

## E.22 HEALTH AND SAFETY POLICY

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| <i>Policy Last Reviewed:-</i> | <i>February 2019</i>  |
| <i>Next Review:-</i>          | <i>September 2019</i> |
| <i>Review Initiated by:-</i>  | <i>Bursar</i>         |

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

As Governors of Birkdale School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our 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 are assisted in fulfilling our health and safety responsibilities by the appointment of one Governor with specific responsibility for overseeing health and safety.

Day to day responsibility for health and safety in the School is vested with the Head Master. But as Governors, we have specified that the School should adopt the following framework for managing health and safety:

- That the Governor with specific responsibility for health & safety receives all paperwork in connection with the meetings of the School's Health and Safety Committee and attends when possible
- That a comprehensive report on health and safety covering:
  - Injury accidents to pupils, staff and visitors
  - fire drills
  - fire risk assessments
  - Fire Service inspections
  - fire equipment servicing & testing
  - other risk assessments
  - equipment safety inspections
  - catering audits & inspectionsis provided to the Board for each of its meetings
- That the fabric of the School, its plant, equipment and systems of work are routinely inspected and maintained by competent persons
- That the School's catering units are subject to independent external hygiene and safety audits
- That the School has a fire safety policy and a fire risk assessment and that it periodically reviews these
- That the School obtains specialist health & safety advice whenever such is considered necessary by the Board, the Governor with specific responsibility for health & safety, the Head or the Health & Safety Committee
- That the School has a specialist risk assessment for legionella
- That the School maintains an Asbestos Register
- That the School has a comprehensive policy in place for the induction and training of staff in health and safety matters, which shall include, as appropriate, fire safety in education, manual handling, working at height, first aid and minibus driving

All members of staff are responsible for taking reasonable care of their own safety and that of pupils, other staff, volunteers, visitors and contractors. They are responsible for cooperating with the Head and the Bursar in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

All employees are briefed on where a copy of this statement can be found 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.



Chairman of the Board

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In Parts 2 & 3, the following definitions apply:

- Deputy Head – the Deputy Head Master and the Deputy Head of the Prep School
- Director of Sport – the Senior School's Director of Sport and the Prep School's Head of PE & Games
- The Head of Science/DT/etc. – the Senior School's Head of Science/DT/etc. and the Prep School's Curricular Adviser for the same
- The School Secretary – the Senior School Secretary and the Prep School Secretary
- The School Matron – the Senior School Matrons and the Prep School Matron

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## PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEAD

The Chairman of Governors has delegated day to day responsibility for organising health and safety and welfare to me, the Head Master. This role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy. This policy document consists of three parts, the General Statement by the Chairman of Governors, this description of the Organisation for health and safety and, lastly, the detailed Arrangements for health and safety.

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

I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, for 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 (including intruder alarms and locking of external doors & windows) – the Bursar
- Prevention of unsupervised access by pupils to potentially dangerous areas, such as the science laboratories or the design technology rooms – the respective Head of Department
- Controlling lone working of non-teaching staff – the Bursar
- Ensuring that all visitors book in at Reception and wear a visitor's badge – School Secretary

## Vehicles

- Car parking on site and vehicles on site – the Bursar
- School bus arrangements – Deputy Head
- Ensuring the School's vehicles are properly maintained and roadworthy – the Bursar

## Accidents

- Maintaining an accident book and reporting notifiable accidents to the HSE – School Matron
- Escorting pupils to hospital (and informing their parents) – School Matron
- Checking that all first aid boxes and eye washes are kept replenished - School Matron

## Fire Prevention

- Keeping escape routes and exits clear – the Bursar, Heads of Department and the Maintenance Supervisor
- Fixed wiring testing – the Bursar
- Portable appliance testing – the Bursar
- Testing and servicing of all fire equipment (alarms, detectors and extinguishers) and emergency lighting – the Bursar
- Inspection and servicing of all gas appliances – the Bursar
- Gas safety (landlord's) certificate for residential accommodation – the Bursar
- Safe storage of combustible rubbish and flammable materials – Heads of Department and the Maintenance Supervisor
- Biannual fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures – Deputy Head
- Switching off of all electrical equipment, not needing to be left on, at the end of the working day – Heads of Department

## Risk Assessments

Ensuring that up-to-date risk assessments are maintained for:

- Fire – the Bursar
- Legionella – the Bursar
- Catering (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) – the Chef Managers
- Grounds maintenance (including use of pesticides and COSHH) – the Bursar
- Building, plant and equipment maintenance (including working at height, electricity, manual handling, building work, use of power tools, COSHH and flammable materials) – the Bursar
- Asbestos Register – the Bursar

Ensuring that up-to-date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials) – Head of Science
- DT (including COSHH and flammable materials) – Head of DT
- PE – Director of Sport
- All indoor and outdoor sports – Director of Sport
- Duke of Edinburgh Award – Duke of Edinburgh Co-ordinator
- Trips and expeditions – Deputy Head

### Training

Responsibility for organising training and maintaining records of training:

- Minibus driving – the Bursar
- Science health & safety – Head of Science
- Design and Technology health & safety – Head of DT
- PE & sport health & safety – Director of Sport
- Hygiene and health & safety training for the catering staff – the Chef Managers
- Briefing new pupils on emergency fire procedures – all pastoral staff
- Briefing new staff on emergency evacuation procedure – Deputy Head
- Induction of new staff on health and safety – Deputy Head
- First aid training- Deputy Head

### External Consultants and Contractors

We use appropriately qualified external consultants and contractors as follows:

- Structural engineers and surveyors to give advice on the fabric of the School
- Inspection and servicing of all heating and water boilers, kitchen gas and electrical equipment, dust & fume extraction equipment, cleaning equipment and lifts
- Inspection and servicing of the gymnastics and fitness equipment
- Independent hygiene and safety auditing of the catering units
- Inspection and servicing of the fire alarm systems, fire extinguishers and emergency lighting
- Legionella risk assessment and management
- Asbestos identification and removal
- The School's Radiation Protection Supervisor (RPS) is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 1985 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.
- Fixed wiring testing by an NICEIC contractor in accordance with BS7671:2018 and as subsequently
- Architects and their sub-consultants, such as a CDM Co-ordinator, for all major building works

### Safety Co-ordinator

The Bursar 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 risk to health and safety. He also co-ordinates the advice given by specialist consultants and contractors and produces action plans. He has overall responsibility for monitoring health and safety

within the School and for reporting any breaches to me. He is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

### Health & Safety Committee

I have set up a School Health and Safety Committee. The chair of this committee is the Bursar and the committee will meet in the Christmas Term of each academic year and have such other meetings during the year as may be necessary. The Governor with specific responsibility for health and safety attends these meetings when possible. The other members of the Committee are:

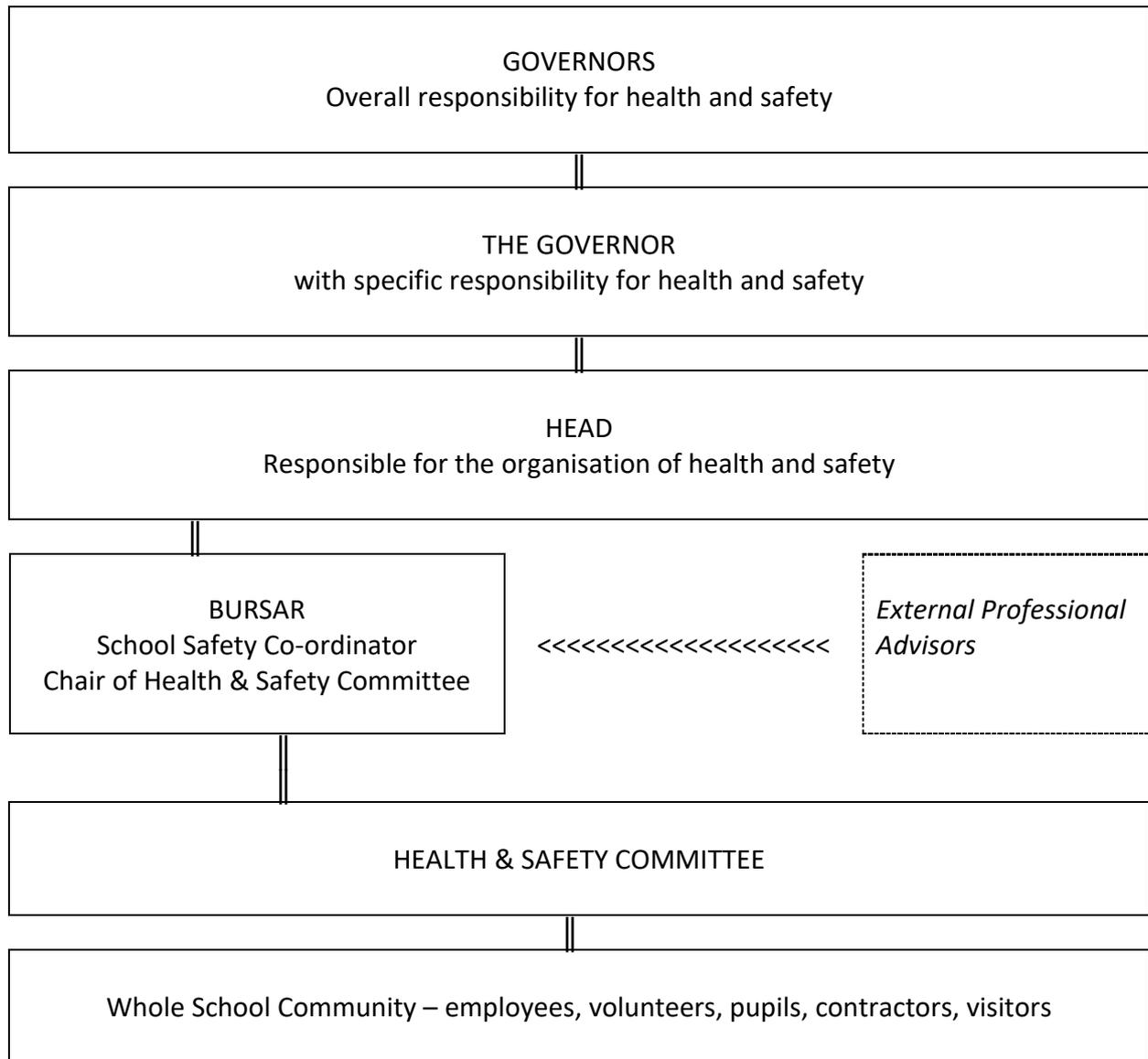
- The Deputy Head
- Director of Sport
- A representative Head of Science
- A representative Head of DT
- Head of Outdoor Pursuits
- Duke of Edinburgh Co-ordinator
- Head of IT Systems & Communication
- Maintenance Supervisor
- Head Groundsman
- A representative School Matron
- A representative Chef Manager
- A representative from the SS Common Room Association

The role of the Committee is to:

- Discuss any changes in regulations
- Monitor the effectiveness of health and safety within the School
- Review accidents and near misses and consider preventative measures
- Review and update risk assessments
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the Health & Safety Policy and recommend any updating
- Assist in the development of safety rules and safe systems of work
- Monitor communication of health and safety matters to staff
- Encourage suggestions and reporting of defects by all members of staff

The Head Master

**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**



- Staff to whom the Head has delegated some of his duties:
- |                    |                        |                   |                  |
|--------------------|------------------------|-------------------|------------------|
| The Bursar         |                        |                   |                  |
| Deputy Head        |                        |                   |                  |
| Head of Science    | Head of DT             | Director of Sport | DoE Co-ordinator |
| Chef Managers      | Maintenance Supervisor |                   |                  |
| School Secretary   | School Matron          |                   |                  |
| All pastoral staff |                        |                   |                  |

### PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

The following areas/activities have been identified as presenting more than a very low risk:

- PE, games and sport – the Director of Sport shall keep risk assessments for all activities. Staff training needs shall be identified and met and records of training received kept (in the central personnel files).
- Outdoor Pursuits – the Head of Outdoor Pursuits shall keep risk assessments for all activities. Staff training needs shall be identified and met and records of training received kept (in the central personnel files).
- Science – the Head of Science shall keep risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. Staff training needs shall be identified and met and records of training received kept (in the central personnel files).
- Design Technology – the Head of DT shall keep risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Staff training needs shall be identified and met and records of training received kept (in the central personnel files).
- Trips & Expeditions outside the School of all types - all trips and expeditions have to be approved in advance and approval is subject to a satisfactory risk assessment
- Catering – the Chef Managers shall keep risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Staff training needs shall be identified and met and records of training received kept.
- Maintenance (general & grounds) – the Bursar's Department shall keep risk assessments for all activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Staff training needs shall be identified and met and records of training received kept (in the central personnel files).

The above is supplemented by the following whole-school policies and procedures:

- Anti-Bullying Policy
- Child Protection Policy
- Emergencies Policy and Procedures
- Emergency Evacuation Procedure
- E-Safety Policy
- First Aid Policy and Procedures
- Fire Safety Policy
- Health & Safety Policy for School Matches
- Policy on Sports Injuries & Accidents (which take place during School Games)
- School Minibuses – Operating Procedures
- Security/Fire Drill
- Trips and Educational Visits Policy
- Procedures for Expeditions/Trips and Visits