



Walhampton

WALHAMPTON SCHOOL
HEALTH & SAFETY
POLICY

Reviewed in March 2018

**PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE
CHAIRMAN OF GOVERNORS**

The Governors at Walhampton School fully recognise their collective responsibility for providing a safe and healthy school for all of its employees, pupils, parents and visitors.

In our role as employer we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We delegate responsibility for overseeing matters of health and safety to the Chairman of the General Purposes Committee, as part of his wider remit 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 Headmaster, but as Governors we have specified that the school should adopt the following framework for managing health and safety:

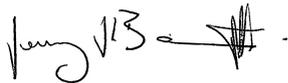
- A nominated governor is to attend the termly meetings of the school's health and safety committee and receive copies of all the paperwork.
- The minutes of the termly health and safety meeting are to be tabled at each term's General Purposes Committee meeting.
- The minutes of the Committee's discussion on health and safety are to be tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Chairman of the General Purposes Committee wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are to be surveyed and inspected regularly by qualified professionals.
- Reports arising from such inspections are to be considered by the Operations Director, Estate Bursar and its recommendations (together with other defects) are to form the basis of the school's routine maintenance programme.
- The school's adherence to health and safety in catering and cleaning of the food preparation areas is to be subject to external inspection by the EHO, and regular deep cleaning and pest control is to be undertaken.
- A fire risk assessment is to be carried out by a Competent Person at least every three years and more frequently if significant changes are made to the interior of buildings, or new

buildings are bought or added. The Operations Director should review this risk assessment every time it is amended.

- The Operations Director (if appropriately qualified) or an external consultant is to review the overall arrangements for health and safety, including fire safety and the general state of the school, at least every three years.
- A professional risk assessment for legionella is to be carried out every three years, and treatment and control systems implemented in accordance with the relevant HSE Approved Code of Practice (ACOP).
- Items on the school's asbestos register are to be checked as appropriate for signs of deterioration, in accordance with the Asbestos Management Plan.
- A comprehensive policy is to be 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 will be provided in addition to the "standard" induction training.
- First Aid training is to be provided to at least one third of the academic staff, and 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 cooperating with the Headmaster, the Operations Director and other members of the SLT 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 defects to the Operations Director.

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 2 and 3 of this document.



Signed: Jeremy Bennett, Chair of Governors

Date:17th March 2018



Walhampton

PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEADMASTER

The Chairman of Governors has delegated day-to-day responsibility for health, safety and welfare to me as the Headmaster. That role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts: the General Statement by the Chairman of Governors; this description of the Health & Safety Organisation; and finally, Specific Arrangements for its implementation.

Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others in their respective departments (especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).

I have delegated some of my duties to other members of staff but ultimate responsibility for health and safety, on which I am answerable to the Chairman of Governors, rests with me. The areas where my duties have been delegated are:

Safety and Security

- Building security – the Operations Director.
- Ensuring prevention of unsupervised access by pupils to potentially dangerous areas such as the swimming pool, the science laboratories, the CDT room etc – respective Heads of Departments.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the Operations Director /Head of Pre-Prep as appropriate.

Vehicles

- Control of car parking and vehicles on site – the Operations Director.
- Ensuring the school minibuses and other vehicles are properly maintained and roadworthy – the Operations Director.

Accidents

- Ensuring that accident books are maintained, notifiable incidents are reported to the HSE, and summary reports are given to the Health & Safety Committee – the Operations Director.
- Escorting pupils to hospital and informing their parents – the School Nurse / Duty Member of Staff.
- Checking that all first aid boxes and eyewashes are kept replenished by the School Nurse.

Fire Prevention

Ensuring that:

- fire routes and exits are kept clear – delegated to the Estates Bursar by the Operations Director.
- the school is electrically safe & Portable Appliance Testing is delegated and authorised to
- the Estates Bursar by the Operations Director.
- all fire alarms are tested monthly (and tests are recorded). Arranging an annual servicing of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons - the Estates Bursar.
- lightning protection is in place for buildings where necessary – the Estates Bursar.
- all gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers – the Estates Bursar.
- landlord's gas safety certificates are held for all school domestic accommodation – the Estates Bursar.
- flammable rubbish and combustible materials are stored away from buildings – the Estates Bursar
- termly fire practices are carried out – the Estates Bursar
- a programme of inducting new staff and pupils with emergency escape procedures is in place – the Operations Director.
- all kitchen equipment is switched off at the end of service – the Head of Catering.
- all classroom and office equipment including lights, computers, projectors, printers and electronic whiteboards, is switched off at the end of the school day – respective Heads of Departments and support managers.
- flammable materials used in classrooms are secured in purpose-made, flame-proof containers – respective Heads of Department.
- flammable materials used in the maintenance of buildings or grounds are appropriately secured – the Estates Bursar.

Water, Drainage etc

- Maintaining water quality, ensuring that a suitable sampling regime is in place – the Operations Director.
- Ensuring that drains, gutters etc are kept unblocked and that all drain runs are clear – the Operations Director

Risk Assessments

- The Operations Director is to ensure that up to date risk assessments are maintained for:
 - Fire.
 - Legionella.

- Any rooms, corridors and exits that present a specific risk.
 - 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).
 - Grounds maintenance (including use of pesticides and COSHH).
 - Maintenance functions (including working at height, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials).
 - Asbestos.
- Risk assessments are to be maintained for teaching in the following areas:
 - Science (including COSHH and flammable materials) – Head of Science
 - All outdoor games and Astro – Director of Sport
 - Swimming – Director of Sport
 - Athletics – Director of Sport
 - Dance / Gymnastics – Director of Sport
 - Activities – Activities Co-ordinator / external provider where appropriate
 - Riding – Head of Riding
 - Drama – Heads of Drama
 - Art & Craft (including COSHH and flammable materials) – Head of Art
 - Design Technology – Head of DT
 - Music – Director of Music
 - Pre-Prep – Head of Pre-Prep
 - All outdoor lessons / visits & trips – the nominated Group Leader

Training

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

- Minibus training – the Operations Director.
- Science-related health and safety training – the Head of Science.
- Design and Technology related training – the Head of DT.
- Health and safety training for the Catering and Cleaning staff – the Catering Manager and Estate Bursar
- Briefing new pupils on emergency fire procedures – respective form teachers.
- Briefing new staff on emergency fire procedures - the Deputy Head (MJHS).
- Inducting new staff in health and safety – the Operations Director.

- Identifying specific health and safety training needs of staff – all Heads of Department, Line Managers or Supervisors.
- First aid training – the Senior Nurse.

External Advisers for Health and Safety

We use external consultants to advise where necessary on matters of health and safety within the school.

- Structural Surveyors are retained to give advice on the external fabric of the school at least biennially.
- Engineers monitor and service the school's vehicles, plant, equipment and biennially
- All fixed electrical and maintenance equipment is serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Head of Catering arranges for:
 - An independent hygiene and safety audit of food storage, meal preparation and food serving areas at least annually.
 - Professional advice from a Dietician on healthier food, menu planning and special diets as needed.
 - The deep cleaning of all equipment, extraction and ventilation systems at least annually.
 - High level cleaning of all cooking, food preparation and storage surfaces, areas etc termly
 - Appropriate pest control measures to be in place.
- The school has a professional fire risk assessment, which is updated every three years more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- The fire alarm system, together with all smoke detectors, emergency fire extinguishers and panic buttons are tested annually by a qualified contractor.
- The school has a professional risk assessment for legionella every three years and quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Operations Director is responsible for ensuring that it is kept up to date and for any sampling or removal before major works take place. He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The Head of Science is responsible for compliance with any regulations relating to chemicals or materials used in the science labs.
- 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 RCB protected 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 and all domestic properties have current Landlord's Gas Safety Certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.

School Safety Co-ordinator

The Operations Director is the School's Safety Co-ordinator and is responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to health and safety. He also co-ordinates advice given by specialist safety advisers and has overall responsibility for monitoring health and safety within the school. He is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

School Health and Safety Committee

The School's Health and Safety Committee meets once a term under the chairmanship of the Operations Director. Its Terms of Reference are at Annex A.

Health & Safety Organisation

A diagram showing the school's Health & Safety Organisation is at Annex B.

Signed:T. N. Mills, Headmaster

Date:17th March 2018.....

ANNEX A TO PART 2

Health & Safety Committee - Terms of Reference

AIM

The aim of the H & S Committee is, on behalf of the Governing Body, to ensure so far as is reasonably practicable, the health, safety and welfare of:

- All teachers and support staff in the school
- Pupils in school and on off-site visits
- Visitors to the school
- Volunteers involved in any school activities.

Reporting and Composition

The H&S Committee reports to the General Purposes Committee of the Board of Governors. The Committee is to meet at least once a term, normally prior to a meeting of the General Purposes Committee. Minutes are to be taken at every meeting and circulated to all attendees, plus the Headmaster and the General Purposes Committee of the Board of Governors.

The Committee is to consist of the following members:

- Operations Director (Chair)
- Deputy Head (includes Head of the Common Room / Director of Sport)
- Head of Pre-Prep
- Head of Boarding
- Head of Art
- Head of Drama
- Head of DT
- Head of Science
- Head of ICT
- Head of Riding
- Estate Bursar
- Head of Catering
- Senior Designated Person (Safeguarding)
- School Nurse
- An appointed member from the General Purposes Committee

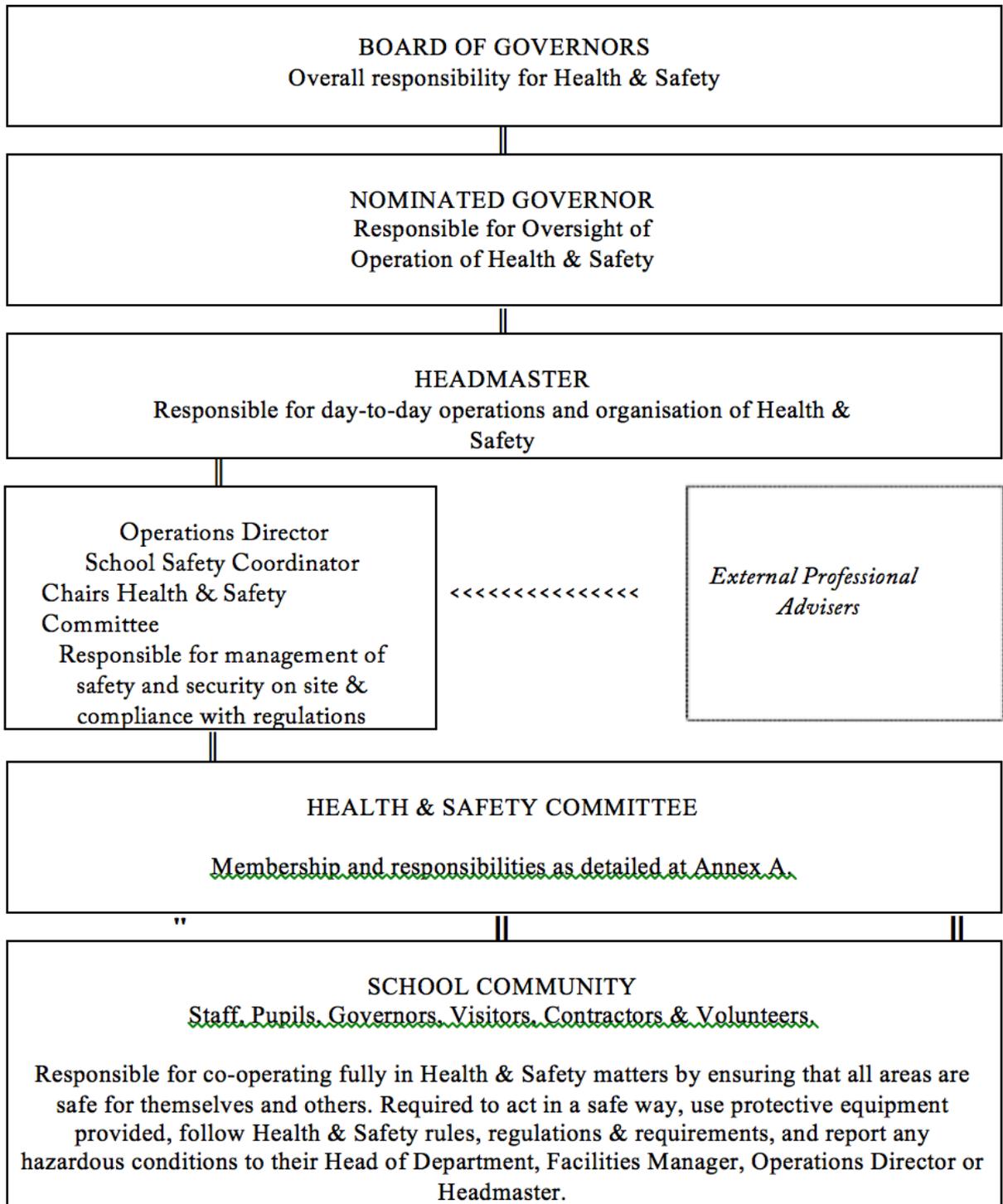
Responsibilities

- To review the School's Health and Safety policy and to co-ordinate activity to ensure that it is implemented.
- To assess the risks of all activities and to introduce, and subsequently monitor, measures to manage the risks.
- To review and develop emergency procedures.
- To ensure that appropriate health and safety training takes place.
- To foster an interest in safety matters, accident prevention and occupational health amongst all school staff and pupils.

- To consider health and safety suggestions made by the school community including the School Council.

ANNEX B TO PART 2

Diagram Showing Health & Safety Organisation





Walhampton

PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY: STATEMENT BY THE OPERATIONS DIRECTOR

The following items have been identified as presenting significant risks to health and safety. Consequently, pupils are not allowed unsupervised access to these areas / activities and the following provisions are made:

- PE / Games: all outdoor games, Astro, swimming, athletics, dance, gymnastics etc. The Director of Sport is to hold risk assessments for these. Records of training and qualifications in life-guarding and other subject specific training must also be held.
- Play Areas: The Adventure Centre, Faraway Tree, Low Ropes Course and Pre-Prep play areas. Records of staff training on the Low Ropes Course are to be kept by the Operations Director.
- Non classroom-based Activities, e.g. fencing, bee keeping etc. Each activity's leader must maintain an up-to-date risk assessment.
- Riding. The Head of Riding is to maintain appropriate risk assessments.
- Science. The Head of Science is to keep risk assessments for all experiments and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are to be kept on the use and safe storage of all chemicals. The Science Department should maintain a record of all subject-specific training by members of staff.
- Art and Craft. The Head of Art is to keep risk and COSHH assessments for activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training must also be kept.
- Design and Technology. The Head of DT is to keep risk and COSHH assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training must also be kept.
- Drama. The Heads of Drama are to keep risk assessments for the lighting rig, and for the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training must also be kept.
- Catering Department. The Head of Catering is to keep risk assessments for all the kitchen activities, and for the safe use and storage of equipment, flammables and COSHH. Records of staff training are to be kept.
- Maintenance & Grounds departments. These areas are out of bounds to pupils at all times.

In addition to the risk assessments mentioned above, the following general policies apply:

- Access to School Premises
- Alcohol, Smoking & Substance Abuse
- Countering Bullying
- Crisis Management
- E-Safety
- Educational Visits (Off-Site)

- Fire Risk Assessment
- Asbestos Management Plan
- Medical & First Aid
- Pupil Access to Risky Areas
- Safeguarding
- Supervision of Pupils
- Supervision of 'Unchecked' Staff

Accident Reporting

Any accident that leads to the injury of a person at the school is to be reported as follows:

- Adults. The injured person, or someone acting on their behalf, is to complete an Accident Record Form from the HSE book held by the Facilities Manager. Kitchen staff may complete a form held by the Head of Catering, which must then be sent or handed to the Estates Bursar*.
- Prep School Children. The School Nurse (duty staff out of normal school hours) is to complete a form from the Pupil Accident Book held in sick bay. The completed form is to be sent or handed to the Estates Bursar*.
- Pre-Prep Children. The member of staff who treated the child is to complete a form from the Pupil Accident Book held in Pre-Prep. The completed form is to be sent or handed to the Estates Bursar*.

** In the case of serious injury (which the school may have to report to the HSE), forms must be handed to the Estates Bursar as soon as is reasonably practicable after first aid has been administered. For minor injuries, particularly those in Pre-Prep (where a parental signature is required), forms may be sent at the end of the day.*

Examples of serious injuries that should be immediately reported to the Estates Bursar (or Operations Director in her absence) are:

- *Any injury that requires admission to hospital*
- *Fractures, other than to fingers, thumbs and toes*
- *Any injury likely to cause permanent damage / disfigurement*
- *Any incident involving loss of consciousness*

A summary of accident records will be reviewed termly by the Health & Safety Committee as part of their remit to monitor risks and identify any emerging trends.



Signed.....Rebecca Williams, Operations Director

Date:17th March 2018

