



BEDSTONE

www.bedstone.org

Management of Health & Safety Policy

at

Bedstone College

Author	DG
Date	1 st September 2013/Reviewed 30 th September 2014/April 2015/April 2016/August 2017/September 2018
Review Frequency	2 Yrs
Review Date	September 2020
Staff	Bursar
Gov	J P S Fynes

GUIDANCE ON THE MANAGEMENT OF HEALTH AND SAFETY IN SCHOOLS POLICY

A Legal Requirement & ISI, Ofsted and EYFS Standards,

References:

- A: Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) www.ofsted.gov.uk
- B. The Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, September –December 2009. (www.isi.net).
- C “Responsibility for the Management of Health and Safety in Schools” Section G of the ISBA Model Staff Handbook, by Rickerbys Solicitors LLP of March 2009, (www.rickerbys.com).
- D. “Health and Safety and Welfare at Work,” Chapter N of the Bursars’ Guide by Pinsent Masons LLP of 2009, (www.pinsentmasons.com).
- E. “Health and Safety: Responsibilities and Powers” DCSF Guidance of 2001 (www.teachernet.gov.uk).
- F. “Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences,” HSE Leaflet of 2003, (www.hse.gov.uk).
- G. “Leading Health and Safety at Work,” a joint IOD/HSE Guidance Document , (www.hse.gov.uk).
- H. Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors, September 2009 (www.isi.net)
- I. “Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163)” British Standards Institute Guidance (www.bsi-global.com)

INTRODUCTION

This policy applies to all members of our college community, including boarders and those in our EYFS setting. Bedstone College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the [UK Equality Act \(2010\)](#). Further details are available in the college's Equality and Diversity Policy document.

The policy pays regard to the non-statutory advice, Health and Safety Advice on Legal Duties and Powers (2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

ISI and Ofsted NMS and EYFS standards place a requirement on independent day and boarding schools and EYFS providers to make suitable provision for the health and safety and welfare of students, staff (including temporary staff and contractors), Governors, volunteers and visitors.

The following criteria are addressed:

NMS: Standard 6 Commentary para B45-46

ISI Regulatory Requirements: Part 3 para 11 (Commentary para 159-174)

EYFS Regulatory Requirements: Para 3.54-3.56 (Commentary para E53)

All employers are required by law (see references) to:

- Provide a written health and safety policy (if they employ 5 or more people).
- Assess the risks to employees and, (in school parlance), to students, Governors, contractors and visitors who could be affected by their activities.
- Organise, plan, monitor and review preventative and protective measures.
- Obtain access to competent health and safety advice.
- Consult their employees about the risks at work and the organisation’s preventative and protective measures.

There are a range of sanctions for failure to adhere to the requirements of the law, including, imprisonment and substantial fines under the Corporate Manslaughter and Corporate Homicide Act 2007, when a management's negligence has resulted in death. School Governors, who are deemed to be the "employers" of independent schools, therefore have every incentive to promote an active health and safety culture. Governors of independent schools need to take their responsibilities very seriously indeed, particularly if their school is unincorporated, when they potentially carry personal liability. Chapter N of the Bursars' Guide by Pinsent Mason LLP (see references) makes clear that as corporate manslaughter is a criminal offence, it cannot be covered by insurance.

[Training and Induction of Staff](#)

All schools will need to ensure that health and safety training forms part of the process of inducting new staff into their responsibilities. The training will need to be tailored to the requirements of the individual's role. For example, PE staff will need to be aware of a wider range of health and safety issues than are Classicists. Similarly, Catering, Cleaning, Grounds and Maintenance staff require more training than office staff. Refresher training and updates will be needed at regular intervals. Teaching staff have an important role in inculcating safe behaviour in their students. Records of training need to be maintained (and regularly updated).

[Promulgation and Review](#)

All members of staff will need to have access to the school's health and safety handbook and risk assessments, either via the staff section of the school network (R:\Staff\School Policies (Sept 2014)\H&S and Fire), or in paper form. This material will need to be reviewed and updated, once a year for EYFS providers and at least every three years for other schools. Safety notices on fire evacuation, storage of flammable and hazardous materials should be displayed in accordance with recommended practice.

[PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS](#)

As Governors of Bedstone College, we fully recognise our collective responsibility for providing, a safe and healthy school for all of our employees, students, 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 fulfil our responsibility as Governors of Bedstone College by appointing a Governor with responsibility for overseeing health and safety as part of their 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 Head Master. But as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- That the Governor overseeing health and safety, attends the termly meetings of the school's health and safety committee and receives copies of all the paperwork.

- That a report on health and safety covering: review on accidents, staff training, fire practices, and recommendations for new or revised policies and procedures are forwarded to the Headmaster.
 - A full report on Health and Safety matters is delivered by the Governor responsible for H&S at each EGM where issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
 - That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
-
- That 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 EHO. In addition, the Catering Manager arranges independent regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Finance and General Purposes Committee.
 - That the school has a fire risk assessment, carried out by a Competent Person which is updated annually, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and General Purposes Committee.
 - That the school has a professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
 - That the school has a comprehensive induction process 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 cooperating with the Head Master, the Bursar and other members of the SMT in order to enable the Governors to comply with 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 copies of this statement can be obtained. 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.

J P S Fynes. Chairman of Governors.

[PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEAD MASTER](#)

The Chairman of Governors of Bedstone College, has delegated day to day responsibility for organising health and safety and welfare to its Head Master. That role gives him the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of five parts, the General Statement by the Chairman of Governors, College responsibilities, Objectives & commitment, Legal obligations and H & S advice.

Every Head of Department is responsible for ensuring the health and safety of staff, students and others (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 (including alarms, CCTV, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Maintenance Department.
- Preventing unsupervised access by students to potentially dangerous areas, such as the swimming pool, the science laboratories, and the design technology rooms etc – The Maintenance Department, working in cooperation with the Heads of PE, Science and DT.
- Controlling lone working after hours.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the College receptionist.

Vehicles

- Car parking on site and vehicles on site – the Bursar.
- Bus arrangements (including notifying parents of delays) – the Transport Manager.
- Ensuring the school minibuses are properly maintained and roadworthy – the Transport Manager.

Accidents

- Maintaining accident records and reporting notifiable accidents to the HSE – the School Nurse, who is also responsible for keeping the Health and Safety Committee apprised of re-occurring accidents.
- Escorting students to hospital (and informing their parents) – the School Nurse.
- Checking that all first aid boxes and eye washes are kept replenished - the School Nurse

Fire Prevention

- Keeping fire routes and exits clear- the Bursar, who in turn has delegated day to day management to the House staff, Maintenance Department and Domestic supervisor.
- Electrical Safety Testing. All the buildings at Bedstone College have current electrical installation certificates – the Bursar and Maintenance Department.
- Regular portable appliance testing – the College Electrician.
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers - the Bursar and Maintenance Department.
- Lightning protection is in place for all buildings.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Maintenance Department.
- Termly fire practices, combined with a programme of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire.
- Switching off all kitchen equipment at the end of service – the Catering Manager.
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT.
- Switching off Computers-teachers and day duty personnel
- Switching off printers/copiers-Heads of Department in which those items are based.

- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, and the Maintenance Department.

Water, Drainage etc

The Maintenance Department is responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear.

Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
 - Fire – the Bursar.
 - Legionella - the Maintenance Department/Bursar
 - All rooms, corridors and exits- Heads of department and the Bursar.
 - 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) –the Catering Manager
 - Grounds maintenance (including use of pesticides and COSHH)-Maintenance Manager & Grounds contractor.
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- Maintenance Department.
 - Asbestos Register- the Bursar/Maintenance Department.
- Ensuring that up to date risk assessments are maintained for teaching in the following areas:
 - Science (including COSHH and flammable materials) – Head of Science
 - All outdoor games – Head of Boys & Girls PE
 - Swimming – Head of Boys & Girls PE
 - Athletics– Head of Boys & Girls PE
 - Riding–Member of staff in charge of riding activity
 - Duke of Edinburgh Award- Member of staff i/c Duke of Edinburgh
 - Drama – Head of Drama
 - Art (including COSHH and flammable materials) – Head of Art
 - Music – Director of Music
 - Design Technology (including COSHH and flammable materials) – Head of DT
 - All visits and trips -Educational Visits Co-Ordinator (EVC)

Training

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

- Minibus training – the Bursar & Transport Manager.
- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of D&T
- Health and safety training for the Catering and Cleaning staff – the Catering Manager & Bursar.
- Briefing new students on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures - the Headmaster and Bursar.
- Inducting new staff in health and safety – All Heads of Department
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers.
- First aid training- the School Nurse- the Bursar).

External Advisors for Health and Safety

At Bedstone College, we use external consultants when required to advise on matters of health and safety within the School.

- Structural Surveyors give advice on the external fabric of the school.
- Tree professionals advise us on the state of our trees on an annual basis.
- Engineers monitor and service the school's plant, equipment, including boilers, and air conditioning annually.
- Design technology equipment used is serviced regularly.
- 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 Catering Manager arranges for:
 - The professional deep cleaning of high level cooking areas, food preparation and storage surfaces, areas annually
 - Appropriate pest control measures to be in place.
- The school has a comprehensive fire risk assessment which is reviewed annually, more frequently if 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.
- The school has a professional risk assessment for legionella, and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Maintenance Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Maintenance Manager is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- 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 work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All school and residential boilers are serviced annually.
- 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 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 risks to health and safety. The Bursar also co-ordinates the advice given by specialist safety advisors, and produces action plans. The Bursar has overall responsibility for monitoring health and safety within the School and for reporting any breaches to me. The Bursar is responsible for ensuring compliance with CDM Regulations and for safe conditions of work.

School Health and Safety Committee

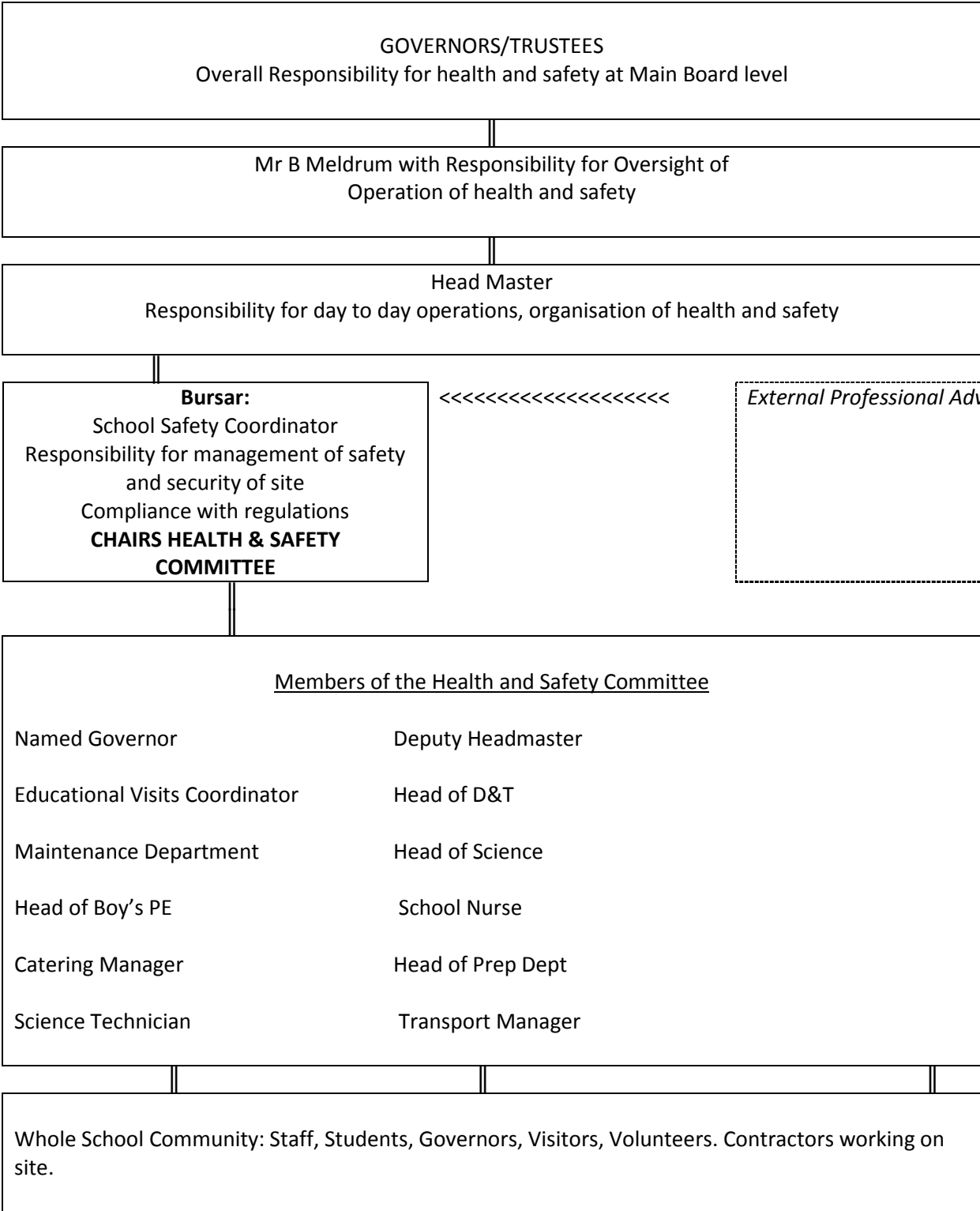
I have set up a School Health and Safety Committee which meets once a term under the chairmanship of our Bursar. Our Governor, who is responsible for health and safety, attends, when required, these meetings. The other members of the Committee are:

- The Deputy Headmaster
- Head of the Junior School
- Maintenance Department
- Head of D&T
- Head of Science
- Head of Boys PE
- The School Nurse
- The Catering Manager
- The Science Laboratory Technician.
- The Transport Manager

The role of the Committee is to:

- Discuss matters concerning Health and Safety, changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Review risk assessments,
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the Safety Policy guidance.
- Assist in the development of safety rules and safe systems of work.
- To put forward h & s recommendations to the Headmaster.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

The following areas/activities present identified and significant risks in Bedstone College. As a consequence, students are not allowed unsupervised access to:

- PE: where the Heads of PE keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics. Records of training and qualifications in life-guarding and other subject specific training are kept.
- Science: where the Head of Science keeps 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. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Design and Technology: where the Head of DT keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables.
- Art: where the Head of Art keeps risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables.
- Drama: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging.
- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Students are not allowed entry to the Maintenance Departments: The department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Design and Technology
- Display Screen Equipment
- Educational visits, (the EVC maintains a dossier of risk assessments and visit reports)
- Electrical Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Human Flu Pandemic
- Induction of new staff
- Legionella (Folder)
- Letting and Hiring
- Manual handling
- Minibus use
- Portable Appliance Testing (PAT)
- Risk Assessments: Guidance on
- Security, including workplace safety and lone working
- Slips and Trips

- Special Education Needs (SEN) and Learning Difficulties
 - Sun Protection (EYFS students)
 - Swimming pool:
 - Work Experience for Students
 - Working at Heights
 - Vehicles and on-site movements
-