

HEALTH AND SAFETY POLICY

This policy applies to both the Junior and Senior Schools.

This policy has been written with regard to DfE guidance *Health & Safety Advice on Legal Duties and Powers for local authorities, school leaders, school staff and governing bodies (2014)*

Part 1: General Statement of Health and Safety by the Governors

The Governors of Alleyn's School fully recognise their collective responsibility for providing a safe and healthy school for its employees, pupils, parents and visitors. In the Governors' role as employer, they attach the highest priority to ensuring that all operations with 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 the school so that effective learning can take place.

The Governors fulfil their responsibility by appointing Mr Jon Lilly 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, but the Governors have specified that the school should adopt the following framework for managing health and safety:

- That Jon Lilly attend the termly meetings of the school's Health and Safety Committee and receive copies of all the paperwork.
- That the minutes of the Committee's discussions on health and safety are provided to each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairman (usually the Bursar) wishes to bring to the Board's attention.
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That their reports are considered by the school Estates and Premises Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to an external inspection by the Environmental Health Officer. In addition the Catering Manager arranges for an independent hygiene and safety audit of storage, preparation and serving areas three times a year, together with external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Estates and Premises Committee.
- That the school has a fire risk assessment, carried out by a competent person which is updated at least every two years, more frequently if significant changes are made to the interior of the buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and report to the Board of Governors.
- That 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 Estates and Premises Committee.
- That the school has a professional risk assessment for legionella every year and a quarterly water sampling and testing regime in place.
- That the entire School site at Townley Road, the grounds at Burbage Road and all School buildings are designated as a no smoking area.
- That the school has a 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

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appropriate. Health and safety training that is related to an individual member of staff's functions (e.g. 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 members of the support 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 Headmaster, the Bursar and other members of the SMT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

All employees are informed about where copies of this statement can be obtained on the School Hub. 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.

Signed:
Governor

Date:

Part 2: Organisation for Health and Safety - Statement by the Headmaster

Iain Barbour, the Chairman of Governors of Alleyn's School, has delegated day-to-day responsibility for organising health and safety to me, its Headmaster. That role gives me responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts: the General Statement by the Governors, this description of the Organisation for health and safety, and, lastly, Detailed Arrangements for Health and Safety.

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

I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which I am answerable to the Chairman of Governors, rests with me. Through all-teaching staff meetings, I invite comments or contributions concerning health and safety. The areas where my duties have been delegated are:

Safety and Security

- 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;
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the Design Technology and Food & Nutrition rooms etc. – the Estates Bursar, working in co-operation with the Heads of department;
- Controlling lone working after hours – the Bursar, working in cooperation with Heads of Department. Ensuring that all visitors book in at the Lodge (for Senior School) or the Hillsborough Road Lodge (Junior School) and wear visitors' badges – the Premises Manager;
- A Supervision Policy is in operation for EYFS and Junior School children (see Junior School Hub) – the Deputy Head, Junior School.

Vehicles

- Car parking on site and vehicles on site – the Bursar/Premises Manager;
- School coach service arrangements (including notifying parents of delays) – the Senior Deputy Head;
- Ensuring the school minibuses (and other vehicles) are properly maintained and roadworthy – the Estates Bursar.

Accidents

- Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive – the School Nurses and Bursar;
- Assessing whether an accident is notifiable according to the requirements of RIDDOR 2013 – the School Nurses and Bursar;
- Keeping statistics of accidents and preparing summary reports for the Health and Safety Committee – the Bursar's PA;
- Escorting pupils to hospital (and informing their parents) – the School Nurses;
- Checking that all first aid boxes and eye washes are kept replenished – the School Nurses.

Fire Prevention

- Keeping fire routes and exits clear – the Estates Bursar;
- Electrical Safety Testing. All the buildings at Alleyn's school have current electrical installation certificates – the Bursar and the Estates Bursar;
- Regular portable appliance testing. Carried out annually each summer by external supplier – the Estates Bursar;
- Testing fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers (and panic buttons) – the Estates Bursar;
- Lightning protection is in place for all buildings – the Estates Bursar;
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers – the Estates Bursar;
- Landlord's gas safety certificates are held for all school domestic accommodation – the Estates Bursar;
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Premises Manager;
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building to help ensure that the school can be safely evacuated in the event of a fire – the Bursar and the Senior Deputy Head;
- Switching off all kitchen equipment at the end of service – the Catering Manager and the Head of Food & Nutrition;
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT;
- Setting computers, projectors, printers, electronic whiteboards and interactive screens to switch off automatically every evening and during the holidays and weekends – the Information Systems Manager;
- Ensuring that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers – the Heads of Science, Art and DT, the Maintenance Engineer, Head Groundsman;
- Storing weapons and ammunition used by the CCF in a securely locked, fire resistant store that is within a permanently locked room – the SSI.

Other Health and Safety Emergencies

Other emergencies carry a collective responsibility for action and communication by the individual(s) first aware of the problem:

- In the event of other emergency (e.g. gas leak, electrical danger, Science accident) the fire evacuation procedure is followed – see separate Fire Procedures on the School Hub;
- In the event of dangerous intrusion onto the School site, the 'Get In, Stay Put' alarm is sounded – see separate Get In, Stay Put procedure on School Hub.

Water, Drainage etc.

The Estates Bursar and the Maintenance Engineer 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.

Risk Assessments

Ensuring that up to date risk assessments are maintained for:

Area	Responsibility of
Fire	Estates Bursar
Legionella	Estates Bursar
Whole School (external and internal)	Assistant Bursar
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
Grounds maintenance (including use of pesticides and COSHH and flammable materials)	Estates Bursar/Maintenance Engineer
Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)	Estates Bursar
Asbestos Register	Estates Bursar
Reprographics machines and copiers	Reprographics Technician

Ensuring that up to date risk assessments are maintained for teaching in the following areas:

Area	Responsibility of
Science (including COSHH and flammable materials)	Director of Science/Heads of Science Departments
All outdoor games	Director of Sport
Swimming	Director of Sport / Pool manager
Athletics	Director of Sport
Fencing	Director of Sport
Riding	Director of Sport
Duke of Edinburgh Award	Duke of Edinburgh Co-ordinator
Dance	Head of Dance
Gymnastics	Director of Sport
Drama	Director of Drama/Theatre Technical Manager
DT (including COSHH and flammable materials)	Head of DT/DT technician
Art	Head of Art
Food & Nutrition	Head of F&N/F&N Technician
CCF	SSI
All outdoor lessons	Academic Deputy Head
All visits and trips	Assistant Head (Co-curricular and Partnerships) who is the School Educational Visits Co-ordinator (EVC)
Junior School premises	Head of the Junior School
Junior School visits and trips	Junior School EVC

Further detail concerning risk assessment practice and training is contained within the separate Risk Assessment Policy, available on the School Hub. A risk assessment template can be found in Appendix A.

Training

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All new staff receive general H&S awareness training soon after they join the School. This is carried out by the Bursar for Support Staff as they join, and for teaching staff as part of their formal induction process. Fire evacuation training is provided to new staff as soon as they join.

Violence towards staff is recognised as a potential risk; guidance as to how to respond to a potentially violent situation is provided to new staff at their Safeguarding induction. The risk is mitigated by the presence of formal codes of conduct for both pupils and staff, reinforced by consistent messages about thoughtfulness, kindness and respect, a complete pastoral structure and ultimately supported by disciplinary and grievance policies.

More specific training, as required by role, is referred to below. Responsibility for organising (and maintaining records of training) is as follows:

Training	Responsibility of
Minibus (MiDAS) training	SSI & Estates Bursar
Science related health and safety training	Director of Science
Food & Nutrition related training	Head of F&N
Design and Technology related training	Head of DT
Health and safety training for the Catering and Cleaning staff	Catering Manager / Premises Manager
Briefing new pupils on emergency fire procedures	all pastoral staff / Form tutors
Briefing new staff on emergency fire procedures	Senior Deputy Head / Bursar / Junior School Deputy Head
Manual Handling, Working at Height, Slips and Trips	Estates Bursar / H&S Manager
Identifying specific health and safety training needs of staff	all Heads of Department and Line Managers or Supervisors
Fire Marshall Training	Assistant Bursar
Lifeguard training	Pool manager
First aid training	School Nurses, H&S Manager
Risk Assessment Training	All HoDs, Bursar, Estates Bursar

Training is renewed at appropriate intervals – e.g. Fire Marshall training and First Aid is issued according to when staff certification expires, practical departments – annual updates, but more frequently if curriculum or practices change. All staff receive fire awareness training according to statutory requirements. A number of areas of training (First Aid, Working at Height, Manual Handling, Pool Plant Management, Lifeguarding) can be carried out in-house. Staff not expected to carry out duties involving these as part of their normal duties are discouraged from doing so to reduce chance of injury. Please refer to the First Aid Policy (on the Hub) for further details about first aid and supporting medical needs.

External Advisors for Health and Safety

At Alleyn's School, we use external consultants to advise on matters of health and safety within the School.

- Structural Surveyors are employed to give advice on the external fabric of the School as necessary;
- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists annually;
- Engineers test and certify pressure vessels and local exhaust ventilation annually;

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- All 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 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 these 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, surfaced areas etc. twice a year;
 - Appropriate pest control measures to be in place.
- The school has a professional fire risk assessment which is updated at least every two years, but more frequently as buildings alterations take place.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons where fitted are tested annually by a qualified contractor;
- An external health and safety consultant reports annually on the arrangements for health and safety in lessons, support areas, public spaces, sports and swimming facilities;
- The school has a professional risk assessment for legionella, every year and a regular water sampling and testing regime in place;
- The school maintains an asbestos register and the Estates Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major work takes place (He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.);
- The School's Radiation Protection Advisor (RPS), i.e. the Director of Science, is responsible for liaison with the Radiation Protection Advisor of Southwark Council for ensuring compliance with the Ionising Radiation Regulations 1985 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 RCB protected and meet the requirements of BS 7671 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 BSEN 62305;
- A qualified Principal Designer is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken.

School Safety Co-ordinator

Stephen Born, the Bursar, is the School's Safety Co-ordinator and is responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to health and safety. He also co-ordinates the advice given by specialist safety advisors and produces action plans. He has overall responsibility for monitoring health and safety within the School and for reporting any breaches

to me. He is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

School Health and Safety Committee

In addition to consultation with staff at all-teaching staff meetings (see above), I have set up a School Health and Safety Committee which meets once a term under the chairmanship of Stephen Born, the Bursar. Jon Lilly, the Governor responsible for health and safety, attends these meetings. The other members of the Committee are:

- The Headmaster
- Senior Deputy Head
- Deputy Head (Personnel & Admin)
- Bursar
- Estates Bursar
- Assistant Bursar
- Head of DT
- Director of Science
- Head of Art
- Director of Sport
- Assistant Head & Education Visits Co-ordinator
- School Staff Instructor
- Head Groundsman
- Catering Manager
- Theatre Technical Manager
- Head of Junior School
- Junior School EVC
- Pool Manager
- Head of Boys Games
- School Nurse (Representative)
- Information Systems Manager
- Head of Food & Nutrition
- Head of Commercial / Community Activities
- Director of Music
- DofE Coordinator

The role of the Committee is to:

- Discuss matters concerning Health and Safety, changes in regulations;
- Consult – whether directly from the School Safety Coordinator or via members of the H&S Committee, with employees on matters concerning health and safety;
- Monitor the effectiveness of health and safety within the School;
- Review accidents and near misses, and discuss preventative measures;
- Review and update risk assessments;
- Encourage those responsible for risk-assessed functions to assess their activities continuously;
- Review regularly and where necessary act upon issues arising from
 - Fire evacuation
 - Fire risk assessments
 - Educational visits
 - External H&S assessments

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- Discuss training requirements;
- Monitor the implementation of professional advice;
- Review the Health & Safety Policy annually, updating it as necessary;
- 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.

Signed:
Headmaster

Date:

Part 3: Specific Arrangements for Health and Safety

The following areas and activities present identified and significant risks in Alleyn's School. As a consequence, pupils are not allowed unsupervised access to:

- **PE:** where the Director of Sport keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, fencing, riding etc. Records of training and qualifications in life-guarding and other subject specific training are kept;
- **CCF:** where the SSI keeps risk assessments for all activities and for the secure use and storage of weapons and ammunition;
- **Science:** where the Director of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Departments keep records of all subject training by teachers and technicians;
- **Design and Technology:** where the Head of DT keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept;
- **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 Food & Nutrition Department:** where the Head of F&N keeps risk assessments for all activities, safe use and storage of equipment and records of staff training.
- **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;
- Pupils are not allowed entry to the **Maintenance 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 Plan + SENDA
- Accident Reporting (RIDDOR see First Aid Policy on Hub)
- Anti-bullying Policy (see Hub)
- Asbestos
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff (see Hub)
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Critical Incident Emergency Plan (including communications)
- Educational visits, (the EVC maintains a dossier of risk assessments and visit reports). (see Hub)
- Electrical Safety
- Information Technology and E-Safety
- First Aid Policy (see Hub)
- Fire safety, procedures Policy (see Hub)
- Gas Safety

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- Health and Safety Notices
- Induction of new staff
- Legionella
- Letting and Hiring
- Lone Working
- Lightning Protection
- Manual Handling
- Medical Questionnaire
- Minibus Policy (see Hub)
- Occupational Health & Stress (see Handbook and Hub)
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection (EYFS pupils)
- Swimming pool: Leisure use of
- Temporary staff and Contractors
- Work Experience for Pupils
- Working at Heights
- Vehicles and on-site movements

Signed:
Bursar

Date: