



# **HEALTH AND SAFETY POLICY STATEMENT DOCUMENT**

Reviewed by: N Jones	Date: Sept'24	Next review: Sept'25
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### **1. Managing Directors Statement**

#### **GENERAL STATEMENT OF HEALTH AND SAFETY BY THE DIRECTORS OF ADCOTE SCHOOL**

The Directors of Adcote school fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, students, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, 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 Adcote school by *appointing* the Operations Manager 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 Head, however, as Directors, we have specified that that the school should adopt the following framework for managing health and safety:

- The Director overseeing health and safety, attends the termly meetings of the school's health and safety committee and receives copies of all the paperwork.
- A report on health and safety covering: statistics on accidents to students, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee/another Directors' sub-committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Directors 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 annually by qualified professionals.
- Their reports are considered by the Directors' 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 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 Operations Manager reports on all these aspects to the Senior Leadership Team (SLT) and Directors.
- The school has a fire risk assessment, carried out by a Competent Person which is updated every 3 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 should review this risk assessment every time it is amended and submit a report to the Directors and SLT

- 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 should be monitored by the SLT & Directors
- The school has a professional risk assessment for legionella, every 2 years and a quarterly 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 Science Technician, will be provided 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 students, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Operations Manager and other members of the SLT, 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 Operations Manager.

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 2 and 3 of this document.

## **2. Statement of Commitment**

The Board of Directors supported by the Advisory Board of Adcote School recognise and accept their responsibility as employers for providing a safe and healthy environment for teaching, non-teaching staff, students, contractors and school visitors, in accordance with the Health and Safety at Work etc Act 1974.

It is therefore the commitment of the Board of Directors and Advisory Board to continue to generate a positive approach to health and safety within Adcote. This will include:-

- Working to eliminate injuries and school related ill health to our students, employees and visitors.
- Establishing and maintaining a positive safe and healthy culture and working environment throughout the school.
- The provision of safe and healthy working conditions for all employees, ensuring that their work does not adversely affect the health and safety of other people.
- Providing and fostering good employer/employee consultation on all safety related matters, consulting with groups or individuals prior to the allocation of specific health and safety functions.
- Ensuring a commitment to the provision of sufficient information and training for Employees in respect of risks to health and safety.
- Providing expert advice as necessary to determine the risks to health and safety within the school, ensuring that the precautions required to control the risks are recognised and in place.

- Recognising the additional responsibilities and duties that are imposed in respect to other persons within the school environment. E.g. students and students, visitors and contractors. Ensuring that suitable and sufficient arrangements are in place to fulfil this obligation. In addition, making sure that all employees, including contractors and partners, are competent and adequately trained.

### **3. Health and Safety Organisation**

The organisation part of this health and safety policy sets out the structure and responsibilities for implementing health and safety within the school.

The following section will outline responsibility and duties at each level.

#### **Board of Directors**

The ultimate responsibility for health and safety rests with the Board of Directors. Hence the duty to comply with all statutory requirements will not be delegated and as such, will remain with the Board.

It is also the duty of the Board to establish and embed the necessary systems for health and safety within the management structure and define the levels of responsibility at which the functions described in the policy are to be carried out.

The Board supported by the Advisory Board will demonstrate ongoing commitment to health and safety matters. Other prime duties will involve:

- The monitoring of health and safety standards within the school.
- Prioritising actions where resources are required and ensuring that actions are taken and matters closed out within a reasonable timescale.
- Including health and safety on the agenda of monthly governor meetings.
- Ratifying, approving and ensuring timely reviews of the school's health and safety policy.
- Ensure the production and review of the annual health and safety report.

#### **Headteacher**

It is the responsibility of the Headteacher to ensure that day to day management of all health and safety matters within the school are in accordance with the health and safety policy. The Headteacher will show demonstrable ongoing commitment to health and safety within the school and will take a lead in all matters of health and safety communication, including the passing on of information received on health and safety to the appropriate people.

The Headteacher will chair the school's health and safety forum and will ensure that suitable resources are made available to meet the school's health and safety requirements.

Other duties of the Headteacher will include:-

- Liaising with Advisory board and the Environmental Agency on policy issues, advising of problems in implementation of the policy as required.
- Ensuring that regular inspections are carried out in accordance with this policy. Ensuring that actions are taken and matters closed within a reasonable timescale.
- Submitting health and safety inspection reports to the Advisory body.
- Identifying and coordinating ongoing staff training needs

#### **Operations Manager**

The Operations Manager will work closely with the Headteacher on all aspects of health and safety. From time to time, in the Headteacher's absence, the Operations Manager will be required to deputise for the Headteacher on health and safety matters.

The Operations Manager will show an ongoing commitment to health and safety within the school. Other duties will involve:-

- Day to day management of health and safety in accordance with the health and safety policy
- Carrying out regular inspections and making reports to the Headteacher, ensuring that appropriate action has been taken in a timely manner.
- Inspections will be logged utilising the weekly Inspection document on the school's shared drive: [Inspection sheet](#)
- Any issues requiring action will be noted on the school's maintenance log on the school's shared drive: [Maintenance Sheet](#)
- Arranging staff training
- Passing on health and safety information received to the appropriate people
- Acting on reports from both above and below in the hierarchy

### **Senior Leadership Team/ Heads of Departments**

The Heads of departments will work closely with the Headteacher on all aspects of health and safety. They will take the lead on health and safety matters within their areas of control as defined in appendix one.

The heads of departments will show an ongoing commitment to health and safety within the school. Other duties will involve:-

- Day to day management of health and safety in accordance with this policy
- Carrying out regular inspections and making reports to the Headteacher, ensuring that appropriate action has been taken in a timely manner
- Participating in the schools' health and safety forum
- Arranging staff training
- Passing on health and safety information received to the appropriate people
- Acting on reports from both above and below in the hierarchy

### **Teachers/Other Staff**

All employees are responsible for safeguarding themselves, other people and the environment in which they work. Main functions include:-

- Day to day management of health and safety in accordance with the health and safety policy
- Checking that classrooms or work areas are safe
- Checking equipment is safe prior to use
- Cooperate with supervisors and managers on health and safety matters
- Ensure that safe procedures are followed at all times and take reasonable care of their own health and safety
- Wearing protective equipment as required or when needed
- Participating in health and safety inspections or safety forums if requested
- Not interfere or misuse anything provided in the interest of health and safety
- Report all health and safety concerns to an appropriate person as detailed within this statement

Employees are encouraged to appoint or elect safety representatives, through which employees can raise health, safety and environmental concerns and provide a forum for discussion.

### **Health and Safety and Environmental specialists.**

The school will ensure that a competent person(s) is available to support the school and provide advice, assistance and guidance on health, safety and environmental issues.

### **4. Health and Safety Arrangements**

The health and safety arrangements are the working part of this policy that covers the specific measures for ensuring health and safety. They include for the effective planning, organisation, control, monitoring and review of the preventative and proactive measures.

Due to the extent of procedures that need to be in place for a diverse school operation such as Adcote, the procedures will be collated in one file system that will be held centrally within the Operations office and staff room.

This file will be known as the **Health and Safety procedures file** and access will be available during normal school working hours. Boarding staff will have access to the file out of normal operating hours.

### **5. Management of this policy**

#### **Training and Induction of Staff**

All schools will need to ensure that health and safety training forms part of the process of inducting new staff into their responsibilities. The training will need to be tailored to the requirements of the individual's role. For example, PE staff will need to be aware of a wider range of health and safety issues than teachers. Similarly, Catering, Cleaning and Maintenance staff require more training than office staff. Refresher training and updates will be needed at regular intervals. Teaching staff have an important role in inculcating safe behaviour in their students. Records of training need to be maintained (and regularly updated).

#### **Promulgation and Review**

All members of staff will need to have access to the school's health and safety handbook and risk assessments, either via the staff section of the web site or in paper form. This material will need to be reviewed and updated, once a year for EYFS providers and at least every three years for other schools. Safety notices on fire evacuation, storage of flammable and hazardous materials should be displayed in accordance with recommended practice.

#### **RELATED POLICIES THAT ARE REQUIRED OF SCHOOLS**

- [Catering and Food Hygiene Policy](#)
- [Fire safety, procedures and risk assessment policy](#)
- [Educational Visits](#)
- [Crisis Management and Communications](#)
- [Anti-Bullying Policy](#)
- [First aid Policy](#)
- [Special Education Needs \(SEN\) and Learning Difficulties](#)
- [Accessibility Policy](#)
- [Risk Assessments for Schools](#)

### **ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEAD**

The Directors of Adcote School have delegated day to day responsibility for organising health and safety and welfare to its Head. That role gives them the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts, the General Statement by the Managing Director, this description of the Organisation for health and safety and, lastly, detailed the Arrangements for Health and Safety.

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

The Head will delegate some of their duties to other members of staff; but ultimate responsibility for health and safety, on which they are answerable to the Directors, rests with them. The areas where their duties have been delegated are:

### **Safety and Security**

- Building security (including alarms, CCTV, locking external doors and windows) - the Operations Manager, who in turn can delegate the day to day management to the Site manager.
- Preventing unsupervised access by students to potentially dangerous areas, such as the science laboratories, the art room etc - The Operations Manager, working in cooperation with the Heads of Science and Art.
- Controlling lone working after hours.
- Ensuring that all visitors book in at Reception and wear visitors' badges - the School Secretary

### **Vehicles**

- Car parking on site and vehicles on site - the Operations Manager
- School Bus arrangements (including notifying parents of delays) - the Operations Manager
- Ensuring the school minibuses and other vehicles are properly maintained and roadworthy - the Operations Manager, Head driver and Transport Manager

### **Accidents**

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

### **Fire Prevention**

- Keeping fire routes and exits clear- the Operations Manager, who in turn has delegated day to day management to the Fire Marshalls.
- Electrical Safety Testing. All the buildings at Adcote School have current electrical installation certificates - the Operations Manager and the Maintenance Team
- Regular portable appliance testing - the Maintenance Team
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire - Fire Marshals and Fire Consultant
- Lightning protection is in place for all buildings.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers - The Operations Manager
- Landlord's gas safety certificates are held for all school domestic accommodation - The Operations Manager
- Ensuring that flammable rubbish and combustible materials are stored away from buildings - the Fire Marshals and the Maintenance Team
- Termly fire practices, combined with a programme of inducting new staff and students with emergency escape procedures. Also 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.

- Switching off all kitchen equipment at the end of service - the Catering Manager.
- Checking that all Scientific equipment is switched off at the end of the school day - the Head of Science.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends - the IT Teacher and technician
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers - The Head of Science, Head of Art and the Maintenance Team.

### **Water, Drainage etc**

The Operations Manager, together with the Maintenance Team are 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 (using external contractors).

### **Risk Assessments**

Ensuring that up to date risk assessments are maintained for:

- Fire - the Operations Manager/ Maintenance Team
- Legionella - the Operations Manager
- All rooms, corridors and exits- the Operations Manager/ Maintenance Team
- 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 Grounds team / Maintenance team
- Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- the Operations Manager/ Maintenance Team.
- Asbestos Register- the Operations Manager
- Reprographics machines and copiers - the School Secretary
- Ensuring that up to date risk assessments are maintained for teaching in the following areas:
  - Science (including COSHH and flammable materials) - Head of Science/ Science Technician
  - All outdoor games - Director of PE
  - Swimming at the local swimming pool - Director of PE
  - Athletics- Director of PE
  - Activities Coordinator - Director of PE
  - Duke of Edinburgh Award - Duke of Edinburgh Coordinator
  - Dance and gymnastics - Director of PE
  - Drama - Head of Theatre Studies/Drama Technician
  - Art (including COSHH and flammable materials) - Head of Art/Art Technician
  - Music - Head of Music
  - CCF - Major, Shrewsbury School CCF
  - All outdoor lessons -Academic Deputy Head
  - All visits and trips - Educational Trip Coordinator

### **Training**

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

- Minibus training - the Operations Manager, transport manager and/or Head driver
- Science-related health and safety training - the Head of Science
- Health and safety training for the Catering and Cleaning staff - the Catering Manager
- Briefing new students on emergency fire procedures - all pastoral staff.



- Briefing new staff on emergency fire procedures - the Operations Manager/ Fire Marshalls
- Inducting new staff in health and safety - the Pastoral Deputy Head and the Operations Manager
- Identifying specific health and safety training needs of staff - all Heads of Department and Line Managers or Supervisors.
- First aid training- Pastoral Deputy and the Operations Manager

### **External Advisors for Health and Safety**

At Adcote 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 periodically.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- All gym and fitness equipment 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 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 three times a year.
- Appropriate pest control measures to be in place.

The school has a professional fire risk assessment which is updated every 3 years, 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.
- 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 professional risk assessment for legionella, every 2 years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Operations Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. He/she is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- 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 of which are RCB 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
- 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.
- 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.

### **School Safety Coordinator**

The Operations Manager is the School's Safety Coordinator, and is responsible for advising the Head on any measures that may be needed in order to carry out maintenance work without risks to health and safety.

- He/she also co-ordinates the advice given by specialist safety advisors, and produces action plans.
- He/she has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Head.
- He/she is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

### **School Health and Safety Committee**

The School Health and Safety Committee meets once a term under the chairmanship of The Operations Manager. The Director, who is responsible for health and safety, attends these meetings whenever possible.

The other members of the Committee are:

- Pastoral Deputy Head
- Operations Manager, who also acts as Secretary
- Head of Science
- Head of Art
- Head of PE
- A representative of the Maintenance team
- The Catering Manager
- A Representative from the Boarding Staff

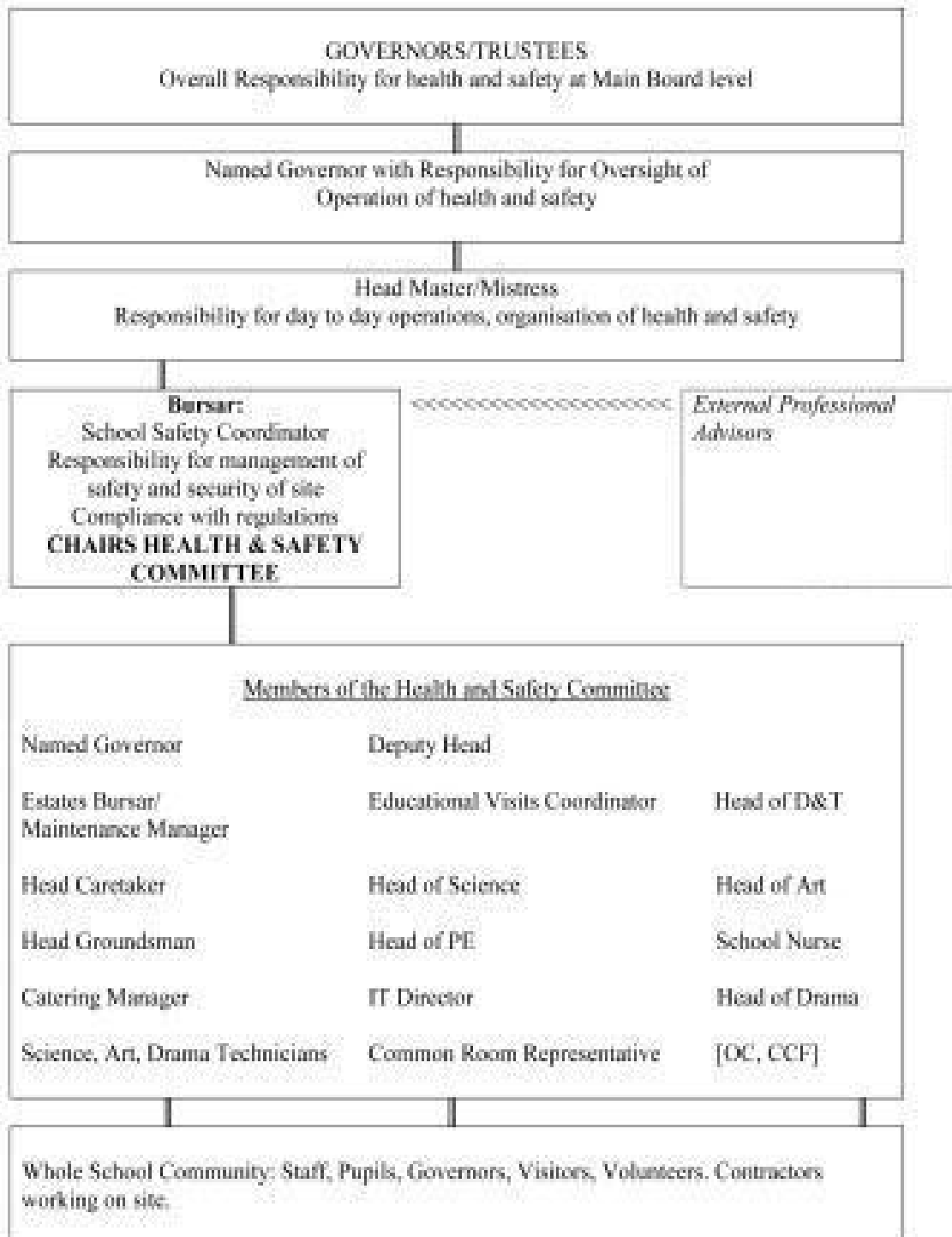
The role of the Committee is to:

- 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.

**ANNEX TO PART 2**

Where the diagram stipulates Bursar in Adcote this refers to Operations Manager.

**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**



### **PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

The following areas/activities present identified and significant risks in Adcote School. As a consequence, students are not allowed unsupervised access to:

- PE: where the Director of PE keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, [fencing, karate, riding etc]. Records of training and qualifications in life-guarding and other subject specific training are kept.
- CCF: where the Major, or his representative at Shrewsbury School, keeps risk assessment for all activities and for the secure use and storage of weapons and ammunition and these are seen by our CCF representative.
- 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. The Science Department keeps records of all subject-specific training by teachers and technicians.
- 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. Records of staff training are kept.
- Drama: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery , props and staging. Records of staff training are kept.
- 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.
- Students are not allowed entry to the Maintenance, Caretaking 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. Records of staff training are kept.

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
- Display Screen Equipment
- Educational visits, (the EVO maintains a dossier of risk assessments and visit reports)
- 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
- Minibus use
- 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
- Sun Protection (EYFS students)
- Swimming pool: Leisure use of
- Temporary staff and Contractors
- Work Experience for students
- Working at Heights
- Vehicles and on-site movements

## **6. Policy Review**

This document will be reviewed on at least an annual basis by the Headteacher and the Operations Manager and revised and reissued as necessary.