



Management of Health and Safety in School Policy

PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF DIRECTORS

As Directors of Highfield & Brookham School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environments, both educational and support, are delivered in a manner that is safe and healthy for all. The Directors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Directors of Highfield & Brookham School by appointing The Estate Manager with responsibility for overseeing health and safety as part of his general responsibility for the upkeep and maintenance of the fabric of the estate and buildings along with The Deputy Heads with responsibility for all educational health and safety issues.

Day to day responsibility for the operation of health and safety at the school is vested with The Estate Manager and The Deputy Heads. But as Directors, we have specified that the school should adopt the following framework for managing health and safety:

- That The Heads of the school, the Estate Manager and The Deputy Heads, attend the termly meetings of the Schools' health and safety committee and receives copies of all the paperwork.
- That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's Health and Safety Committee Meeting.
- That the minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Board of Directors, together with any other issues on health and safety that the Committee wishes to bring to the Board's attention.
- That the external fabric of the school, plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That their reports are considered by the Estate Manager and the Finance Committee meetings and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- That the Schools' adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the 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, and that the Estate Manager reports on all these aspects to the Health and Safety Committee.

- That the school has a fire risk assessment, carried out by a Competent Person which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended.
- That external health and safety consultants when required review 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 should be monitored by the Estate and Facilities Manager and the Health and Safety Committee.
- That the school has a professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
- That 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's member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training is provided to any member of the teaching staff who is involved with trips and visits, and to selected members of the non-teaching staff.
- The School will have a robust and updated risk assessment for the prevention and control the spread of Covid 19. This will supplement any baseline infection prevention and control measures for other infections.

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 cooperating with the Head Teachers, the Estate Manager and other members of the SMT in order to enable the Directors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Estate Manager.

All employees are briefed on where copies of this statement can be obtained on the schools' 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 2 and 3 of this document.

Signed

(Chairman of Directors)

Date

PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEAD TEACHERS

The Chairman of Directors of Highfield & Brookham School, have delegated overall responsibility for organising health and safety and welfare to us, its Head Teachers. That role gives us the responsibility for ensuring compliance with the Schools' Health and Safety Policy. The policy document consists of three parts, the General Statement by the Chairman of Directors, this description of the Organisation for health and safety and, lastly, detailed Arrangements for Health and Safety.

Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others (especially: visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).

We have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which we are answerable to the Chairman of Directors, rests with us. The areas where our duties have been delegated are:

Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) – the Estate Manager.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – The Estate Manager, working in cooperation with the Director of Sport, Head of Science and Head of DT.
- Staff lanyards (or uniform) worn at all times – the Estate Manager
- Controlling lone working after hours – the Deputy Heads.
- Ensuring that all visitors book in at either Receptions or wear visitors' badges – the Receptionists.

Vehicles

- Car parking on site and vehicles on site – the Estate Manager.
- Car parking labels for staff and parent vehicles on site – the receptionists

Accidents

- Maintaining an accident book and reporting notifiable accidents to the HSE – the School Nurse, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents) – the School Nurse.
- Checking that all first aid boxes and eye washes are kept replenished - the School Nurse

Fire Prevention

- Keeping fire routes and exits clear- the Estate Manager, who in turn has delegated day to day management to the Maintenance Manager.
- Electrical Safety Testing. All the buildings at Highfield School have current electrical installation certificates – the Estate Manager.
- Regular portable appliance testing – the Maintenance Manager.
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers - the Estate Manager.
- Lightning protection is in place for all buildings – the Estate Manager.
- All oil and gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe/Oil Registered Engineers – the Estate Manager.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Maintenance Manager.
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the School can be safely evacuated in the event of a fire - the Estate Manager and the Deputy Heads .
- Switching off all kitchen equipment at the end of service – the Catering Manager.
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the IT Manager.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Maintenance Manager and the Head Groundsman.

Water, Drainage etc

The Estate Manager, together with the Maintenance Manager is responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear.

Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
 - Fire – the Estate Manager.
 - Legionella - the Estate Manager.
 - All rooms, corridors and exits - the Estate Manager and the Maintenance Manager.

- Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) –the Catering Manager.
 - Grounds maintenance (including use of pesticides and COSHH) - the Head Groundsman.
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- the Estate Manager and the Maintenance Manager.
 - Asbestos Register- the Estate Manager.
 - Reprographics machines and copiers – the IT Manager.
 - Covid-19 prevention and control – Estate Manager
- Ensuring that up to date risk assessments are maintained for teaching in the following areas:
 - Science (including COSHH and flammable materials) – Head of Science and the Deputy Head
 - All outdoor games – Director of Sport and the Deputy Head
 - Swimming – Director of Sport and the Deputy Head
 - Athletics– Director of Sport and the Deputy Head
 - Karate, fencing – Director of Sport and the Deputy Head
 - Dance and gymnastics – Director of Sport and the Deputy Head
 - Drama – Head of Drama and the Deputy Head
 - Art (including COSHH and flammable materials) – Head of Art and the Deputy Head
 - Music – Director of Music and the Deputy Head
 - Design Technology (including COSHH and flammable materials) – Head of DT and the Deputy Head
 - All outdoor lessons - the Deputy Heads
 - All visits and trips - the Deputy Heads

Training

Responsibility for organising (and maintaining records of training) is as follows:

- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of DT
- Health and safety training for the Catering – the Catering Manager.
- Health and safety training for the Cleaners – the Cleaning Manager.
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures - the Deputy Heads and the Estate Manager.
- Inducting new staff in health and safety – the Deputy Heads and the Estate Manager.
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.

- First aid training- the School Nurse.

External Advisors for Health and Safety

At Highfield & Brookham School, we use external consultants to advise once a year on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the School's plant, equipment and boilers, annually.
- All gym and fitness equipment, machinery used in both design and technology and in the maintenance department are serviced annually.
- Highfield and Brookham Schools' adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). 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.
 - 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 professional fire risk assessment which is updated every year, more frequently if 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.
- The Schools will have a professional risk assessment for legionella, every 3 years and a water sampling and testing regime will be in place.
- The School will maintain an asbestos register and the Estate Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The Schools' Radiation Protection Supervisor (RPS), Head of Science is responsible for liaison with the Radiation Protection Advisor of Chichester District Council for ensuring compliance with the Ionising Radiation Regulations 1985 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.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.

- The School updates electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- All work on gas/oil boilers and appliances is carried out by registered Gas Safe/oil Engineers
- All domestic boilers are serviced annually
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested by a specialist contractor.

School Health and Safety Committee

We have set up a School Health and Safety Committee which meets once a term which is attended by the Heads of School, the Estate Manager and the Deputy Heads. Other members of Staff are called to the committee as and when their area of responsibility is to be discussed or there is a need for them to be present, these may include:

- Head of DT
- Head of Science
- Head of Art
- Director of Sport
- The Head Groundsman
- The Maintenance Manager
- The School Nurse
- The Catering Manager
- The Head of Drama
- The IT Manager
- The Head of Boarding
- The Activities Manager
- The Cleaning Manager

The role of the Committee is to:

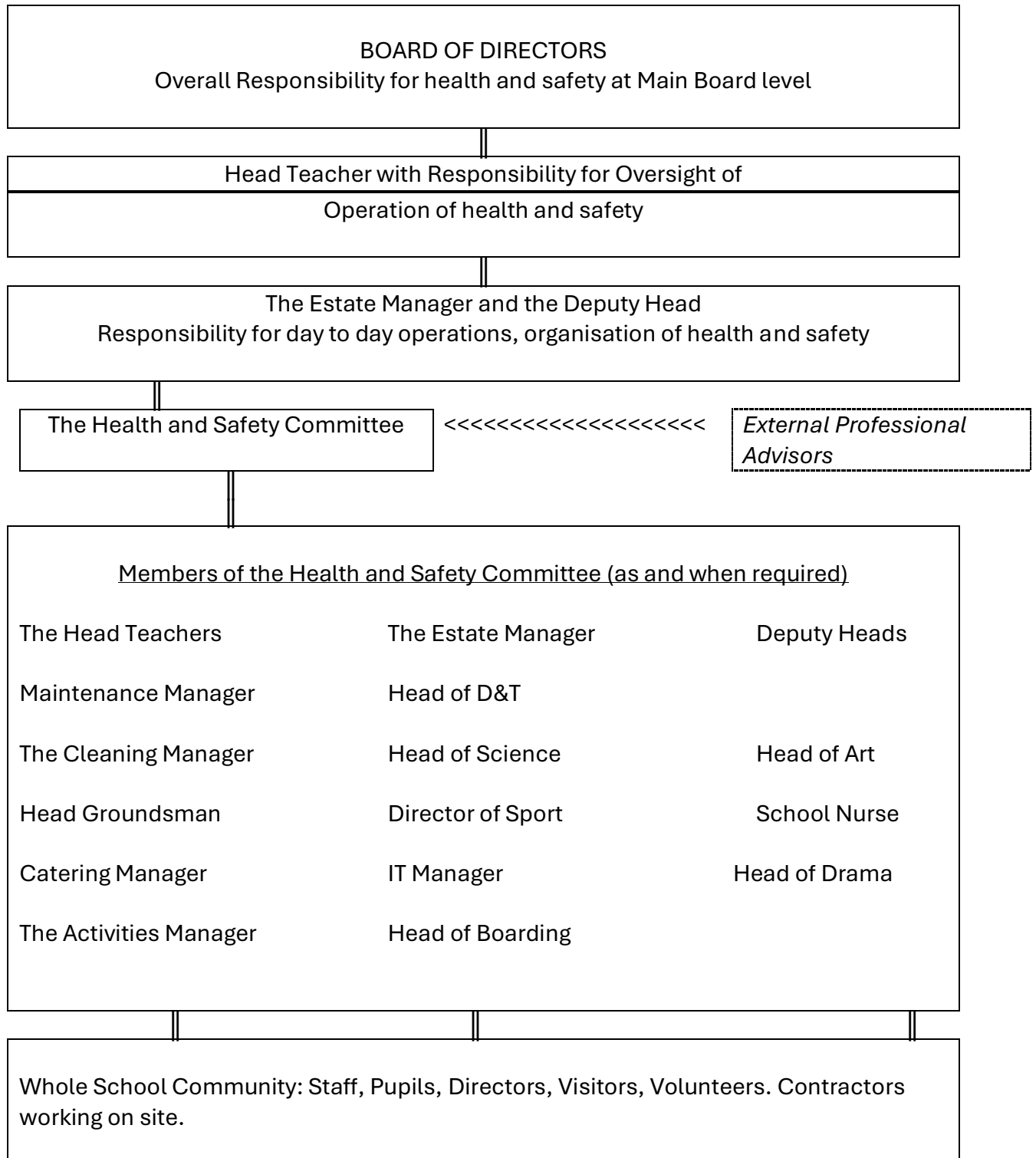
- Discuss matters concerning Health and Safety, changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review the Safety Policy guidance and update it.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

Signed

(SC)

Dated

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

The following areas/activities present an identified and significant risk in Highfield & Brookham School. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Director of Sport keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, fencing, karate, etc.
- Science: where the Head of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals.
- Design and Technology: where the Head of DT keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables.
- Art: where the Head of Art keeps risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables
- Drama: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismounting of scenery, props and staging.
- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed entry to the Maintenance and Grounds Departments: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products.
- The Swimming Pool, Swimming Pool Office and Swimming Pool Plant Room: COSHH assessments of chemicals and other products are kept in the plant room.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Building at Work
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Competent Advice
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Design and Technology
- Display Screen Equipment
- Educational visits
- Electrical Safety

- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Human Flu Pandemic
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection
- Manual handling
- Medical Questionnaire
- Occupational Health
- Pesticides: Use of
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessments: Guidance on
- Security, including workplace safety and lone working
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Swimming pool: Leisure use of
- Temporary staff and Contractors
- Working at Heights
- Vehicles and on-site movements

Signed

Head (SC)

Dated

KT Sept 2024
SE, SR, SC Sept 2025

Review Date: Sept 2025
Review Date: Sept 2026