



BERKHAMPSTEAD SCHOOL AND DAY NURSERY

Health & Safety General Policy

*School denotes both Berkhampstead School and Day Nursery

As Governors of Berkhampstead School 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 Berkhampstead School by appointing a Governor with responsibility for overseeing health and safety as part of his/her general responsibilities.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head of School & Bursar. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety will attend one of health, safety and maintenance meeting each term. **These meetings are held weekly by the Bursar, Head of School, Nursery Manager and Estates Manager (the HSM committee).** Each meeting is minuted and the relevant governor will receive copies of the weekly minutes.
- 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 will be tabled this meeting.
- A report on the schools' health and safety will be given by the responsible governor at each full governors' board meeting. This will either be written or given verbally.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- 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 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. The Bursar reports on all these aspects to the HS&M committee. Currently, catering is outsourced to Palmer & Howells and cleaning is outsourced to Low Cost Cleaning.

- The school has fire risk assessments, carried out by a competent person 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 HS&M committee should review this risk assessment every time it is amended. This will be documented in the fire risk assessment file.
- The school has contracted the risk assessment for legionella to Dantek, who complete water sampling and testing. The Estates team ensure the weekly flushing of specific taps takes place.
- Health and safety training, where appropriate and necessary, will be provided to staff 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 pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head of School and/or Executive Head, the Bursar 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 bursar.

All employees are briefed on where copies of this statement can be obtained within the School. 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 found in the Health & Safety organisation document.

Signed
Chair of Governors, for and on behalf of the Board

Date

Health & Safety Organisation (forms part of the Health & Safety Policy)

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. 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.

2. Head of School/Executive Head

The Head of School and/or Executive 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 of School and/or Executive 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 ([refer to Fire Risk Policy](#))
- Electrical safety (to include PAT testing)
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction
- Occupational Health and work related stress ([refer to Staff Handbook](#))

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

- advising the Head of School and/or Executive 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 of School
- chairing the Health, Safety & Maintenance Committee

RIDDOR requires specified injuries and diseases associated with working activities in school, or during educational activities elsewhere, to be reported to the Health and Safety Executive. The Bursar is responsible for reporting notifiable accidents to the Health & Safety Executive (HSE) within the specified timescale. [For procedures on how to deal with Health and Safety emergencies please refer to Accident and First Aid Policy](#)

4. Heads of Department (Teaching)

The Heads of Department 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 PE
- 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 - Director of Teaching and Learning
- Trips and visits – All staff acting as Tripleaders
- Catering and cleaning functions – Staff in charge of Food Technology
- All teaching and nursery classrooms – all staff

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control. All risk assessments will be stored in the School office.

(Please also refer to the risk assessments of trips and the Educational Visits Policy.)

5. Estates Department

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

- Building security. (The school operates on a system of number entry locks and swipe cards)
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors. (See Lanyard Policy)
- Site traffic movements. Movement on site is restricted to school minibuses and parking for 3 cars at any one time. Staff and pupils must be vigilant at all times and pupils are made aware of potential vehicle movement. There are designated pedestrian walkways.
- Site traffic movements: Day Nursery. There are eight spaces for staff cars at the rear of the building. At the front of the building, there is car parking for DN parents dropping off and collecting their children.
- Maintenance of School vehicles to include servicing and regular vehicle checks.
- 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.

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 and hoists annually.
- 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.

- 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 or when deemed necessary.
- 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.
- The school has a suitable and sufficient risk assessment for legionella, every two years and an annual water sampling and testing regime in place.
- The school maintains an asbestos register and the Estates Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works take place. They are also responsible for the maintenance of an asbestos management plan. He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- Contractors sign a declaration of compliance with regard to the onsite rules and also provide a copy of their public liability insurance.

7. School Health, Safety & Maintenance Committee

The Committee will meet once a week and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend one of these meetings per term. Heads of Departments will be invited to these meetings where necessary. These may include:

- Executive Head
- Deputy Head
- DSL
- Head of D&T
- Head of Science
- Head of Art
- Head of PE
- Catering 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 School Office

The School Office will be responsible for:

- Escorting pupils to hospital if necessary (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/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
- the School recognises that manual handling operations are a significant factor in many injuries at work, and the School will avoid the need, so far as is reasonably practicable, for employees to undertake any manual handling operation which involves a risk of injury
- 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.

10. Slips, Trips and Falls

The School will ensure that areas and operations which involve a high risk of slip, trip and fall incidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include regular maintenance of all areas. Staff members are requested to report any potential hazard to the Estates Manager or Bursar as soon as possible.

11. Bad weather

In the event of bad weather, the School will risk assess the site and the severity of the conditions and make areas as safe as possible. If conditions are deemed to be dangerous, the school may either close or restrict access to certain areas of the site.