



Halliford
School
SHEPPERTON

Health and Safety Manual

September 2020

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Part 1: General Statement of Health and Safety Policy

As Governors of Halliford 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, students, 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 Halliford School by appointing the Chairman of our Buildings Committee the responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the grounds and buildings.

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 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 Buildings Committee termly and receives copies of all relevant paperwork relating to health and safety.
- A report on health and safety covering: statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Buildings 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 annually by competent professionals.
- These reports (as per point above) are considered by the Bursar and Premises Manager and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes and are reported to the Building Committee.
- 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 Bursar carries out a hygiene and safety audit of food storage, meal preparation and food serving areas twice a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Building Committee.
- The school has fire risk assessments carried out by an external consultant and are reviewed every year for progress on completion of items in the action plan, and updated if significant changes are made to the interior of buildings or new buildings are bought or added. The Bursar and Premises Manager review this risk assessment every time it is amended and submit a report to the Buildings Committee.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Buildings Committee.
- The School has a competent person undertake a risk assessment for legionella, every year and a quarterly water sampling and testing regime in place.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at

height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head Master, 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 by Kenneth Woodward, Chair of Governing Body @ H&S Meeting held on 6th October 2020 and for full Board Approval on 17th November 2020.

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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. Headmaster

The Headmaster will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

3. Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

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

- advising the Headmaster 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 Headmaster;
- 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 - Director of Studies
- Trips and visits – Staff Members organising trips and/or visits

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

5. Premises Manager

The Premises Manager will assist the Bursar with the implementation of the following:

- Building security;
- Prevention of unsupervised access by students 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;
- 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 and cleaning is subject to external inspection by the Environmental Health Department. In addition the Head Chef arranges for:
 - the Bursar to carry out a hygiene and safety audit of food storage, meal preparation and food serving areas twice a year;
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. once a year;
 - appropriate pest control measures to be in place.
- The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated 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, extinguishers are tested annually by a qualified contractor;
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces and sports facilities;
- The school has a suitable and sufficient risk assessment for legionella, every year and a quarterly 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. She is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work;
- The School's Radiation Protection Supervisor (RPS), Deputy Head of Science, is responsible for liaison with the radiation protection advisor of Spelthorne Council for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

7. School Health and Safety Meetings

Each Department holds a termly meeting and Health and Safety is a standard agenda item. The Head of Department is to send a copy of any minutes to the Bursar whereby a Health and Safety matter has been raised. There is also provision for all staff to report any Health and Safety matters to the Bursar or Premises Manager.

The Buildings Committee meets termly and their role is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the School;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;

- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

8. Matron

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 Buildings Committee;
- Escorting students to hospital (and informing their parents);
- Checking that all first aid boxes and eye wash stations are replenished; including those in the minibuses.

9. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Bursar and/or Premises Manager 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 managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Diagram Showing the Organisation for Health and Safety

