

## Health And Safety Policy

### Part I: General

As governors of St. Edmund's School 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, 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. Edmund's School by appointing a governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

- The Resources Committee oversees health and safety issues and receives copies of all relevant paperwork.
- A report on health and safety covering: accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is reviewed termly by the Resources Committee meeting.
- Health and safety issues are tabled at each meeting of the Resources Committee.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by competent professionals.
- These reports (as per point above) are considered by the Resources 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 three times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Resources Committee.
- 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 whenever

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 Resources Committee.

- An external health and safety consultant reviews our fire safety arrangements and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Resources Committee.
- The school has a competent person undertake a risk assessment for legionella, reviewed annually and an annual 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 EYFS staff hold a current Paediatric First Aid Certificate and a Certificate for use of Epi Pens.

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 Headmaster, 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 database. 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.

Violence towards our staff will not be tolerated.

## **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.

### **I. 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. 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 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

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 Headmaster / Headmistress
- 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 - Head of PE
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Head of Music
- Design & Technology - Head of Design & Technology
- Outdoor lessons - Director of Studies
- Trips and visits - Educational Visits Officer
- EYFS – Head of EYFS (use of PPE, Hygiene control within Nursery, fire safety, safety of equipment and outdoor areas)

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

## **5. Estates Manager**

The Estates Manager will assist the Bursar 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)
- 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 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 to give advice on the external fabric of the school.
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department to be 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 arranges for:
  - 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 whenever 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. Nursery children and Staff have termly fire drills to meet EYFS requirements.
- 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, reviewed annually and an annual water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar 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. She is also

responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

## **7. School Health and Safety Committee**

The Health and Safety (Consultation with Employees) Regulations 1996 require schools to consult with members of staff who are not already covered by representatives appointed by recognised trade unions on health and safety matters. Consultation may be direct with individual employees or indirect through "Representatives of Employee Safety" ("RES").

Members of staff should be consulted in good time regarding:

- the introduction of any measure which may substantially affect their health and safety at work;
- arrangements for appointing a competent person to help the school comply with health and safety requirements;
- the information to be given to employees on the risks to their health and safety and the preventive and protective measure adopted by the school;
- the planning and organising of any health and safety training; and
- the health and safety consequences of the introduction of new technology.

The functions of RES are to make representations to the school on potential hazards, dangerous occurrences and general matters affecting health and safety and to represent the group of staff s/he has been elected to represent on all matters of health and safety.

RES should be provided with such information as is necessary for them to participate fully and effectively in the consultation process, have access to information contained in records kept under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR 2013") and receive training, time off and facilities to enable them to carry out their functions fully.

Consultation at St. Edmund's takes the form of regular health and safety committee meetings attended by RES and chaired by the Bursar.

The other members of the Committee will be:

- Head of D&T
- Head of Games
- Head of EYFS
- Head of Art
- Science Technician
- the Estates Manager
- the School Nurse
- Houseparent
- a representative from the Common Room

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.

## **8. The School Nurse**

The School Nurse will be responsible for:

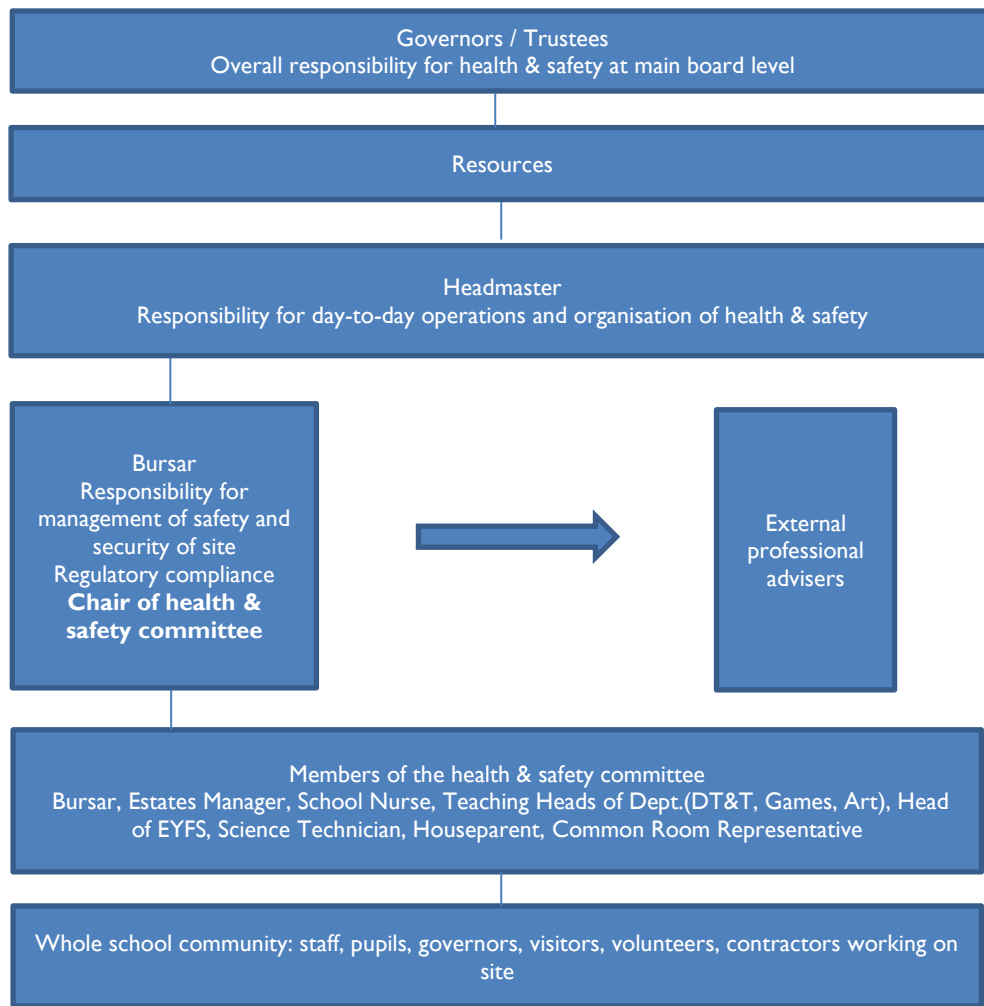
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

## **9. Staff**

The co-operation 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
- complete risk assessments for all trips and activities
- 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.

## Diagram Showing The Organisation For Health & Safety



## **Part 3: Procedures**

### **Damage, Defect and Potential Hazard Reporting**

Potential hazards, defects and damage in buildings, in the grounds or to equipment must be reported immediately by adding an issue on the 'Every' Maintenance System. Examples of defects are: electric fuses tripping; damp patches appearing on a ceiling or wall; cracks in toilet cisterns; tiles falling off a roof; loose floor blocks or paving stones; poor water quality; dangerous trees; leaks; worn or damaged flex on electrical equipment; etc.

### **Accident or Incident Reporting**

- The "Accident or Incident Report" form should be completed on Engage for all accidents, however minor, and including near misses.
- If no one was involved in the incident, use the online Repairs/Maintenance Report as above.
- The "Accident or Incident Report" form is usually completed by Surgery for the majority of pupils / staff. In the event of an incident occurring in Nursery or Reception then paper carbon copy reports may be used which the parent / carer will be asked to sign.
- The Headmaster and Bursar are copied into serious incidents or any incidents where there is a health and safety concern.
- If necessary, the Deputy Head, relevant department head or Estates Manager will also be copied in to enable to ensure corrective action is taken where appropriate to prevent a recurrence.
- The Bursar or Nursing Sister will notify the appropriate authorities when necessary.
- The spreadsheet incident summary should be reviewed termly, by the Health & Safety Committee, to ensure that all necessary actions have been taken.

### **Additional H&S considerations relative to EYFS department**

- Sufficient staff: child ratios are adhered to in order to ensure children's safety and well-being. These ratios are 1:4 for children under 3yrs and 1:8 for children over 3yrs. Children are always within sight and/or hearing of adults.
- Higher staff ratio is applied if the children are taken off site.
- Regular headcounts are taken of EYFS children throughout the day as children move around to different rooms and areas of the school.
- Additional hygiene and safety controls apply to the nursery relating to cleaning, infection control and Safety of equipment. Please see EYFS Health and Hygiene policy and procedures for further detail.
- Daily assessment of outdoor play areas is in place, checking for hazards before the children use the area.
- Ongoing security measures are in place for the nursery. These include secure gates, secure locks on external doors, procedures for secure collection of children, emergency procedures and lost child procedures.
- Fire drills are carried out every term with nursery children.

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