



## MANAGEMENT OF HEALTH AND SAFETY IN SCHOOLS POLICY

### **1. GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS**

As Governors of the City of London School for Girls, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, students, parents and visitors. On behalf of the City of London Corporation 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 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 by appointing Mrs Mary Robey as Governor with responsibility for overseeing Health and Safety for the time being.

Day to day responsibility for the operation of health and safety at the school is vested with the Bursar reporting to the Headmistress. He has overall responsibility for monitoring health and safety within the school and for reporting any serious breaches to me through the Headmistress. With the City Surveyor, he is responsible for ensuring compliance with Construction, Design and Management Regulations and for safe conditions of work for all at the school. As Governors, we have specified that the school should adopt the following framework for managing health and safety:

- 1.1 That the Governor overseeing health and safety, attends the termly meetings of the school's Health and Safety Committee whenever possible and receives copies of relevant paperwork.
- 1.2 That full compliance is accorded to the City of London Corporation's Health and Safety Policy (Version 3 of August 2009) including the requirement for safety assurance inspections.
- 1.3 That a report on health and safety covering: statistics on accidents to students, staff and visitors; staff training; fire practices and all new or revised related policies and procedures is tabled at each term's Governors' meeting.
- 1.4 That the minutes of the Health and Safety Committee's termly meeting are provided at each meeting of the full Board of Governors, together with any other issues on health and safety that the Bursar as Chairman of the Health and Safety Committee considers need to be brought to the Board's attention.

- 1.5** That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals and that their recommendations and cyclical planning form the basis of the school's routine maintenance programmes.
- 1.6** That 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. 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 Health and Safety Committee.
- 1.7** That the school has a fire risk assessment, carried out by an external risk assessment consultant, and that this is updated every three years or more frequently if significant changes are made to the interior of buildings or on significant change of usage. The Health and Safety Committee should review this risk assessment every time it is amended.
- 1.8** That safety assurance inspection reports showing action required and timescales should be monitored by the Health and Safety Committee.
- 1.9** That a professional risk assessment for legionella is carried out every two years and a monthly water temperature testing regime is in place.
- 1.10** 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 where appropriate. Health and safety training that is related to an individual member of staff's functions, such as a science technician, will be provided in addition to the "standard" induction training. An adequate number of staff, teaching and support will be trained and qualified in first aid.

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 Headmistress, the Bursar and other members of the Senior Management Team in order to enable the Governors to comply with health and safety requirements. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or the Premises Manager using the online Premises Support Request.

All employees are briefed on the availability of this statement on the school's Portal and Shared Area. 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. This policy will be displayed on the school's website.

Signed: ..... Sir Michael Snyder  
Chairman Board of Governors

Date: October 2013

## **2. ORGANISATION FOR HEALTH & SAFETY**

I have the delegated responsibility for ensuring compliance with the school's Health and Safety Policy. I have delegated day to day responsibility for organising health and safety to the Bursar. This policy document consists of three parts: the General Statement by the Chairman of Governors, this description of the organisation for health and safety and, lastly, the detailed arrangements for health and safety.

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

Delegated duties include:

### **2.1 Safety and Security**

- 2.1.1** Building security (including alarms, CCTV, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Premises Manager.
- 2.1.2** Preventing unsupervised access by students to potentially dangerous areas, such as the swimming pool, the science laboratories and the design technology rooms – Heads of PE, Biology and DT working in cooperation with the Premises Manager.
- 2.1.3** Controlling lone working after hours – Deputy Head and Premises Manager.
- 2.1.4** Ensuring that all visitors book in at Reception and wear visitors' badges – Premises Manager.

### **2.2 Vehicles**

- 2.2.1** Control of Loading Bay and Andrewes House car parking spaces – Premises Manager.

### **2.3 Accidents**

- 2.3.1** Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive – School Nurse, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- 2.3.2** Escorting students or arranging for students to be escorted to hospital and informing their parents of the circumstances – School Nurse.
- 2.3.3** Checking that all first aid boxes and eye washes are kept replenished - School Nurse.

### **2.4 Fire Prevention**

- 2.4.1** Keeping fire routes and exits clear - Bursar, who in turn has delegated day to day management to the Premises Manager.
- 2.4.2** Electrical Safety Testing – City Surveyor who will provide the school with a copy of current electrical installation certificates.

- 2.4.3 Regular portable appliance testing – City Surveyor.
- 2.4.4 Testing all fire alarms weekly and recording results – Premises Manager.
- 2.4.5 Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons – City Surveyor.
- 2.4.6 All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- 2.4.7 Ensuring that flammable rubbish and combustible materials are stored away from buildings – Premises Manager.
- 2.4.8 Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshals help to ensure that the school can be safely evacuated in the event of a fire.
- 2.4.9 Switching off all kitchen equipment at the end of service – Catering Manager.
- 2.4.10 Checking that all Scientific and DT equipment is switched off at the end of the school day – Heads of Biology and DT.
- 2.4.11 Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – Director ICT.
- 2.4.12 Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers – Heads of Biology, Art and DT and Premises Manager.

## 2.5 Water, Drainage etc

The City Surveyor, together with the Premises Manager, is responsible for:

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

## 2.6 Risk Assessments

Responsibility for the maintenance of up-to-date risk assessments:

- 2.6.1 Fire – Bursar (external fire risk consultant used)
- 2.6.2 Legionella – City Surveyor/Premises Manager
- 2.6.3 All rooms, corridors and exits - Premises Manager
- 2.6.4 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 – Catering Manager
- 2.6.5 Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - Premises Manager
- 2.6.6 Asbestos Register - City Surveyor
- 2.6.7 Reprographics machines and copiers – Media Resources Technician

Responsibility for the maintenance of up-to-date risk assessments for teaching in the following areas:

- 2.6.8** Science (including COSHH and flammable materials) – Head of Biology
- 2.6.9** All outdoor and indoor games and activities – Head of PE
- 2.6.10** Swimming – Head of PE
- 2.6.11** Fencing – Head of PE
- 2.6.12** Duke of Edinburgh Award - Duke of Edinburgh Coordinator
- 2.6.13** Dance and gymnastics – Head of PE
- 2.6.14** Drama – Head of Drama
- 2.6.15** Art (including COSHH and flammable materials) – Head of Art
- 2.6.16** Music – Director of Music
- 2.6.17** Design Technology (including COSHH and flammable materials) – Head of DT
- 2.6.18** All visits and trips – Visit/trip organiser

## **2.7 Training**

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

- 2.7.1** Science-related health and safety training – Head of Biology
- 2.7.2** Design Technology related training – Head of DT
- 2.7.3** Health and safety training for catering and cleaning staff – Catering and Cleaning contractors
- 2.7.4** Briefing new students on emergency fire procedures – pastoral staff
- 2.7.5** Briefing new staff on emergency fire procedures – line managers in induction process
- 2.7.6** Inducting new staff in health and safety – line managers in induction process
- 2.7.7** Identifying specific health and safety training needs of staff – Heads of Department and Line Managers or Supervisors.
- 2.7.8** First aid training- School Nurse

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

The City Surveyor's Department, including the City Corporation's Health & Safety Manager and Fire Safety Adviser, and external consultants provide advice on matters of health and safety as required:

- 2.8** The City Surveyor gives advice on the external fabric of the school.
- 2.9** The City Surveyor monitors and services the school's plant, equipment and lifts as required.
- 2.10** All gym and fitness equipment and machinery used in design technology is serviced annually as arranged by the Premises Manager.
- 2.11** Adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer. In addition, the catering contractor arranges for:
  - 2.11.1** 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.

- 2.11.2 An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- 2.11.3 Professional advice from a dietician on healthier food, menu planning and special diets as needed.
- 2.11.4 The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc once a year.
- 2.11.5 Appropriate pest control measures to be in place.
- 2.11.6 The school has a professional fire risk assessment which is updated every 3 years.
- 2.11.7 In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested quarterly by a qualified contractor.
- 2.11.8 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.
- 2.11.9 The City Surveyor arranges for a professional risk assessment for legionella every 2 years and a monthly water temperature testing regime.
- 2.11.10 The City Surveyor maintains an asbestos register and 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.
- 2.11.11 The Radiation Protection Supervisor (RPS) is the Head of Physics. He is responsible for ensuring compliance with the Radioactive Substances Act 1993.
- 2.11.12 NICEIC qualified Electrical Engineers inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations. Current electrical test certificates are held for all areas of the school.
- 2.11.13 All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- 2.11.14 All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- 2.11.15 A qualified CDM Coordinator is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2007 whenever major work is undertaken.

### **Health & Safety Co-ordinator**

The Premises Manager is the school's Health and Safety Co-ordinator. In this capacity he is responsible for the submission of the Annual Certificate of Assurance and termly safety assurance inspections, the results of which are to be reported to the Health and Safety Committee. The Health and Safety Coordinator is assisted in these inspections by the Governors' representative, the Director of Studies, the Head of the Preparatory Department, the Maintenance Assistant, an IT representative and the City Surveyor's representative.

**Health and Safety Committee**

I have set up a school Health and Safety Committee which meets once a term under the chairmanship of the Bursar. The Governor who is responsible for health and safety attends these meetings whenever possible. The members of the Committee are:

- 2.12** Deputy Head
- 2.13** Director of Studies
- 2.14** Premises Manager
- 2.15** Director ICT
- 2.16** Head of Preparatory Department
- 2.17** Head of Biology or Science Administrator
- 2.18** Head of PE or representative
- 2.19** Head of DT or DT Technician
- 2.18** Head of Art or Art Technician
- 2.19** Head of Drama or Drama Technician
- 2.20** Director of Music or Music Administrator
- 2.21** Special Educational Needs Coordinator
- 2.22** School Nurse
- 2.23** Staff Room Chairman or representative
- 2.24** Building Surveyor, City Surveyor's Department (Co-opted)

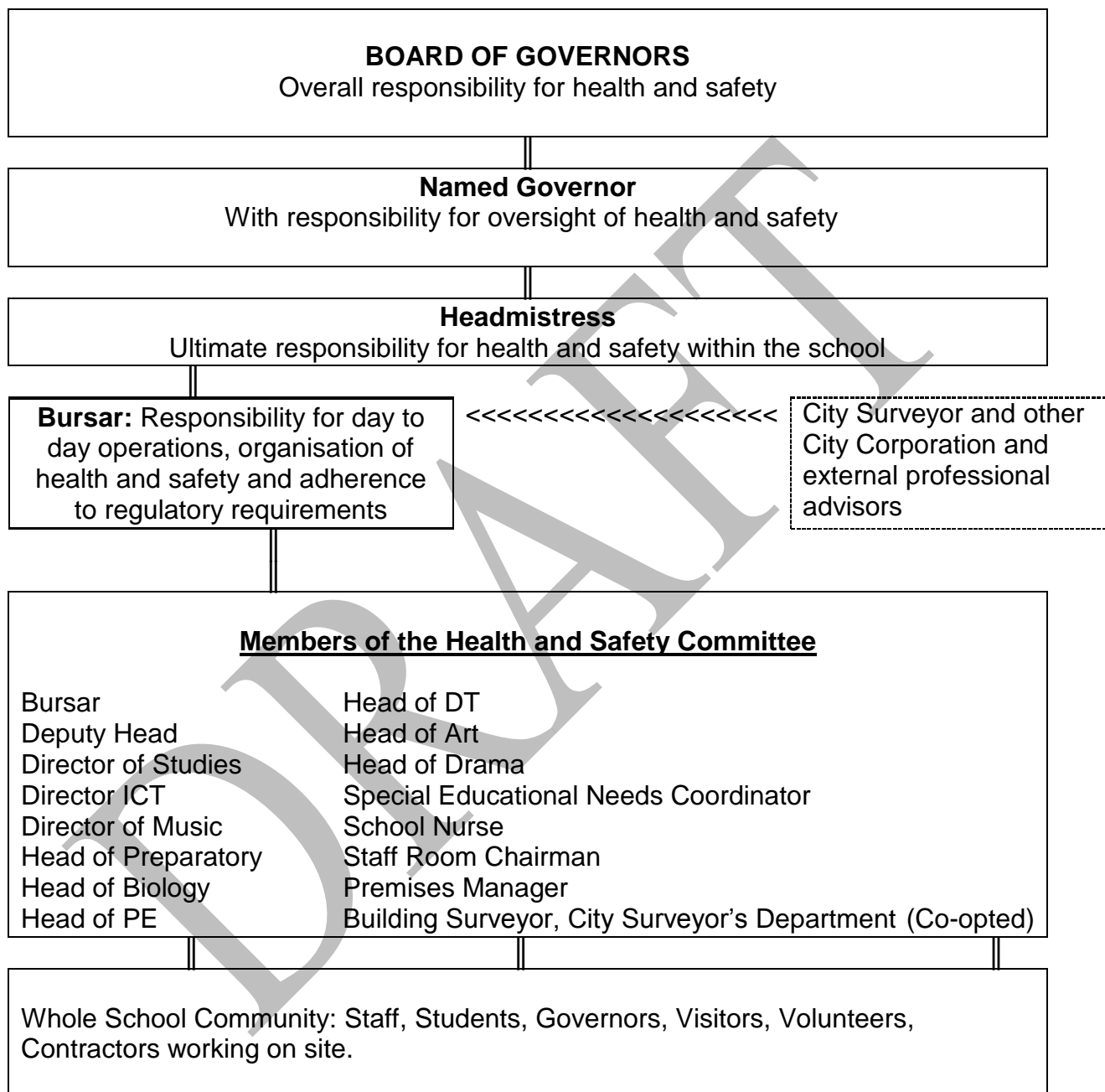
The role of the Committee is to:

- 2.25** Discuss matters concerning health and safety including changes in regulations.
- 2.26** Monitor the effectiveness of health and safety within the school.
- 2.27** Review accidents and near misses and discuss preventative measures.
- 2.28** Review and update risk assessments.
- 2.29** Review safety assurance inspection reports.
- 2.30** Discuss training requirements.
- 2.31** Monitor the implementation of professional advice.
- 2.32** Assist in the development of safety rules and safe systems of work.
- 2.33** Monitor communication and publicity relating to health and safety in the workplace.
- 2.34** Encourage suggestions and reporting of defects by all members of staff.

Signed: ..... Diana Vernon  
Headmistress

Date: October 2013

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



**3. SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

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



- 3.1** PE: where the Head of PE keeps risk assessments for: all outdoor and indoor games, swimming, gymnastics, dance and fencing. Records of training and qualifications in life-guarding and other subject specific training are kept.
- 3.2** Science: where the Heads of Science subjects keep 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. Science HODs keep records of all subject-specific training by teachers and technicians.
- 3.3** Design Technology: where the Head of DT keeps risk and COSHH assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- 3.4** Art: where the Head of Art keeps risk and COSHH assessments. Records of staff training are kept.
- 3.5** 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.
- 3.6** Kitchen Area: 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.
- 3.7** Students are not allowed entry to the Premises Manager's area on G Floor or the Loading Bay.

City Corporation and whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- 3.8** Accessibility Policy
- 3.9** Accident Reporting (RIDDOR)
- 3.10** Anti-Bullying Policy
- 3.11** Asbestos
- 3.12** Building at Work
- 3.13** Catering and Food Hygiene Policy
- 3.14** Code of Conduct for Staff
- 3.15** Competent Advice
- 3.16** Contingency Plan for Crisis Management
- 3.17** Control of access, security and use of CCTV
- 3.18** Control of Substances Harmful to Health (COSHH)
- 3.19** Design Technology
- 3.20** Display Screen Equipment
- 3.21** Educational visits
- 3.22** Electrical Safety
- 3.23** E-Safety
- 3.24** Fire safety, procedures and risk assessment
- 3.25** First Aid
- 3.26** Gas Safety
- 3.27** Health and Safety Notices
- 3.28** Induction of new staff
- 3.29** Influenza Pandemic Contingency Plan

- 3.30** Legionella
- 3.31** Letting and Hiring
- 3.32** Lightning Protection
- 3.33** Manual handling
- 3.34** Medical Questionnaire
- 3.35** Occupational Health
- 3.36** Pesticides
- 3.37** Portable Appliance Testing (PAT)
- 3.38** Pupil Supervision
- 3.39** Risk Assessments: Guidance on
- 3.40** Security, including workplace safety and lone working
- 3.41** Slips and Trips
- 3.42** Special Education Needs (SEN) and Learning Difficulties
- 3.43** Swimming pool: Leisure use of
- 3.44** Temporary staff and Contractors
- 3.45** Vehicles and on-site movements
- 3.46** Work Experience for Students
- 3.47** Working at Heights

Signed: ..... Ned Yorke Bursar

Date: October 2013

**References:**

- A. Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117).
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- D. Health and Safety and Welfare at Work, Chapter N of the Bursars' Guide by Pinsent Masons LLP of 2009.
- E. Health and Safety: Responsibilities and Powers" DCSF Guidance of 2001.
- F. Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences, HSE Leaflet of 2003.
- G. Leading Health and Safety at Work, a joint IOD/HSE Guidance Document.
- H. Health & Safety Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163).
- I. CLSG Accessibility Plan (26<sup>th</sup> Feb 2010).
- J. CLSG Anti-Bullying Policy (18<sup>th</sup> Jun 2010).
- K. CLSG Drugs & Substance Abuse Policy (29<sup>th</sup> Feb 2008).
- L. CLSG Educational Visits Policy (1<sup>st</sup> Dec 2008).
- M. CLSG First Aid Policy (17<sup>th</sup> Oct 2008).
- N. CLSG Special Educational Needs Policy (17<sup>th</sup> Oct 2008).
- O. CLSG School Nurse Guidelines.
- P. City of London Health and Safety Policy August 2009