Health and Safety Manager that up to date risk assessments are maintained for:
  - Fire
  - Legionella
  - All rooms, corridors and exits
  - Grounds maintenance, including COSHH in co-ordination with the Head Groundsman.
  - Maintenance functions, including working at heights, electricity, manual handling, building work, use of power tools, COSHH and flammable materials.
  - Asbestos register.
- The Bursar delegates the responsibility for creation and updating of relevant Risk Assessments for teaching and activities in the following areas:
  - Science, including COSHH and flammable materials working in co-ordination with the Head of Science and individually with the Heads of Biology, Chemistry and Physics.
  - All outdoor games in co-ordination with the Heads of Sport.

- Swimming in co-ordination with the Heads of Sport.
- Duke of Edinburgh in co-ordination with the DofE Co-ordinator.
- Dance and Drama in co-ordination with the Director of Drama and Hall Manager.
- Art and DT, including COSHH and flammable materials, in co-ordination with the Director of Art and the Head of DT.
- Music in co-ordination with the Director of Music.
- CCF in co-ordination with the SSI and Major Jones.
- All outdoor lessons in co-ordination with the Deputy Head (Academic).
- All visits and trips in co-ordination with the Head of the Junior School, the Head of the Pre-Prep (including EYFS) and the Assistant Head of the Senior School.

The Bursar delegates this responsibility to the Catering Manager, The Head Gardener and the Network Manager who are responsible as follows:

- Catering Manager - 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.
- The Head Gardener - gardens maintenance, including COSHH.
- Reprographics machines and copiers in co-operation with the school Accountant and Network Manager.

### Training

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

- Science-related health and safety training – Head of Science and Head of DT
- Health and safety training for the Catering and Cleaning staff – the Catering Manager and the Cleaning Manager.
- Briefing all new pupils on emergency fire procedures – the Fire Safety Co-ordinator (Head of Boarding) and Assistant Head in the Senior School, the Head in the Junior School, the Head of Pre-Prep who is in charge of EYFS pupils.
- Briefing new staff on emergency procedures – the School Health and Safety Manager as part of the Induction programme, the Bursar as part of the Induction programme, the Head of Junior School, the Head of the Pre-Prep.
- Inducting new staff in Health and Safety – the School Health and Safety Manager, Bursar, Head of the Junior School, Head of the Pre-Prep as part of the Induction programme and departmental managers.
- Identifying specific health and safety training needs of staff – Heads of Department and Line Managers or Supervisors.
- First Aid training – the Medical Centre.

## External Advisors for Health and Safety

St Edmund's School uses external consultants to advise regularly as necessary on matters of health and safety within the school.

- A Structural Surveyor is retained to give advice on the external fabric of the school as necessary.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists.
- All gym and fitness equipment is serviced annually.
- All machinery used in DT and in the Maintenance Department is serviced annually.
- The school has a professional fire risk assessment which is updated regularly and specifically 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, extinguishers and panic buttons are tested quarterly by a qualified contractor.
- The Estates Manager reports annually on the arrangements for health and safety in the schools, conducting department/location/issue specific visits/inspections as necessary.
- The school has a professional risk assessment for legionella, and a water sampling and testing regime in place.
- The school maintains an asbestos register and the Health and Safety Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Estates Manager is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The Head of Physics is responsible for liaison with the Radiation Protection Advisor of Kent County Council for ensuring compliance with the Ionising Radiation Regulations 1999 and Local Rules made to comply with these Regulations. He 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 (or are being brought up to a standard for) RCB protected and meet the requirements of BS7671 IEE wiring regulations, 17<sup>th</sup> edition.
- 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.
- All lightning protection and earthing conform to BS Standard 63205 and are tested by a specialist contractor.



- The School will appoint a Principal Designer and Principal Contractor for all construction works under Construction (Design and Management) Regulations 2015.
- The Radiation Protection Advisor visits annually to inspect the school's radioactive sources and how they are stored. He updates the school on any changes in Health and Safety rules/regulations/advice on using and storing radioactive sources.
- The school ensures that a competent person examines and tests, where necessary, plant equipment, specifically electrical equipment (via a programme of PAT testing), local exhaust ventilation (annually), pressure systems (annually), gas appliances (annually), lifting equipment (twice yearly), glazing safety (visual checks on an ongoing basis) and workshop ventilation (organised by the DT department directly).

### Risk Assessment

The school is responsible for undertaking risk assessments for activities which are under its control. This includes the requirements of the Education (Independent School Standards Regulations) (ISSRs), the National Minimum Standards for Boarding Schools (NMS) and the Statutory Framework for the Early Years Foundation Stage (EYFS). The school recognises its responsibility in ensuring that the welfare of pupils including those in EYFS, staff and visitors is safeguarded and protected, and also recognises that appropriate action must be taken to reduce risks that are identified.

The school will ensure that:

- suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- identified control measures are implemented to control risk so far as reasonably practicable.
- those affected by school activities have received suitable information on what to do.
- risk assessments are recorded and reviewed annually or sooner where necessary.
- risk assessment is systematic with a view to promoting the welfare of pupils including those in EYFS, staff and visitors.
- staff with responsibility for specific areas are trained in completing risk assessments when they are appointed the specific responsibility and that refresher sessions are offered. This carried out by the Health and Safety Manager.

The Health and Safety Manager is responsible for the logging and collection of risk assessments and stores a series of risk assessment files in his office. Risk assessments are available to all staff on the school portal.

Where specialist skills are required, eg. asbestos, fire, water quality and hazardous substances, there is separate guidance in place. The school has these risk assessments completed by external, qualified professionals.

The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

The Bursar/Estates Manager/Heads of Department will be responsible for the maintenance of risk assessment records. The Health and Safety Manager is responsible for the collation, retention and timely updating (delegating to relevant Heads of Department/managers) of the risk assessment records.

### **Statutory duty holder**

The role of the Statutory Duty Holder is to provide overall direction for health and safety within the school, compliance with the stated policies and the requirements of the Health and Safety at Work etc. Act 1974, in particular sections 2, 3 and 4.

The Statutory Duty Holder role is performed by the Chairman of Governors who has overall responsibility for health and safety in the school.

The Statutory Duty Holder needs competent support and this is provided by the Head, Bursar and Health and Safety Manager. These are viewed as delegated responsibilities.

The Statutory duty holder is responsible for:

- issuing a written statement covering the general policy with respect to health, safety and welfare of the employees and others affected by the undertakings of the school;
- setting an example to all others by acting in accordance with the school's Health and Safety policy and procedures at all times;
- reviewing the status of compliance for the school.

### **Board of Governors**

The school's Governors bear the responsibility for providing the health and safety vision and ensuring that the day-to-day responsibilities are delegated to the Head and Bursar.

The school's Governors have responsibility for the overseeing of the health and safety policy and will ensure that sufficient finance provision is made available to support the policy.

The Board of Governors shall ensure that they receive sufficient information on the status of school health and safety management systems to satisfy themselves that all statutory requirements are being met. To this end, they receive a termly health and safety report organised by the Bursar.

While statutory compliance will be accepted as a baseline standard, the Board of Governors will ensure that the school is constantly moving towards best possible health and safety practice.

### **Head**

The Head is responsible for:

- overseeing and supporting the Board of Governors and the Bursar in seeking to establish, promote and maintain a safe working environment for staff, pupils, visitors and members of the public on School premises;
- ensuring that health and safety matters are taken into account when considering the future plans and directions of the School both academically and in terms of physical growth and development;
- putting in place the correct arrangements for planning and organising health and safety within the School;
- drafting, implementing, reviewing and keeping up to date relevant compliance related policies with support from the Bursar;
- preparing, documenting and testing where appropriate the effectiveness of the emergency plans and procedures;
- setting an example to all others by acting in accordance with the school's Health and Safety policy and procedures at all times.

### **Bursar**

The Appointed Responsible Person role is fulfilled by the Bursar

The Bursar fulfils the role of the Appointed Responsible Person at the school. The Bursar is responsible for coordinating the effective implementation of health and safety policies and controls within the property under their control.

The Bursar is responsible for:

- providing adequate financial, human resource, technology and infrastructure to maintain compliance and secure the provision of appropriate resources to meet the needs of health and safety issues;
- overseeing and reporting regularly on the status of compliance of the school to the Chairman of the Board of Governors;
- supporting the Head in drafting, implementing, reviewing and keeping up to date relevant compliance related policies;
- putting in place the correct arrangements for monitoring compliance related activities;
- implementing and maintaining an effective system for the management and monitoring of external contractors working within the school on a long term contract agreement;
- chairing the Health & Safety Committee;
- maintaining current knowledge of planned and approved legislation on all matters concerning the management of the school's buildings.

### **Deputy Appointed Responsible Person(s)**

The Deputy Appointed Responsible Person role is fulfilled by the Head.

The Deputy Appointed Responsible Person must take full responsibility for the duties and tasks of the Appointed Responsible Person during their absence. The Deputy Appointed Responsible Person must also provide support to the Appointed Responsible Person on a day-to-day basis.

### **Executive Group**

The Head, the Head of the Junior School, the Head of the Pre-Prep, the HR Manager and the Bursar make up the Executive Group.

The Executive Group will take steps, so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which its employees, pupils including those in EYFS and contractors and other persons affected by the school operations can work.

The Executive Group will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety

issues. It will provide the necessary safety devices and protective clothing if a safer working environment cannot be achieved by any other means.

The Executive Group will ensure that:

- plans and procedures for the implementation of the health and safety policy are regularly reviewed at the local school level;
- they identify and ask in timely manner for adequate resources to be in place for the implementation of health and safety policy;
- all appropriate statutory law, regulations and approved codes of practice are strictly adhered to and that all statutory registers are maintained;
- the local health and safety systems and procedures are published and available to staff and pupils;
- all risk assessments together with the activities of the support and teaching staff are put in place and there are safe systems of work for all activities where a significant risk has been identified;
- they and all staff and pupils of the school know and undertake their responsibilities under the school's Health and Safety Policy and the local health and safety controls to work safely and that all staff are adequately informed and trained to enable them to carry out their responsibilities under such policies;
- staff are appointed with specific health and safety responsibilities as necessary and that such staff have adequate resources available to enable them to carry out their responsibilities and are consulted for their specialist knowledge on health and safety matters;
- any health and safety matter brought to their attention by staff or pupils is given prompt and appropriate attention;
- they identify, maintain and confirm that all training required for the individual roles of the teaching staff in the training matrix is completed.

#### **Head of Departments and Managers (Teaching and Support)**

Heads of Department and Managers of Support teams are responsible for the adoption and implementation of the school policy within their area of control. To achieve this they will ensure that:

- they determine local health and safety systems and procedures for their department based on the requirements of the school's Health and Safety policy and the risks inherent in the work of their department;

- health and safety performance is monitored and processes, including regular audits, are undertaken to ensure that all persons reporting to them are carrying out their responsibilities;
- they establish local health and safety arrangements;
- safe working practices are maintained at all times to ensure the health and safety of employees, pupils including those in EYFS and members of the public, including arrangements within academic programmes for activities such as research, practical and laboratory work, field work, placements and projects;
- assessments of risks to health and safety are conducted and that adequate control measures are introduced and maintained;
- appropriate records relating to health and safety are maintained within the department, including records of risk assessments, audits and training programmes;
- adequate and proper supervision is given to staff and pupils as appropriate, including following the staff: child ratios in the statutory framework for the EYFS;
- the school's health and safety programme is coordinated and organised within their area to ensure its effectiveness;
- as appropriate, correct protective clothing will be required to be made available for persons under their control;
- adequate plant and equipment is made available to ensure safe working practices and that such plant and equipment is effectively maintained to a safe standard;
- the safe handling, storage and testing (where required) of all hazardous substances, equipment and materials used within their departments;
- advice is sought on any health and safety at work matter for which clarification or assistance is needed or where specialist requirements, including statutory regulations, apply;
- the Head's attention is drawn to any breach of statutory or school Health and Safety policy requirements which cannot be dealt with effectively at departmental level;
- that all members of their departments are aware of and implement the school's Pupil Supervision policy.

## **Estates Manager**

The Estates Manager works closely with the Bursar in working to achieve the objectives of the school's Health and Safety Policy. The Estates Manager is responsible for:

- implementing and maintaining an effective system for the management and monitoring of cleaning contractors based within the school and any contractors working on short term contracts;
- implementing and managing a permit to work system;
- providing site specific inductions to contractors working within the school;
- arranging the statutory inspections and property risk assessments, within the required timeframes; and acting on the required recommendations included within these reports;
- managing the maintenance helpdesk;
- liaising with the Health & Safety Manager on the findings and completion of the actions from the property related and task/location risk assessments;
- undertaking periodic inspections of the grounds to identify any hazards that may pose a safety risk to users;
- ensuring that the individual classrooms and facilities are ready after each school holiday period for pupils and teaching staff, free from damage and in sound condition.
- advising the school on any measures that may be needed in order to carry out maintenance work without risks to health and safety.
- co-ordinating the advice given by specialist safety advisors and producing action plans.
- monitoring health and safety within the school and reporting any breaches.
- ensuring compliance with CDM regulations and ensuring safe conditions of work for all at the school.
- Ensuring that the premises are fit for purpose and suitable for the age of pupils including those in EYFS.

## **Health and Safety Manager**

The school's Health and Safety Manager supports the implementation of the school's Health and Safety policy. The Health and Safety Manager reports to the Bursar and is responsible for the following:

- advising the school on health and safety matters and the interpretation of relevant legislation;
- promoting safety awareness and good safety housekeeping practices;
- seeking to generally improve the record of the school in respect of safety, health and welfare matters;
- maintaining a health and safety culture across the school;
- confirming that the statutory inspections and property risk assessments are undertaken within the required time frames; and acting on the required recommendations included within these reports;
- investigating accidents, incidents, near misses and dangerous occurrences;
- reporting of injuries, diseases and dangerous occurrences when they occur;
- establishing good relationships with the statutory bodies and liaising with them adequately and regularly;
- maintaining a complete and up to date record of the status of compliance;
- collating tasks/operational risk assessments from all departments along with preparing a tracker of any actions that need to be addressed by the school as a result of these assessments;
- carrying out and documenting periodic site inspections of the school to satisfy themselves that the school's compliance related activities are taking place as expected. This is in addition to any independent health and safety audits carried out;
- providing advice on the development of the health and safety policy and practices and the development of health and safety management systems across the school, including EYFS;
- monitoring the effectiveness of departmental health and safety management through regular auditing of these systems;
- preparing and presenting to the Bursar a termly report on the status of the school's health and safety management systems and procedures. The Bursar will utilise this to present to the Development and Estates Committee with regard to the school's compliance with statutory obligations and school policies;
- training members of staff in completing risk assessments.



## **Boarding staff**

Boarding staff will also have very specific duties as follows:

- ensuring that all pupils in their care are familiar with all emergency procedures and arrangements that are in place in case of fire or other emergencies;
- ensuring that all fire doors are kept closed at night and that all fire escape routes are kept clear and free from obstructions at all times;
- making arrangements for night time fire drills to be undertaken at intervals agreed with the school's Fire Officer;
- advising the Estates Manager of any problems associated with fire equipment and or fire escape provision;
- ensuring that all electrical equipment within the Boarding Houses appears visually safe for use and has been portable appliance tested where necessary, in accordance with school procedure;
- report to the Medical Centre any accidents and incidents involving the pupils in their care so that the school can take action where necessary to avoid similar accidents/incidents occurring in the future;
- reporting to the Estates Manager any problems with the fabric or structure within the Boarding Houses which may present a safety hazard;
- observe the use of the portable electrical appliances brought in by pupils and report, act appropriately on their misuse and confiscate if they pose a health and safety risk;
- setting a personal example by observing all health, safety and welfare rules and working in accordance with the school's Health and Safety policy at all times;
- monitoring pupils' food storage in the fridges and freezers within the Boarding Houses to prevent any food contamination;
- controlling activities undertaken by pupils that compromise health and safety, fire and food safety within the Boarding Houses.

## **Fire Safety Manager**

The Fire Safety Manager has the necessary authority and powers of sanction to ensure that standards of fire safety are maintained. The main duties of the Fire Safety Manager include:

- managing the school to minimise the incidence of fire (fire prevention); e.g., good housekeeping and security
- producing an Emergency Fire Plan which includes EYFS
- checking the adequacy of fire-fighting equipment and ensuring its regular maintenance
- ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly
- ensuring, along with the Estates Manager, that fire detection and protection systems are maintained and tested and proper records are kept
- ensuring any close down procedures are followed.

The Fire Safety Manager manages fire safety by the implementation of the Whole School Fire Risk Prevention Policy. He consults professionals from the local authority, local fire brigade and insurers. The main duties regarding fire safety management are to ensure:

- hazard and risk assessments
- be responsible for fire safety training
- produce an emergency plan and put up fire notices
- conduct fire drills for the whole school including EYFS
- check the adequacy of fire fighting apparatus and its maintenance
- consult with and implement recommendations of the local fire brigade
- conduct fire safety inspections, preferably every term
- make more frequent informal checks to confirm that the fire safety rules are being followed
- ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly
- check fire detection and protection systems are maintained and tested and records kept
- ensure close-down procedures are followed
- include fire safety in the regular health and safety reports to the governing body.

The Fire Safety Manager ensures that the Estates Manager keeps a fire log-book in which to record essential information such as evacuation procedures, tests on fire-fighting equipment, details of training sessions and results of fire drills.

## **Employees**

Employees have a duty to look after their own and others' health and safety. Employers, school staff and others have a duty under the common law to take care of pupils including those in EYFS in the same way that a prudent parent would do. Employees include teaching staff and support staff.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors, etc. To achieve this employees must:

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments;
- exercise their awareness, alertness, self-control and common sense at work;
- report promptly to their departmental head or Estates Manager all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures;
- make sure that they are familiar with the health and safety arrangements in the area that they work.

The school may apply disciplinary procedures to any employee who is in breach of the school's Health and Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

All employees are required to read and accept the policy when they join the school. When changes have been made to the policy, copies will be placed on the school's notice boards.

### **Teaching staff**

In addition to the employee responsibilities teachers are responsible for the adoption and implementation of the school policy within their individual areas of control. To achieve this, teachers will ensure that:

- they are familiar with the school's Health and Safety policy and any local safety procedures, and that they apply them within their areas of responsibility;
- all pupils in their care, including those in EYFS, are familiar with the emergency procedures and arrangements that are in place in case of fire or other emergencies at their place of teaching;
- all fire doors and all fire escape routes are kept clear and free from obstructions at all times;

- appropriate assessments of risks to health and safety have been conducted and that adequate control measures are introduced and maintained for all works that they intend to carry out as part of their teaching program;
- they are competent to operate all equipment, machinery and any other apparatus that they may make use of during their teaching, and that pupils they ask to use such equipment will be made similarly aware of how to use the items. Pupils will also be provided with any necessary personal protective equipment that may required to be worn during the items use;
- whenever protective measures are required during the use of equipment, machinery or other items, collective measures of protection are favoured over the use of individual protective measures;
- safe working practices are maintained at all times to ensure the health and safety of pupils, employees and members of the public, including arrangements within academic programs for activities such as research, practical and laboratory work, field work, placements and projects;
- adequate and proper supervision is given to pupils at all times, including following the staff:pupil ratios in the statutory framework for EYFS;
- advice is sought on any health and safety at work matter for which clarification or assistance is needed or where specialist requirements, including statutory regulations apply;
- they report to the Estates Manager any problems with the fabric or structure of the premises which may present a safety hazard. This can be carried out face to face with the Estates Manager in the Estates office, or use the school portal to access Maintenance Help desk, and complete the online form. Similarly they will report any equipment faults to their department technicians for attention and rectification;
- they set a good personal example by observing all health, safety and welfare rules and working in accordance with the school's Health and Safety policy at all times.

### **Business Services Staff**

In addition to the employee responsibilities, all Business Services staff have responsibilities with regard to their own health and safety and that of others who may be affected by their activities and will:

- ensure that they are familiar with the school's Health and Safety policy and any safety procedures relevant to their department, particularly any specific aspects relating to their own activities, and will apply them within their areas of responsibility;

- assist teaching staff to operate in accordance with those policies and procedures, as relevant to their work activities;
- ensure that they are informed of and trained in the principles, operations and procedures necessary for health and safety and are competent to meet their health and safety responsibilities placed upon them by their actions/activities;
- ensure that they use safe working practices and that the working environment for which they are responsible meets health, safety and welfare requirements;
- take all reasonable care for the health and safety of themselves and of any other person who may be affected by their actions;
- co-operate with policies and practices that enable the school to comply with its legal duties and implement good practice;
- participate in health and safety training as deemed necessary by their work activities or current legislative requirements;
- report to their Head of Department any accidents or dangerous occurrences, whether or not injury is sustained, any unsafe practices, and report systems of work or conditions which they consider may create risks to their own health and safety or that of others, or cause potential damage to equipment and premises;
- not interfere with or misuse anything provided by the school in the interests of health, safety or welfare;
- comply with all instructions given by or on behalf of the school to ensure their personal safety and the safety of others;
- make full use of appropriate protective clothing and appropriate safety equipment and devices provided by the school for their use during their work;
- maintain tools, equipment and machinery provided by the school for their use, in good condition, reporting any defects to their Head of Department, departmental Technician or the Estates Manager, as appropriate, allowing for repair/replacement of that item;
- seek advice on any health and safety at work matter for which clarification or assistance is needed or where specialist requirements, including statutory regulations apply;
- set a good personal example by observing all health, safety and welfare rules and working in accordance with the school's Health and Safety policy at all times.

## Health and Safety Committee

The Committee is the school level consultative and advisory body for matters of health and safety. The Committee includes members from all areas of the school's staff, both teaching and support. The Committee is chaired by the Bursar.

The terms of reference for the Committee are:

- To keep under review the measures taken to ensure the health and safety at work of employees and to make necessary recommendations to the Board of Governors for such action as may be necessary;
- To ensure that reasonable steps are taken to promote sound policy and practice and the health and safety of staff, pupils and visitors and members of the public entering school property;
- To maintain a watching brief on health and safety legislation and monitor the implementation of health and safety policy and procedures in co-operation with the school's health and safety specialists;
- To receive update on activities and findings from the school's specialist health and safety advisers on the reports completed by the external health and safety specialists;
- To report through the Bursar and the Development and Estates Committee on matters of staff and pupil health and safety;
- To receive reports on accidents, near misses, dangerous occurrences and notifiable diseases, and to consider and propose risk reduction/preventative strategies as appropriate;
- To monitor the effectiveness of health and safety management, occupational and environmental health arrangements and compliance with the school's Health and Safety policy through consideration of reports and statistics relating to health and safety;
- Review and update risk assessments;
- To promote co-operation and communication between the school and its employees and pupils in all matters relating to health and safety at work and to assist in the development of guidance notes and safe systems of work;
- To monitor the adequacy of health and safety communication, publicity and training and development in support of the school's Health and Safety policy;
- To monitor the implementation of professional advice;
- Review the Health and Safety policy guidance and updating it;
- To assist in the development of safety rules and safe systems of work;
- To actively seek and collect any concerns raised by staff in their departments;
- To encourage suggestions and reporting of defects by all members of staff.

Names of members of the Health & Safety Committee are included in Appendix 2.

## **Contractors**

Contractors must ensure that up to date procedures and risk assessments (in accordance with the Management of Health and Safety at Work Regulations) are available before undertaking works. The Contractor needs to provide a copy of the dynamic risk assessment that is relevant to site or activity undertaken on site where it is applicable.

If the Contractor employs other contractors (sub-contractors) to undertake work on their behalf, it is the Contractor's responsibility to ensure the sub-contractors are sufficiently competent to undertake the assigned work and that they adhere to all health and safety policies and standards.

In general, Contractors working on behalf of or for the school are responsible for adhering to the 'Contractors' Code of Conduct':

- Report on arrival to the main office
- Adhere to the school's health and safety rules;
- Report any accidents and incidents to the Estates Manager;
- Raise any health and safety concerns, any dangerous conditions or potential dangerous situations observed to the Contract Manager immediately.
- Be presentable at all times.
- Adhere to the permit to work system
- Be conversant with the site health and safety procedures.
- Use safety equipment as intended and designed for
- Carry out all work in a safe manner.
- Use Personal Protective Equipment as required.
- Provide appropriate, suitable and sufficient systems of work.
- Put in place appropriate signage to warn employees and the public of the dangers present at the work location.
- Maintain the confidentiality of the information provided and do not use it in inappropriate manner.
- Leave any work area in a tidy, safe and working condition.

All Contractors working on the school premises will be vetted internally by the Estates Manager.

### Part 3: Specific Arrangements for Health and Safety

The following areas of activities present identified and significant risks in St Edmund's School. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Heads of Sport keep risk assessments for: all outdoor games, swimming etc. Records of training and qualifications in life-guarding and other subject specific training are kept by the qualified members of staff
- CCF: where Major Jones keeps risk assessments for all activities and for the secure use and storage of weapons and ammunition.
- Science: where the Head of Science and individual Heads of Biology, Chemistry and Physics keep risk assessments for all experiments. COSHH assessments and CLEAPPSS Hazcards are kept on the use and safe storage of all chemicals. The Head of Science keeps records of all subject-specific training of teachers and technicians.
- DT: where the Head of DT keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- Art: where the Director of Art and the Estates Manager keep risk assessments for the Ceramics classroom, the use and safe storage of oil based paint and other flammables. Records of technician training are kept by the Director of Art. Other Art staff training is held centrally.
- Drama: where the Director of Drama and Hall Manager keep risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed entry to the Maintenance, Cleaning, Grounds and Gardens 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.
- Pre-Prep pupils, including those in EYFS, are not allowed unsupervised access to classrooms or the playground.
- Occupational Health Services and work related stress: the school accesses local occupational health professionals where either a member of staff flags up a particular need or where the school identifies a particular need. Occupational health professionals can be accessed via the Bursar's Secretary. In addition, members of staff may choose to refer themselves to the school's Counsellor who may be accessed confidentially through the Head's PA. The school's Medical Centre team is also available to listen, to support and to give advice.
- Slips, Trips and Falls : the slips and trips of any person on the school site should be reported immediately to the Health and Safety Manager via an Accident Report form (Blue Form). If medical assistance is required, this will be given via First Aiders / Medical Centre. Patterns will be identified and, where necessary, addressed.



- On site vehicle movement : the school is mindful of the need to protect all those on the school site where there are vehicles moving around that site. To this end, the school has a specific policy highlighting the risk and offering guidance to pedestrians.
- Asbestos : the school manages asbestos through a professional contractor and is mindful of its duty to protect all those on the school site from harm. The school has a separate Asbestos policy which identifies the risk and shows how it mitigates that risk.
- Management of contractors : the Estates Manager, along with the Bursar, is responsible for the selecting and management of contractors. Each contractor is issued with the school's Contractors' Code of Conduct. Information on the selection and management of contractors is held within the school's Management of Contractors policy.
- Health and Safety Emergencies: staff receive regular training in first aid, medical issues, updates on pupil profiles where particular needs are communicated, disaster recovery and emergency situations – as detailed in the school's Emergency Procedures and Disaster Recovery policy. In the event of an emergency, the school's Emergency Procedures and Disaster Recovery policy should be accessed. The school's Emergency Co-ordinators and their contact numbers are listed below.

#### EMERGENCY CO-ORDINATORS

	Work No.	Home No.	Mobile No.
Head	01227 475600		07976529620
Deputy Head	01227 475600	01227 500888	07949378036
Assistant Head (Co-Curricular)	01227 475600		07742543872
Bursar	01227 475600		07770750650
Head of Junior School	01227 475600		07968764079
Head of Pre-Prep	01227 475600		07395793447

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

Accessibility policy  
Accident Reporting (RIDDOR)

Anti-Bullying policy  
Asbestos  
Behaviour Management policy  
Management of External Contractors  
Catering and Food Hygiene policy  
Staff Code of Conduct  
Competent Advice  
Control of Access, Security and Use of CCTV  
Control of substances harmful to health (COSHH)  
Emergency Procedures and Disaster Recovery (Crisis Management and Communications)  
Design and Technology  
Display Screen Equipment  
Educational Visits  
Electrical Safety  
E-Safety  
First Aid  
Fire Safety, procedures and risk assessment  
Gas Safety  
Health and Safety notices  
Human Flu Pandemic  
Induction for new staff  
Legionella  
Letting and Hiring  
Lightning Protection  
Manual Handling  
Medical Questionnaire  
Minibus use  
Occupational Health  
Portable Appliance Testing (PAT)  
Pupil Supervision  
Risk Assessment  
Security, including workplace safety and lone working  
Slips and Trips  
Special Educational Needs (SEN) and Learning Difficulties  
Sun Protection (EYFS pupils)  
Swimming Pool, leisure use of  
Temporary staff and Contractors  
Work Experience for pupils  
Working at Heights  
Vehicles and on-site movements

#### EYFS

This policy is for the whole school including the EYFS. When applying this policy, staff must ensure that all health and safety arrangements are suitable for and are applied with particular care to pupils in the EYFS.

**References:**

Non-statutory advice '*Health and Safety Advice on Legal Duties and Powers*' (2014)

HSE advice in '*Sensible Health and Safety Management in Schools*'

DfE non-statutory advice '*Managing Asbestos in Your School*' (2015)

*Keeping Children Safe in Education* (2023)

EOC/NCSK/MH/SAB September 2023

Signed by :

..... Date : .....  
Chairman of Development and Estates Committee

..... Date:.....  
Chairman of Governors  
Review date: September 2024

## Guidance on the Management of Health and Safety in schools policy

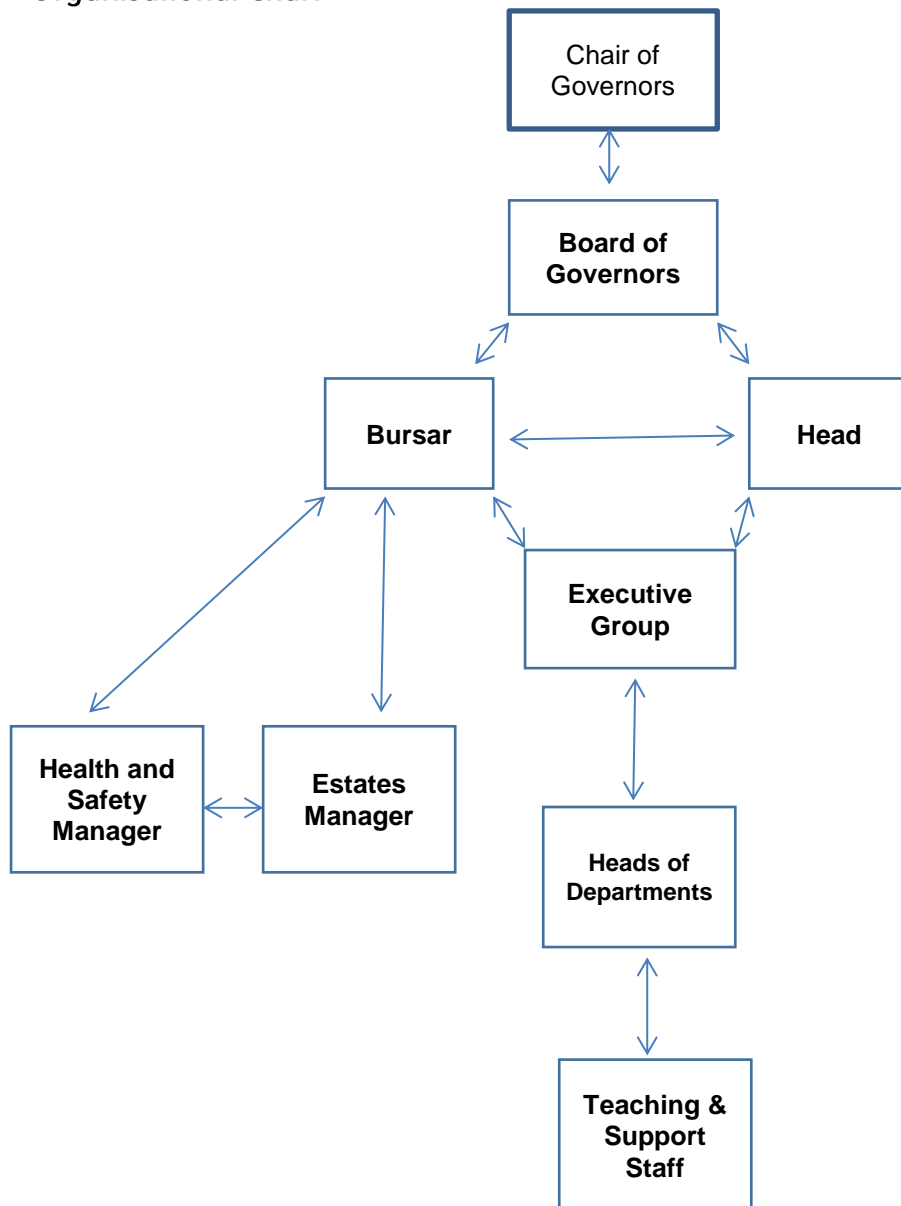
A Legal Requirement & ISI, Ofsted and EYFS Standards,

### 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 Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, [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, 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, 2009 [www.pinsentmasons.com](http://www.pinsentmasons.com)
- E. 'Health and Safety: Responsibilities and Powers' DCSF (now DfE) Guidance, 2001 [www.teachernet.gov.uk](http://www.teachernet.gov.uk)
- F. 'Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences', HSE Leaflet.
- 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, September 2009 [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. GOV.UK/Coronavirus: guidance and support

## Appendix 1

### Organisational Chart



## Appendix 2

### Members of the Health and Safety Committee

Edward O'Connor	Head
Nick Scott-Kilvert	Bursar (Chair)
Sarah Black	Estates Manager
Sarah Bartholomew	Head of Pre-Prep
James Anderson	Head of Design Technology
Trevor French	SSI and Security
Anthony Jones	CCF
Allison Hyde	Senior Medical Sister
Helena Millard	Head of Senior School Sport
Edwin Jones	Head of Boarding and Fire Safety Co-ordinator
Simon Buckingham	Head of Junior School Sport
Nick Hodge	Head of Art
Mark Hart	Health and Safety Manager
Sarah Hudson	HR Manager

#### **Invited Member:**

Chris Harbridge	Chairman of the Development Estates Committee and Governor with Responsibility for Health and Safety, and Fire Safety.
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