



## BARNARD CASTLE SCHOOL

### **Health and Safety Policy**

This is a whole school policy.

Author: Suzanne Metcalf (SMM)

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
Reviewed	Bursar (SMM)	September 2018
Approved	Headmaster (ACJ)	September 2018
Next Review	Bursar (SMM)	Review Pending

## **Part 1: General Statement of Health and Safety Policy**

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

We fulfil our responsibility as Governors of Barnard Castle School by appointing the Chair of our Education, Welfare and Staff Development Committee who also has responsibility for safeguarding, to oversee health and safety as part of her 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 Headmaster and Bursar. However, as Governors, we have specified that the school should adopt the following framework for managing health and safety:

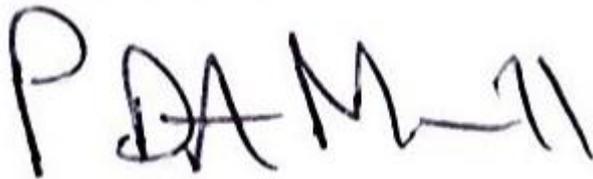
- The governor overseeing health and safety attends the meetings of the school's health and safety committee and receives copies of all relevant paperwork.
- A report on health and safety covering any matters for concern or attention is provided to the full governing body each term by the Chair of Education, Welfare and Staff Development Committee.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by a pro-active maintenance team and the engagement of competent professionals when required.
- These reports are considered by the Finance and Estates committee through the Bursar's termly report and 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). All catering staff are trained and successfully complete food hygiene training. The catering department undergoes professional deep cleaning during every School holiday.
- The school has a fire risk assessment, carried out by a professional consultant. They are reviewed every year for progress on completion of items in the action plan, and updated every three 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 are updated on the progress of the fire risk assessment at each meeting.
- The Schools insurers engage their Risk Assessor to attend School periodically and inspect the School. Any action plan must be completed within the recommended time scale.
- The school has a competent person undertake a risk assessment for legionella, every three years and the maintenance team have a weekly, monthly and quarterly sampling and testing regime in place.
- The school provides training and induction of new staff in general health and safety related issues which in maintenance, domestic and catering departments includes basic 'manual handling' and 'working at height training'. This is followed by formal training with a Health and Safety professional as soon as is reasonably practicable.
- The Bursar and Facilities manager have both successfully completed the IOSH, Managing Safely qualification.

- First aid training is provided to staff relevant to their duties and a first aid risk assessment identifies the appropriate cover required.
- Specific members of the maintenance team are suitably experienced and receive external training to induct staff on minibus safety and minibus driver training. All staff must be trained by the maintenance staff before driving any School minibus.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, 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 Headmaster, Bursar or Facilities Manager.

Staff are advised as and when this statement is added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in part two and of this document.

Signed

A handwritten signature in black ink, appearing to read 'P D A M 11'. The letters are written in a cursive, slightly slanted style.

Chair of Governors, for and on behalf of the Board

Date 28<sup>th</sup> September 2018

## **Part 2: Organisation**

This part of the Policy deals with the organisation, planning, implementation, and 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.

### **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 and Bursar**

The Headmaster and Bursar 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 Bursar 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.

The Bursar is the Chair of the Health and Safety committee

The Bursar, assisted by the Facilities Manager 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

The Facilities Manager acts as the Operational Safety Co-ordinator, whose duties will include:

- advising the Bursar on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising any concerns with the Bursar
- compliance with the Construction (Design and Management ) Regulations

### **3. Heads of Department (Teaching)**

The Heads of Department will ensure, as 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) - Heads of Science Departments
- Sports activities – Director of Sport
- 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 – Deputy Head Academic
- Forest School – Forest School Leader
- Trips and visits - Trips and Visits leaders (with approval from the Headmaster)
- Ammunition and firearms - Combined Cadet Force Commanding Officer

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

#### **4. Facilities Manager, Catering Manager, Domestic Services Manager and Head Groundsman**

The support department managers will assist the Bursar with the implementation and effective operation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities
- COSHH assessments and data sheets for respective areas.
- Security of grounds machinery
- Appropriate pest control measures site wide

#### **5. 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 to give advice on the external fabric of the school as required.
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment to be serviced annually.
- 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 Catering Manager arranges for:

- professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. each school holiday.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
  - In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor.
  - The school has a suitable and sufficient risk assessment for legionella, every three years and a weekly, monthly and quarterly water sampling and testing regime in place.
  - The school maintains an Asbestos Register and the Facilities Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Facilities Manager is responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
  - The school's Radiation Protection Supervisor (RPS), Head of Physics is responsible for liaison with the radiation protection advisor of Radiation Protection Services Limited for ensuring compliance with the Ionising Radiation Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

## **6. School Health and Safety Committee**

The Committee is chaired by the Bursar. The Governor who is responsible for overseeing health and safety (currently the Chair of the Education, Welfare & Staff Development Committee) will attend these meetings. The other members of the Committee will be:

- Facilities Manager (who also acts as Vice-Chair)
- A member of the D&T staff
- A member of the Science staff inc COSHH expertise.
- Head of PE
- Duke of Edinburgh Co-ordinator
- Deputy Head of Prep School
- Head Groundsman
- Domestic Services Manager
- School Nurse
- Catering Manager
- Deputy Head Pastoral (Head of Boarding)

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;

- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

## 7. The School Nurse

The School Nurse will be responsible for:

- Maintaining a log of all pupil accidents
- Preparing summary accident reports for the School Health and Safety Committee
- Checking that all first aid boxes and eye wash stations are maintained and replenished
- Ensuring the AED and it's accessories are regularly tested and checked.

## 8. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Line 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.

**This policy should be read in conjunction with the following School policies:-**

- Risk assessment
- Accident Reporting and Investigation
- First Aid
- Fire