



## Health & Safety Policy

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**Significant Teaching Risk Areas**

**All checklists are prompts for Heads of Department or equivalent on the areas for consideration when carrying out teaching area risk assessments. They are not risk assessments in themselves.**

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

As Governors of Altrincham Preparatory School (APS) 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 APS by appointing a Governor with specific responsibility for overseeing our Estates. This Governor is Mr Alan Hurst who carries particular expertise through being an architect by profession. Mr Hurst is also charged with responsibility for overseeing health and safety of the school (Health and Safety Officer) as part of his 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. However, as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

Mr Hurst is the Health and Safety Chair and as such he leads the meetings of the school's Health and Safety Committee termly and receives copies of all relevant paperwork. The paperwork symptomatically includes 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 meeting
- the minutes of the H&S's Committee's discussion on health and safety are tabled at each meeting of the full Governing Board that follows a H&S meeting together with any other issues on health and safety that the Chairman wishes to bring to the Board's attention
- any feedback/report/survey on the external fabric of the school, its plant, equipment and systems of work by competent professionals who have been employed to carry out this function over and above the Chair's own scrutiny and assessment

In conjunction with the Finance Committee any reports (as per last point above) are considered so that recommendations (together with other defects) can be placed before the Board in order to 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 lies within the remit of the External Consultancy firm employed by the school (Catering Management Consultants - CMC) and is subject to external inspection by the Environmental Health Officer (EHO). In addition, CMC arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services. CMC informs the Head Master over all these aspects and he reports on all these aspects to the H&S committee for referring to the Board.

The school has fire risk assessments, carried out by an external consultancy firm, Vulcan, which 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 review this risk assessment every time it is amended and submit a report to Mr Alan Hurst for reporting to the Board.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Finance Committee.

The school has a competent person undertake a risk assessment for legionella, every two years along with 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 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 sports' staff, will be provided in addition to the 'standard' induction training. First aid training is provided for all staff on a systematic regular basis. Minibuses can only be driven with pupils in them by staff holding a PSV licence.

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 Master 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 Head Master.

All employees are briefed on where copies of this statement can be obtained on the school's server. They will be advised as and when it is reviewed, added to or modified.

## **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 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. The Board 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 Board has elected one of their number, Mr Alan Hurst, to be Chair of the Health and Safety Committee (Health and Safety Officer) as he carried specific expertise being a qualified, practising architect.

### **2. Head Master**

The Head Master will assist The Board and the Chair of the H&S Committee (Health and Safety Officer) 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 Master will assist the Chair of the H&S Committee in the preparation of his report to the Board on health and safety performance and assist the Board and the Chair of the H&S Committee in implementing changes in the Policy which the Board have approved.

### **3. Deputy Head, Assistant Heads & Senior Teacher**

The Deputy Head and Assistant Heads have day to day management responsibility for the building and the playground areas attached that they oversee 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 Senior Master, who is in-charge of PE/Sport, has responsibility for the school's pitch as well as for the H&S of the Bowdon Cricket and Hockey grounds that the school uses as its sports' facility. This includes the transport of boys to and from the grounds as well as for away matches. The Senior Master is also responsible for H&S for after-school sports' activities.

The Deputy Head, Assistant Heads and Senior Master will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Head Master on maintenance requirements
- monitoring health and safety within the School and raising concerns with the Head Master

In carrying out this oversight they will be assisted by:

- the H&S Secretary – who, in addition to being the H&S meeting Secretary, will be responsible for/assist the school's senior management team over the:
  1. co-ordination of the schools arrangements,
  2. keeping of H&S records (in particular Fire and Minibus records)
  3. management of action plans determined by the H&S committee
  4. co-ordinating advice from specialist safety advisors
  5. registration and control of visitors
  6. site traffic movements
- the Caretaker and
- the Chef Manager.

#### 4. Caretaker:

The Caretaker will assist the Health and Safety Chair with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of cleaning (Highbury and Bank Place Staff)
- Good standards of general building maintenance, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

#### 5. Chef Manager:

The Chef Manager, with the assistance and guidance from the school's catering consultants (CMC), has responsibility for all H&S aspects associated with the catering activities (both day-to-day arrangements as well as for any functions held by the school) of the school (see Catering Policy)

#### 6. Specialist Teaching Staff:

Specialist teaching staff 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 annual risk assessment requirements are required to be completed and any identified concerns followed up with the Head Master within the following areas of subject specialism:

- Sports activities – (see above)
- Science (including harmful substances and flammable materials) – Science Specialist
- Art and Design & Technology (including harmful substances, safe handling of tools and machinery and flammable materials) – Art and Design & Technology teacher
- Music – to include any peripatetic teaching areas in addition to the music room – Head of Music

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

#### 7. Class Teachers:

All class teachers are responsible for the Health and Safety arrangements for their class throughout the school day which is from the time boys enter the school until they are safely received by their Parents, guardians or other responsible person (known to and agreed by the school) at the end of the day.

An annual class risk assessment is to be completed and any identified concerns followed up with the Head Master.

#### 8. Educational Visits:

**See** EDUCATIONAL VISITS POLICY and EYFS – EDUCATIONAL VISITS POLICY

#### 9. Medical areas:

The School Office and the Finance Office are responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School H&S Committee
- Organising pupils to be escorted to hospital if needed as well as ensuring that their parents have been informed
- Checking that all first aid boxes and eye wash stations are replenished

#### 10. External Health and Safety Advisors:

The Chairman of the H&S Committee 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 and hoists annually
- Machinery used in both design and technology and in the maintenance department are regularly serviced
- 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 Chef Manager, in liaison with the Catering Consultants (CMC) 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
- 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, every [two] years and a [quarterly] water sampling and testing regime in place.
- The school maintains an asbestos register and the Chairman of the H&S Committee is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. [He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.]

## **11. School Health and Safety Committee:**

The Committee will meet once a term, and will be chaired by the Governor who is responsible for overseeing health and safety. The other members of the Committee are:

- The Secretary to the H&S Committee
- The Head Master
- The Deputy Head
- The Assistant Heads (Infants & EYFS)
- The Senior Master
- The Caretaker
- The Chef 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.

## **9. All Staff – generic summary comment:**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify, as appropriate, the their Head Master, the Deputy Head, Assistant Heads or Senior Teacher 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 senior staff
- carryout a risk assessment of their teaching area
- 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 was compiled by the Head Master

Its implementation is the responsibility of all APS staff.

It will be monitored for its effectiveness by the Head Master on behalf of the Governors.

This policy is scheduled for review annually, or before if deemed necessary.

**Date Written/ Reviewed: September 2015**

**Date to be reviewed: September 2016**

Signed .....

The Governor with responsibility for Health and Safety and Chair of the Committee, for and on behalf of the Board

Date .....