

H1. PART TWO: ORGANISATION

Our mission is to develop happy, confident and successful children who are well prepared for their future.

ISSR no.	11
Policy Owner	Bursar
Reviewed by Bursar	01.02.24
Reviewed by Headteacher	05.02.24
Reviewed by Governing Body (F&GP) and (FGB)	12.02.24 and 20.03.24
Renewal date (by)	31.03.25

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.

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. It 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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. 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 Board will hold the Head Teacher to account in respect of the requirements set out in this policy.

2. **HEAD TEACHER**

The Head Teacher will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head Teacher will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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 Teacher will also report to the Board on health and safety performance including an annual audit and will ensure the implementation of changes in the Policy which the Board have approved. The Head Teacher will be responsible for the implementation of a Critical Incident Plan.

3. **BURSAR**

The Head Teacher will delegate to the Bursar the 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 and training;
- the appointment of competent contractors.

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

- advising the Head Teacher on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training;
- monitoring health and safety within the School and raising concerns with the Head Teacher;
- compliance with the [Construction \(Design and Management \) Regulations 2015](#);
- chairing the School Health and Safety Committee;
- Investigating accidents and incidents and recording the same.

4. HEADS OF DEPARTMENT (TEACHING)

The Heads of Department (Teaching) 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 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 – Assistant Head (Operations);
- Trips and visits – Deputy Head ;
- Ammunition and firearms – Assistant Head (Operations).

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

5. **ESTATES DEPARTMENT**

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

- Building security;
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with the Deputy Head as appropriate);
- Registration and control of visitors and management of contractors;
- 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.
- Ensuring staff are trained in H&S issues for example manual handling, working at height, [COSHH](#) etc.

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 as appropriate;
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually;
- Gym and fitness equipment and design 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 Catering Manager (employed by Thomas Franks) arranges for:
 - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings;
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year;

- 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. twice a year;
 - appropriate pest control measures to be in place.
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- 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 are tested annually by a qualified contractor;
 - The school has a suitable and sufficient risk assessment for legionella, reviewed every two years (or more frequently if required) 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 arranging for any sampling or removal before major works take place. They are also responsible for the maintenance of an asbestos management plan and 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 of which are [RCD](#) protected and meet the requirements of [BS7671 IEE](#) wiring regulations;
 - All lightning protection and earthing conforms to [BS 6651-1999](#) or to [BS EN 62305](#). It is tested annually by a specialist contractor;
 - A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the [Construction \(Design and Management\) \(CDM\) Regulations 2015](#) whenever construction work is undertaken.

7. **SCHOOL HEALTH AND SAFETY COMMITTEE**

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

- Head of D&T;
- Head of Science;
- Estates Manager.

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.

8. THE MEDICAL CO-ORDINATOR

The Medical Co-ordinator 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 Health and Safety Committee;
- escorting pupils to hospital (and informing their parents);
- checking that all first aid boxes and eye wash stations are replenished.

9. STAFF

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department 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 EG members;
- 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

