



# Health and Safety Policy

**Bancroft's**  
Independent Co-educational Day School 7–18

# Health and Safety Policy

## Part 1: General Statement

As governors of Bancroft'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.

In order to facilitate the discharge of our responsibilities as governors of Bancroft's School we appoint 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 Head. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

*The School has a Welfare, Health & Safety Committee, attended by the governor overseeing health and safety, which meets termly and reviews health & safety issues, including statistics on accidents to pupils, staff and visitors, staff training and fire drills.*

A health and safety report is given at each term's Estates Committee meeting, including tabling the minutes of the Welfare, Health & Safety committee. An up to date list of compliance/safety/environmental checks is also tabled at the meeting. The minutes of the Welfare, Health and Safety Committee are also tabled at the termly meeting of the Education Committee.

Welfare, Health & Safety is a standing item on the agenda of the full Governing Body's termly meetings, and the minutes of the Welfare, Health & Safety Committee and of the Estate Committee's discussions on health and safety are tabled at each meeting of the full Governing Board together with any other health and safety issues that the committee chair 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 regularly by competent professionals.

These reports (as per point above) are considered by the Estates 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, the results of which he reports to the Estates Committee.

The school has a fire risk assessment, carried out by a competent person which is reviewed every year for progress on completion of items in the action plan, and updated every year, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Welfare, Health & Safety Committee will review this risk assessment every time it is amended and submit a report to the Estates Committee.

An external consultant reviews the arrangements for fire safety and reports on actions required with recommended timescales. The progress of implementation is monitored by the Estates Committee.

The school has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime is in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety and training in issues 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 minibuss 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 pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, 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 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 part two of this document.

Signed (.....) Chair of Governors, for and on behalf of the Board

Date (.....)

## 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.

### 1. 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. This will include ensuring the provision of sufficient training opportunities for 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.

### 2. 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 ensure that the Bursar reports to the Board on health and safety performance including the termly audit at the Estates Committee 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 Disaster Recovery Plan

### 3. BURSAR

The Bursar 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
- School preparedness and processes for dealing with pandemics
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training relating to this policy
- The appointment of competent contractors

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

- advising the Head 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;
- compliance with the Construction (Design and Management ) Regulations;
- chairing the School Welfare, Health and Safety Committee (WHSC).

- Investigating accidents and incidents and recording the same.

#### **4. HEAD OF PREP SCHOOL**

The head of the prep school 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

#### **5. 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 – Co Heads of Games
- 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
- Ammunition and firearms – Combined Cadet Force SSI

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

#### **6. ESTATES DEPARTMENT MAINTENANCE MANAGER / LOGISTICS & PORTERAGE MANAGER / HEAD GROUNDSMAN / CATERING MANAGER / CLEANING MANAGER**

The Maintenance Manager supported by the Maintenance Engineer / Logistics & Portage Manager / Head Groundsman / Catering Manager / Cleaning Manager will assist the Bursar with the implementation of the following:

- Building security.
- Catering and cleaning functions
- 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.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including but not limited to fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including but not limited to drains, gutters, paths, steps etc.
- Control of hazardous substances for grounds maintenance activities.

#### **7. EXTERNAL HEALTH AND SAFETY ADVISORS**

The Maintenance Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- An Architectural Practice is retained to give advice on the internal and external fabric of the school.
- Engineers who 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 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 arranges for:
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas four 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 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, carried out every two 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. They are also responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), Head of Science is responsible for liaison with the radiation protection advisor contracted from One Source (High Street, Romford) 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.

## **8. SCHOOL WELFARE, HEALTH AND SAFETY COMMITTEE**

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

- The Head
- The Prep School Head
- PA to the Bursar, who acts as secretary
- head of D&T
- head of science
- head of art
- head of HR
- co heads of Games
- the EVC
- SSI of the Combined Cadet Force
- the head groundsman

- the maintenance manager
- the logistics & portorage manager
- the school nurse
- the catering manager
- the head of drama
- the head technicians from: science, art, drama and DT
- the IT director
- a representative from the common room
- a representative for the administration building

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.

## 9. THE SCHOOL NURSE

The School Nurse will be responsible for:

- Maintaining records of accidents and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing termly summary reports for the School Welfare, Health and Safety Committee + the Governors Estates Committee
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.
- Checking and maintaining the school defibrillators

## 10. 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 (pupils, volunteers, visitors and contractors). Pupils must follow safety procedures in all school activities especially in science laboratories and sporting activities for their own safety and that of their peers;
- 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.

## DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

