



## Health & Safety Policy – Whole School (including Prep and EYFS)

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| <b>Applies to:</b>                                      | Whole School   |
| <b>Author (s):</b>                                      | Director of Operations   |
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| <b>Committee (s) Responsible:</b>                       | H & S/Compliance and Risk (C & R) / Governors                              |
| <b>References (including legal and others eg ISBA).</b> | ISBA model policy<br>H & S At Work Act 1974                                |
| <b>ISI Reg:</b>   | 11 Part 3; 32(3)(d); NMS 9, 9.1, 2.7 & App A<br>EYFS 3                     |
| <b>Other related policies and documents:</b>            | WBS Major Incident Plan  |

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### 1. 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.

#### 1.1. Board of Governors (“The Board”)

The Board has overall collective responsibility for health and safety within the School. It has 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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. 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. The Board will hold the Head to account in respect of the requirements set out in this policy.

#### 1.2. Head of Woodbridge School (“The Head”)

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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 including an annual audit and will assist the Board in implementing changes in the Policy

which the Board have approved. The Head will be responsible for the implementation of a Major Incident Plan

### **1.3. Director of Operations**

The Director of Operations will have, delegated by the Head, the 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 and training
- The appointment of competent contractors

They will also act as the School Safety Coordinator, supported by the Head of Estates, whose duties will include:

- Advising the Head / Head of Estates / Heads of Department on maintenance requirements.
- Co-ordinating advice from specialist safety advisors and producing associated action plans.
- Co-ordinating and implementing training.
- Monitoring health and safety within the School and raising concerns with the Head.
- Chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

### **1.4. 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.

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

### **1.5. Head of Estates**

The Head of Estates will assist the Director of Operations 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 and management of contractors.

- Compliance with the Construction (Design and Management) Regulations, Risk Assessments and Method Statements (RAMS), Construction Phase Plan (CPP) etc
- Site traffic movements.
- Maintenance of School vehicles (in co-operation with Transport Manager)
- 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 estates maintenance activities.

## **1.6. External Health & Safety Advisors**

The Head of Estates 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.
- Gym and fitness equipment and design and 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. In addition, the Catering Manager coordinates the following in liaison with the Head of Estates:
  - Three hygiene and safety audits each year of food storage, meal preparation and food served. Two of these will be completed internally with one audit per year being completed by an independent external professional.
  - Professional extraction cleaning twice yearly.
  - Deep cleaning of all equipment, food preparation and storage areas every half term and at the end of term.
  - Appropriate pest control measures in place
  - Annual update of all food policies, risk assessments, HACCP and COSHH.
- The school has a suitable and sufficient fire risk assessment which is reviewed and updated annually, 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.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in line with water hygiene risk assessments
- The school maintains an asbestos register and the Head of Estates 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, also ensuring that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), the Head of Physics, is responsible for liaison with the radiation protection advisor of East Suffolk 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 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.
- 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 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.

## **2. School Health & Safety Committee**

The Committee will meet once a term and will be chaired by the Director of Operations. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Deputy Head Pastoral
- Head of Estates
- PA to the Director of Operations
- Heads of Department
- Deputy Head Prep School

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to the regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses and discuss preventative measures.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

## **3. The School Nurse**

The School Nurse will be responsible for:

- Reviewing accidents on the school reporting system and ensuring all accidents are correctly reported by the first responder in the first instance.
- Follow the adverse event flow chart on the Operations Hub when necessary, including supporting with incident investigation as required.

- Escorting pupils to hospital (and informing their parents).
- Liaising with the Cleaning Supervisor when a deep-clean of the medical centre is necessary.
- Checking that all first aid boxes and eye wash stations are in date and replenished.
- Ensuring all approved medicines are in date and securely stored.

#### **4. Staff**

The cooperation of all staff is essential to the success of the Policy. It is the responsibility of staff to immediately report any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Any such reports should be made to the Director of Operations via the Operations Hub or email.

Staff are also 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.

#### **5. Compliance and Monitoring arrangements**

This policy will be subject to a thorough review process including consideration at the Health and Safety Committee, Compliance and Risk Committee and ratification by the Governing Body on an annual basis. This will ensure that practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.

## 6. Appendix I

### Woodbridge School Health and Safety Statement

Woodbridge School, as part of the Seckford Foundation, will:

Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to Health and Safety issues, encouraging all those associated with Woodbridge School to identify and report hazards so that we can all contribute to creating and maintaining a safe working and learning environment.

Communicate and consult with our staff, governors and pupils on all issues affecting their Health and Safety and in so doing bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively and to ensure they are competent and confident in the work activities they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Maintain our premises, fixtures, fittings and associated resources to a standard that ensures that hazards and risks are effectively managed.

Ensure that responsibilities for Health and Safety are allocated and understood, and effectively implemented and monitored.

Retain access to competent advice and assistance, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

It is the duty of all of us:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of Health and Safety.

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|------------------------|---|
| Signed                 | Signed                                    |
| Ms Shona Norman – Head | Mr C Schlee – Chairman Board of Governors |
| Date:                  | Date:                                     |