

ST CHRISTOPHER'S HAMPSTEAD

HEALTH AND SAFETY POLICY

Policy to be reviewed annually		
Reviewed by	Bursar	September 2021
Approved by	Head	September 2021
Board	Premises, Health & Safety Committee	September 2021

To be published on	
School network	•
School website (if appropriate)	•

Accessibility notice

To enable easier reading, this Policy is available in a larger font upon request

This policy should be read in conjunction with the current responsible persons covering note which lists the names of the Relevant Persons listed in this policy and is updated termly or more frequently if required.

Part 1: General Statement of Health and Safety Policy

As governors of St Christopher's School (Hampstead) Ltd 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, volunteers, 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 St Christopher's as follows:

- The Chair of the Health, Safety and Premises Committee, a Governor, has responsibility for overseeing health and safety
- The Chair of the Safeguarding and Welfare Committee, also a Governor has responsibility for the welfare elements of Health and Safety
- Day-to-day responsibility for the operation of health and safety at the school is vested with the Bursar, reporting to the Head
- The Head oversees the effectiveness of the Health & Safety policies and monitors them
- Pastoral care issues are dealt with by the DSL
- All First Aid issues are dealt with by the Welfare Officer supported by the DSL

However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The Chair of the Health, Safety and Premises Committee attends the school's Health, Safety and Premises committee meetings termly and receives copies of all relevant paperwork.
- 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 Health, Safety and Premises meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Health, Safety and Premises Committee and its recommendations (together with other defects) 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 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 annually, together with annual external deep cleaning.
- The school has an annual pest control services contract and the site is monitored regularly throughout the year.
- The school has annual fire risk assessments, carried out by a competent person. Fire risk assessments are reviewed every year for progress on completion of items in the action plan, and updated more frequently if significant changes are made to the interior of buildings or

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new buildings are bought or added. The Health, Safety and Premises Committee should review this risk assessment every time it is amended.

- An external health and safety consultant (currently Handsam) reviews the overall arrangements for health and safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health, Safety and Premises Committee.
- The school has a competent person (Assurity Consulting) undertake a risk assessment for legionella, every year and 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 includes basic 'manual handling' and 'working at height training' where relevant. The health and safety training provided is relevant to each individual member of staff's functions. The school has a list of qualified first aiders available to all staff and all staff in Reception have Paediatric training for EYFS. On school trips, where a qualified first aider is unable to accompany the group, a qualified first aider should be available on site.

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, the bursar and other members of the Senior Leadership Team ("SLT") 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 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 two and three of this document.

Signed

Nick Green, Chair of Governors, for and on behalf of the Board

Date

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. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section. A list of relevant persons for each responsibility is published separately and updated as required.

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

The 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 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
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction on health and safety matters

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

- advising the 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;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.

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 – Director of Sport
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology - Head of Science
- Outdoor lessons – Heads of Outdoor Learning (Lower and Upper School)
- Trips and visits - Educational Visits Coordinator

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

5. Caretaker and Security Assistant

The Caretaker will assist the Bursar with the implementation of the following:

- Building security (unlocking and locking external doors and windows and setting the intruder alarm)
- Prevention of unsupervised access by pupils to potentially dangerous areas
- Site traffic movements
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Keeping fire routes and exits clear - day to day management
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings.

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 annually.
- Gym and playground equipment are serviced annually.
- The school's catering is managed by Holroyd Howe and their cleaning is subject to external inspection by the Environmental Health Department. The kitchen is subject to its own hygiene and safety standards.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every year, 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, and extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, and sports facilities.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a water sampling and testing regime in place.
- Professional advice from a Holroyd Howe 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 once a year.

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- Appropriate pest control measures to be in place and we have an annual contract with Pied Piper who visit and monitor the site regularly.
- The school has removed all its known asbestos. The bursar is responsible for ensuring any sampling takes place prior to major works being carried out.
- The School has current electrical test certificates for all its buildings. It uses NICEIC (or equivalent) 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 work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- The School will appoint a Principal Designer and a Principal Contractor to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken.

7. Premises, Health and Safety Committee

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

- Bursar
- Head

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.

Minutes of these meetings are circulated to the Board of governors and the designated governor feeds back from the meeting to the full Board.

8. The School Secretary

The School Secretary will be responsible for:

- Maintaining an accident book
 - Reporting notifiable accidents to the Bursar who will report them to the Health & Safety Executive
 - Ensuring that all visitors book in at the School Office and wear visitors' badges
- Completing the visitors form (where relevant) when visitors arrive

9. The Welfare Officer

The Welfare Officer will be responsible for:

- Reviewing and preparing care plans with parents for pupils with medical needs
- Maintaining the medical register and allergy information for the staff and pupils
- Liaising with medical teams where appropriate
- Preparing the policies on medical issues
- Keeping statistics and preparing summary reports for the Premises, Health and Safety Committee
- Checking that all first aid boxes and eye wash stations are replenished.

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11. Chief Fire Warden

The Chief Fire Warden is responsible for:

- Keeping fire routes and exits clear - day to day management
- Testing all fire alarms weekly (and recording all tests)
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Caretaker.
- Twice termly fire practices, combined with a programme of inducting new staff and pupils in the emergency escape procedures, the presence of a Fire Warden on the school staff helps to ensure that the school can be safely evacuated in the event of a fire.

12. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Head / 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
- 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.

13. Training

Responsibility for organising training is as follows:

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- Briefing new pupils on emergency fire procedures – Fire Warden.
- Staff fire training – organised annually by the Fire Warden and Human Resources and Compliance Officer.
- Briefing new staff on emergency fire procedures - Human Resources and Compliance Officer/ Bursar as part of the first day of work checklist.
- Inducting new staff in welfare, health and safety – the Deputy Head Strategy and Operations.
- Identifying specific welfare, health and safety training needs of staff – the SLT.
- First aid training- the Welfare Coordinator.
- Epipen training – the Welfare Coordinator.
- Legionella – organised as necessary by the Bursar, in conjunction with Assurity Consulting.
- Catering – organised as necessary by Holroyd Howe.
- Risk assessment training – organised by the Bursar.

Training records are kept and organised by the Human Resources and Compliance Officer.

Policies are also in place covering the following areas:

- Accessibility Policy
- Anti-Bullying Policy
- Asbestos Policy
- Code of Conduct for Staff
- Contractors Policy
- Crisis Management Plan (Dealing with Health and Safety Emergencies)
- First Aid Policy and Medications Policy
- Fire Risk Policy and Procedures
- Induction Policy
- Legionella Policy
- Missing Child Policy
- Residential School Trips Policy
- Risk Assessment Policy, including COSHH, Manual Handling, Working at Height, Slips Trips and Falls and Vehicle Movement
- Child Protection and Safeguarding Policy
- Safeguarding: Safer Recruitment Policy
- School Trips Policy
- Stress Management Policy
- Sun Protection Policy

14. EYFS

EYFS is to adhere to the Health and Safety Policy of the remainder of the School. In addition, Reception form teachers are responsible for completing a health and safety check twice a day at the start of the morning and after programmes in order to ensure the area is safe. A record is to be kept of the checks using a checklist.

Signed
(NICK GREEN) (Chairman)

Date

Organisation of H&S at St Christopher's School

