



ST BEES SCHOOL

WHERE WEST MEETS EAST

HEALTH AND SAFETY POLICY STATEMENT

2021 - 2022

Author: Facilities Manager

Approved by: The Board

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Review by: Headmaster

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PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

This document explains arrangements for ensuring the effective management of Health and Safety and is underpinned by a range of operational procedures

As Managing Board Members for St Bees School (Board of Directors and Local Advisory Council [LAC]), we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, students, 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 Board Members and LAC of St Bees School are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Board Members of St Bees School by appointing a member of the LAC 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 Headmaster. However, as Board Members and members of the Local Advisory Council for St Bees School, we have specified that that the school should adopt the following framework for managing health and safety:

While the School is in its immediate post-opening phase, all management of health and safety will be managed directly by the Facilities Manager. He will report termly to the LAC on statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures.

The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected as required by competent professionals to ensure integrity and compliance.

These reports (as per point above) are considered by the LAC and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The Facilities Manager will ensure that all statutory obligations relating to the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas are fulfilled through regular meetings with the catering staff.

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 Facilities Manager will submit a report to the Board after each review.



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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 will be monitored by the Board and LAC.

The school has a competent person undertake a risk assessment for legionella every two years.

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'. 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 is arranged to ensure adequate access to qualified staff.

Minibus driver training is provided to staff whose role requires it.

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 co-operating with the Headmaster, the Facilities Manager and other members of the Senior Leadership Team in order to enable the LAC/Board to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Facilities Manager.

All employees are briefed on where copies of this statement can be obtained on the school's shared area. 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.



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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. MANAGEMENT BOARD ("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 the LAC or suitable employees to assist the Board in carrying out its duties.

2. HEADMASTER

The Headmaster 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 Headmaster will also report to the Board and the LAC on health and safety performance and assist the Board in implementing changes in the Policy which the Board/LAC have approved.

3. Facilities Manager

The Facilities Manager 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

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

- advising the Headmaster 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.



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4. HEADS OF DEPARTMENT (TEACHING) / ASSISTANT HEAD

Heads of Department (or where not yet appointed, the Assistant Head) 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)
- Sports activities
- Drama
- Art (including harmful substances and flammable materials)
- Music
- Outdoor lessons
- Trips and visits

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

5. Caretaker

The Caretaker/ Estates Department will assist the Facilities Manager 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).
- Registration and control of visitors.
- 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.

6. EXTERNAL HEALTH AND SAFETY ADVISORS

The DOF 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 needed.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists 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 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.



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- 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.
 - An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
 - 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 Facilities Manager 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. The Facilities Manager is responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
 - The school's radiation protection supervisor (RPS), Jack Beach is responsible for liaison with the radiation protection advisor of [Insert name] Council for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
 - 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 domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
 - All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested [annually] by a specialist contractor.



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- 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

Health and Safety will be monitored on a regular basis as follows:

- Weekly at the Senior Leadership Meetings where concerns can be raised, incidents reported and reviewed and all updates in policies and processes agreed.
- In regular staff meetings where concerns can be raised, incidents reviewed and all updates to policies and processes agreed.

8. STAFF

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Safety Co-ordinator 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.



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PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY

All these health and safety documents are available on the School's central server.

Health & Safety Policy & Procedural Documents

Accident & Incident Investigation and Notification procedure, including a new Group record form

Provision of Emergency First-Aid, including new replacement dressing and eyewash bottle order form

Fire Safety Policy and Emergency Evacuation Procedures for The Bicester School

Electrical Safety and Management and Safe Use of Portable Electrical Appliances

Safe Use of Display Screen Equipment

Management of Contractors, including Permit-to-Work form for the management specified hazardous workplace activities

Management of Asbestos-Containing Materials (ACMs)

Maternity Policy – revised 'new and expectant mothers' workplace assessment form

Management of Workplace Risks

Managing Hazardous Substances in the Workplace (COSHH)

Management of Staff Lone Working

Management of Staff Homeworking

Management of workplace stress

Policy document covering the Management of Hazardous Manual Handling Tasks complete with

a Manual Handling Assessment form

Management of On-site Vehicular and Pedestrian Traffic

Policy document covering the Management of Water Installations to Control Legionellosis Risk

These will be reviewed regularly, and a health and safety management plan will be drawn up at the start of each academic year.

Staff with specific department responsibility staff are listed below

Abbots court – Chris Mackman

Asbestos – Chris Mackman

Boarding – Emma Stott

Business Management Centre – Tom Kelly/Chris Mackman

Catering – Julie Farrer

Cleaning – Chris Mackman

Commercial Lettings – Ann Stott

Coshh – Chris Mackman

Cleaps – Jack Beach/Jenny Bain

Cyber security – Laurence Gribble



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Educational Visits co-ordinator – Laurence Gribble
Fire – Chris Mackman
First Aid – Ann Stott
Golf Course – Mark George/Chris Mackman
Grindal House – Chris Mackman
Grounds – Chris Mackman
Legionella – Chris Mackman
Radiation – Jack Beach
Safeguarding – Andy Keep
Security – Chris Mackman
Swimming pool – Ann Stott
Wider Trust Estate – Mark George/Tom Kelly/Chris Mackman

REFERENCES

The Health and Safety at Work etc Act 1974
<http://www.legislation.gov.uk/ukpga/1974/37>

The Health and Safety Executive's 'Managing for Health and Safety' HSG65 at:
<http://www.hse.gov.uk/pubns/books/hsg65.htm>

The function of Health and Safety Committees and the role of Safety Representatives:
<http://www.hse.gov.uk/involvement/hsrepresentatives.htm>

For a more detailed account of the function of Health and Safety Committees and the role of Safety Representatives see the 'Brown Book' at:
<http://www.tuc.org.uk/sites/default/files/extras/brownbook.pdf>