



# Health and Safety Policy

September 2024

# HEALTH AND SAFETY POLICY

<b>Policy to be reviewed annually</b>			
<b>Action</b>	<b>Owner</b>	<b>Date</b>	<b>Completed</b>
Reviewed	Bursar (Richard Edwards)	November 2024	✓
Approved	Risk & Compliance Committee	November 2024	✓
Approved	Board of Governors	November 2024	✓

Date of next review: September 2025

<b>To be published on</b>	
School network	✓
School website	✓

## Accessibility notice

To enable easier reading, this Policy is available in a larger font upon request.

**This policy should be read in conjunction with the current responsible persons covering note which lists the names of the Relevant Persons listed in this policy and is updated termly or more frequently if required.**

**This policy has due regard for:**

- **The Health and Safety at Work Act 1974**
- **Management of Safety at Work Regulations 1999**
- **Workplace (Health, Safety and Welfare) Regulations 1992**

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

The governors of St Christopher's School (Hampstead) Ltd fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, volunteers, visitors (including parents) and others who could be affected by our activities. As employer St Christopher's School attaches 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.

Governors fulfil their responsibility as follows:

- The Chair of the Risk and Compliance Committee, a Governor, has responsibility for overseeing health and safety
- The Chair of the Risk and Compliance, also a Governor, has responsibility for the welfare elements of Health and Safety
- Day-to-day responsibility for the operation of health and safety at the school is vested with the Bursar, reporting to the Head
- The Head oversees the effectiveness of the Health & Safety policies and monitors them
- Pastoral care issues are dealt with by the DSL and the section leaders
- All First Aid issues are dealt with by the Welfare Officer supported by the DSL

However, Governors, have specified that that the school should adopt the following framework for managing health and safety:

- The Chair of the Risk and Compliance attends the school's Risk and Compliance committee meetings termly and receives copies of all relevant paperwork
- A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Risk and Compliance 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 chair wishes to bring to the Board's attention
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

- These reports (as per point above) are considered by the Risk and Compliance 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 (Thomas Franks) arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually, together with annual external deep cleaning.
- The school has an annual pest control services contract and the site is monitored regularly throughout the year
- The school conducts annual fire risk assessments, carried out by a competent person. Fire risk assessments are reviewed every year for progress on completion of items in the action plan, and updated more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Risk and Compliance Committee should review this risk assessment every time it is amended.
- An external health and safety consultant (currently Handsam) reviews the overall arrangements for health and safety, the general state of the school, and reports on actions required with recommended timescales. A full audit is carried out every two years and is reported to the Risk and Compliance Committee. The progress of implementation is monitored by the Risk and Compliance Committee.
- The school has a competent person (Assurity Consulting) undertake a risk assessment for legionella, every year and a water sampling and testing regime in place
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training' where relevant. The health and safety training provided is relevant to each individual member of staff's functions. The school has a list of qualified first aiders available to all staff and all staff in Reception have Paediatric training for EYFS. On school trips, where a qualified first aider is unable to accompany the group, a qualified first aider should be available on site.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the bursar and other members of the Senior Leadership Team ("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 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** .....

**Silvia Fiaccavento, Chair of Governors, for and on behalf of the Board**

**Date** .....

## **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 the School trains its 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. A list of relevant persons for each responsibility is published separately and updated as required.

### **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. The designated Governor chairs the Health, Safety and Premises Committee.

### **2. Head**

The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head 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 including Legionella
- Asbestos
- Emergencies
- Staff induction on health and safety matters

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

- advising the Head on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- monitoring health and safety within the School and raising concerns with the Head;
- compliance with the Construction (Design and Management) Regulations;
- attending and advising the Risk and Compliance Committee.

## **Subject Leads (Teaching)**

Subject Leads 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 and DT
- Sports activities – Director of Sport
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art and History of Art
- Music - Director of Music
- Design & Technology - Head of Science and DT
- Outdoor lessons – Head of Outdoor Learning
- Trips and visits - Educational Visits Coordinator

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

## **5. Caretaker**

The Caretaker will assist the Bursar with the implementation of the following:

- Building security (unlocking and locking external doors and windows and setting the intruder alarm)
- Prevention of unsupervised access by pupils to potentially dangerous areas
- Site traffic movements
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Keeping fire routes and exits clear - day to day management
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Ensuring that flammable rubbish and combustible materials are stored away from buildings.
- Keeping fire routes and exits clear - day to day management
- Testing all fire alarms weekly (and recording all tests)
- In general, responding to any works identified by staff in the Maintenance Tracker or the Near Miss Tracker (cf S11 below) in a timely manner

## **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 annually

- Gym and playground equipment are serviced annually
- The school's catering is managed by Thomas Franks and the kitchen's cleanliness is subject to external inspection by the Environmental Health Department. The kitchen is subject to its own hygiene and safety standards.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every year, 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, and extinguishers are tested annually by a qualified contractor
- An external health and safety consultant reports biennially 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 two years and a water sampling and testing regime in place
- Professional advice from a Thomas Franks dietician or nutritionist 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 once a year
- Appropriate pest control measures to be in place; the School has an annual contract with Pied Piper who visit and monitor the site regularly
- The school has removed all its known asbestos. The Bursar is responsible for ensuring any sampling takes place prior to major works being carried out.
- The School has current electrical test certificates for all its buildings. It uses NICEIC (or equivalent) qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
- Annual PAT testing is undertaken on all portable electrical equipment
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- The School will appoint a Principal Designer and a Principal Contractor to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken

## 7. Risk and Compliance Committee

The Committee will meet once a term, and will be chaired by a Governor. The other members of the Committee will be:

- Other Governors designated by the Board
- Bursar
- Head

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

Minutes of these meetings are circulated to the Board of Governors and the designated Governor feeds back from the meeting to the full Board.

## **. The School Secretary**

The School Secretary is responsible for:

- Maintaining an accident book
- Reporting notifiable accidents to the Bursar who will report them to the Health & Safety Executive
- Ensuring that all visitors book in at the School Office and wear visitors' badges
- Completing the visitors form (where relevant) when visitors arrive

## **9. The Welfare Officer**

The Welfare Officer is responsible for:

- Reviewing and preparing care plans with parents for pupils with medical needs
- Maintaining the medical register and allergy information for the staff and pupils
- Liaising with medical teams where appropriate
- Preparing the policies on medical issues
- Keeping statistics and preparing summary reports for the Risk and Compliance Committee
- Checking that all first aid boxes and eye wash stations are replenished

## **10. Chief Fire Warden**

The Chief Fire Warden is responsible for:

- Ensuring that flammable rubbish and combustible materials are stored away from buildings by the Caretaker
- Twice termly fire practices, combined with a programme of inducting new staff and pupils in the emergency escape procedures; the presence of a Chief Fire Warden on the school staff helps to ensure that the school can be safely evacuated in the event of a fire



## 11. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Head / Bursar 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
- fulfil reporting duties by completing the online Maintenance Tracker (which alerts the School Caretaker to repair any defects noted) and the Near Miss Tracker (which alerts the School to the possibility of imminent risk)
- 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

## 12. Training

Responsibility for organising training is as follows:

- Briefing new pupils on emergency fire procedures – Chief Fire Warden
- Staff fire training – organised annually by the Chief Fire Warden and Human Resources and Compliance Officer
- Briefing new staff on emergency fire procedures - Human Resources and Compliance Officer/ Bursar as part of the first day of work checklist
- Inducting new staff in welfare, health and safety – the HR Manager
- Identifying specific welfare, health and safety training needs of staff – the SLT
- First aid training- the Welfare Coordinator
- Adrenaline auto-injectors (AAI) training – the Welfare Coordinator
- Legionella – organised as necessary by the Bursar, in conjunction with Assurity Consulting
- Catering – organised as necessary by Thomas Franks
- Risk assessment training – organised by the Bursar

Training records are kept and organised by the Human Resources and Compliance Officer.

Policies are also in place covering the following areas which intersect with this policy:

- Accessibility Policy
- Anti-Bullying Policy
- Asbestos Policy

- Code of Conduct for Staff
- Contractors Policy
- Crisis Management Plan (Dealing with Health and Safety Emergencies)

Educational Visits Policy

- First Aid Policy and Medications Policy
- Fire Risk Policy and Procedures
- Induction Policy
- Legionella Policy
- Missing Child Policy
- Risk Assessment Policy, including COSHH, Manual Handling, Working at Height, Slips Trips and Falls and Vehicle Movement
- Child Protection and Safeguarding Policy
- Safeguarding: Safer Recruitment Policy
- Stress Management Policy
- Sun Protection Policy

**13. EYFS**

EYFS is to adhere to the Health and Safety Policy of the remainder of the School. In addition, Reception form teachers are responsible for completing a health and safety check twice a day at the start of the morning and afternoon programmes in order to ensure the area is safe. A record is to be kept of the checks using a checklist.

Signed .....

**Silvia Fiaccavento (Chair)**

Date .....

# Organisation of H&S at St Christopher's School

