



## Health & Safety Policy (including Statement of Organisation)

<b>Name of Policy</b>	2023-24 Health & Safety Policy (inc Statement of Organisation)
<b>ISSR</b>	Part 3: Welfare, Health and Safety of Pupils and other Legislation
<b>Reviewed by</b>	Alley's Governing Board
<b>Author/SMT</b>	Guy Collins-Down (Chief Operating Officer)
<b>Date of school review</b>	August 2023
<b>Date of next school review</b>	August 2024

**This policy is applicable to the whole School community, and thus is relevant to both the Alley's Junior (including EYFS) and Senior Schools.**

## General Statement of Health & Safety By Governors

The Governing Body of Alley's School, recognise and accept that under the Health & Safety at Work etc., Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Board, through a risk management approach, to meet its responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.
2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and capable manner and recognise and manage risk.
3. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.
4. Provide and maintain a safe environment for all visitors to school premises, bearing in mind that these visitors may not be aware of all the risks arising from their use of the School's facilities.
5. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to all employees, pupils and others.

6. Consult and co-operate with partners working with the School in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
7. Consult and communicate with employees on health and safety matters.
8. Continually improve the standards of health and safety in the School in line with good practice models by a regime of training, provision of guidance, reviews and audits.
9. Ensure that the detailed procedures and guidance for implementing the aims of this Policy Statement are publicised, made available to all School employees and can be used as a practical working document.
10. Keep this Policy Statement and the detailed health and safety procedures and guidance under regular review and in line with changing safety practices and current legislation.
11. That one Governor takes a particular interest in health and safety, and attends the termly meetings of the School's Health and Safety Committee, receiving copies of all the paperwork relevant to that meeting.
12. That the minutes of the Health and Safety Committee's discussions are provided to each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairperson (usually the Chief Operating Officer) wishes to bring to the Board's attention.

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 Chief Operating Officer 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 Chief Operating Officer.

All members of staff 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 found within this document.

## Delegated Authority to Head

The Governing Body delegate to the Head the responsibility for the health, safety and welfare of the staff, pupils and visitors to the school and in respect of all activities carried out both on and off school premises where these are arranged under the auspices of the school.

The Head's specific responsibilities are as follows. Some of these responsibilities have been delegated in writing and this document describes these and also describes the advisory arrangements within the school.

To ensure that:

1. Area, Activity, Hazard Specific (e.g. Manual Handling) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed and significant information arising from the risk assessments is provided to those affected;
2. Standards of health and safety are regularly reviewed and monitored to ensure that all working practices and procedures are safe and in compliance with legal requirements and school guidance;
3. All staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices; and
4. Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced and implemented to address significant risks.
5. To complete Risk Assessments for members of staff with special needs or disabilities and ensure that relevant information is cascaded to the relevant people and departments in order that appropriate action can be taken, e.g. Estates Bursar (if physical adaptations are required to the building), first aiders (in case emergency assistance

is required), Porters (if ramps, etc. are required), Head of IT Systems & Services (if specialist ICT equipment is required).

6. To inform the school's H&S Coordinator (Chief Operating Officer) and the Board of any special or newly identified risks or new risks about to be introduced.
7. To ensure all accidents, incidents, e.g. fires, and serious near misses are recorded; to ensure all serious accidents, incidents and fires are investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE under the RIDDOR.
8. To appoint appropriately qualified first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.
9. To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005.
10. To make sure that the conditions of any local authority licences are observed.
11. To ensure the safe storage, use and disposal of hazardous substances, in compliance with school procedures and statutory regulations.
12. To ensure, as far as possible, that preventative health measures are taken.
13. To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.

## Delegated Executive Responsibility

The Head is directly responsible for any area within the school (and any off-site school premises) and any activity for which they have not specifically delegated responsibility below. When they have delegated responsibility below those persons have authority to enforce the School's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify the Head and the school's Health & Safety Coordinator of any new or special risks arising in their areas and also of any precautions that have to be taken to minimise the risk and they must report to the Health & Safety Coordinator any breach of safety regulations.

Where persons with delegated responsibility are absent for long periods, adequate substitution must be made in writing with copies to the Head and such employees and other persons as may be affected.

## Individual Responsibility

All members of the school and persons entering these premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the School and are aware of who to approach for advice. Visitors are informed of the fire procedures and assembly point. All contractors are shown the asbestos register and sign that they have read and understood it.

Health & Safety Law posters are located across the site, but responsibilities are repeated below for the benefit of employees.

### What Employers Must Do:

- Decide what could harm people and take precautions to stop it happening. This is called a risk assessment. Explain how risks will be controlled, in a way you can understand.
- Let you know who is responsible for making this happen.

- Involve you and your health and safety representatives in deciding what could harm you in your job and in taking precautions.
- Give you the health and safety training you need to do your job, free.
- Provide you with any suitable equipment and protective clothing you need, free and ensure it is properly looked after.
- Provide you with toilets, washing facilities and drinking water.
- Provide adequate first aid facilities.
- Report injuries, diseases and dangerous occurrences at work to the Incident Contact Centre: 0845 300 99 23
- Have insurance covering liability for injury or disease caused to employees by their work. Display a copy of the current certificate of insurance where you can easily read it or access it electronically.
- Work together with any other employers or contractors sharing the workplace, or providing employees (such as agency workers), so that everyone's health and safety is protected.

**What Workers must do:**

- Use any work items your employer has given you, as you have been trained to do.
- Take reasonable care of your own health and safety and other people's.
- Co-operate with your employer on health and safety.
- Tell someone (your employer, or the person responsible for health and safety) if you think something is wrong, and the work or protective measures are giving rise to serious health and safety risks.

## Delegated Responsibilities

### Health & Safety Coordinator

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**Primary: Guy Collins-Down, Chief Operating Officer**

**Secondary: Christopher Christoforou, Operating Manager**

The Health & Safety Coordinator is responsible for ensuring that:

- Senior staff regularly review and monitor standards of safety in their specified areas and undertake appropriate remedial action if shortcomings are identified;
- Senior staff implement the School's arrangements for Health and Safety including:
  - The completion and regular review of risk assessments for areas (e.g. classrooms), activities (e.g. drama productions), educational visits, and specific hazards (e.g. manual handling and employee pregnancy);
  - Taking appropriate action where significant risks are identified;
  - Identifying H&S training needs and arranging appropriate training for their staff;
- Senior staff advise / inform the Head, through the H&S Coordinator, of:
  - The measures needed to carry out work safely if deficiencies are identified;
  - Any breaches of health and safety regulations;
  - If any new or special risks are about to be introduced into the school.
- All departments have:
  - Annual completion of the Departmental H&S Self Evaluation Forms (SEF)
  - Actions necessary to fulfil recommendations made in:
    - Fire Safety Risk Assessment Reports
    - H&S Audit Reports, e.g. CLEAPSS
    - H&S SEF Action Plans

- In conjunction with the relevant senior staff member:
  - Completing the annual review of the school's H&S Strategic (Baseline) Risk Register and Action Plan to address significant risks;
  - Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded;
  - Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
  - Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.
- Disseminating safety advice given by specialist advisers or enforcement officers to the appropriate senior staff in order that they can take appropriate actions;
- Having a significant and effective role on the school's H&S Committee.
- To assist in this work, specialist advisers are appointed.

### Fire Officer

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**Primary: Guy Collins-Down, Chief Operating Officer**

**Secondary: Christopher Christoforou, Operating Manager**

The Fire Officer is responsible for advising the Head on all matters relating to fire drills. They is also responsible for:

- Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports fields) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
- Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
- Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;

Fire Marshals have been appointed to assist the Fire Officer and given responsibility for specific aspects of fire safety. See the school's Fire Policy for specific details of the marshals and their responsibilities.

There are also additional responsibilities given towards Fire Prevention, highlighted below:

Fire Prevention Responsibility	Individual Responsible
Keeping fire routes and exits clear	Estates Bursar
Electrical Safety Testing. Ensuring all the buildings at Alleyn's school have current electrical installation certificates	Estates Bursar
Regular portable appliance testing	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	Estates Bursar
Sufficient lightning protection is in place	Estates Bursar

Fire Prevention Responsibility	Individual Responsible
All gas appliances (boilers, kitchen equipment, Food and Nutrition department, Design & Technology department, Science gas appliances etc) are regularly maintained and serviced by Gas Safe Registered Engineers	Estates Bursar
Landlord's gas safety certificates are held for all school domestic accommodation	Operations Manager
Ensuring that flammable rubbish and combustible materials are stored away from buildings	Cleaning 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	Senior Deputy Head & Chief Operating Officer
Switching off all kitchen equipment at the end of service	Catering Manager & Head of Nutrition
Switching off and/or monitoring of kiln firing process	Head of Art
Checking that all Scientific and DT equipment is switched off at the end of the School day	Chair of Science & Head of Design Technology
Setting computers, projectors, printers, electronic whiteboards and interactive screens to switch off automatically every evening and during the holidays and weekends	Head of IT Systems & Services
Ensuring that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers	Heads of Science, Art, Design Technology, Estates Bursar
Storing weapons and ammunition used by the CCF in a securely locked, fire resistant store that is within a permanently locked room	SSI & Contingent Commander

## Emergency Officer

**Primary: Guy Collins-Down, Chief Operating Officer**

**Secondary: Senior Deputy Head, Andy Skinnard**

The Emergency Officer is responsible for advising on all matters relating to emergency evacuation. They are also responsible for:

- Carrying out a threat assessment for the school.
- Devising a 'Threat Plan' (within the Critical Incident Policy) which covers:
  - Plans for continued checking and vigilance for the school
  - An evacuation procedure
  - A violent intruder / lock down procedure
  - A procedure for search and re-entry
  - Details of the local Police Crime Prevention Officer (CPO) and records of advice given
  - Details of appropriate staff and pupil training
  - In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

## Electrical Safety

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**Primary: Mick Price, Estates Bursar**

**Secondary: Mark Winzer, Head of Maintenance**

Is responsible for overseeing arrangements for portable electrical equipment testing on an annual basis, for ensuring that the fixed wiring test is carried out every 5 years and for ensuring that comprehensive records of portable electrical equipment are maintained.

## Educational Visits

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**Primary: Neil Green, Assistant Head (Co-curricular & Partnerships)**

**Secondary: Andy Skinnard, Senior Deputy Head**

Is responsible for advising the Head on matters relating to educational visits; ensuring that all educational visits and school trips are planned; and ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments in accordance with school policy.

## First Aid

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**Primary: Ashleigh Buncombe-Paul, Lead Nurse**

**Secondary: Neil Green, Assistant Head (Co-curricular & Partnerships)**

Is responsible for advising the Head on matters relating to First Aid and the arrangements made by the school to meet the requirements set out in the First Aid Policy.

It is the responsible person's (or the Chief Operating Officer in cases of absence) to report all notifiable accidents to the HSE. The Lead Nurse is also responsible for ensuring adequate provision of First Aid boxes and defibrillators are kept, and they are all well stocked and in working order.

## Accidents

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**Primary: Christopher Christoforou, Operations Manager**

**Secondary: Andreina Gomes Escorcio, PA to the Chief Operating Officer**

Area	Responsibility of
Maintaining a file of accident reports and reporting notifiable accidents to the Health and Safety Executive	PA to Chief Operating Officer
Assessing whether an accident is notifiable according to the requirements of RIDDOR 2013	School Nurses & Operations Manager
Keeping statistics of accidents and preparing summary reports for the Health and Safety Committee	PA to Chief Operating Officer
Escorting pupils to hospital (and informing their parents)	School Nurses or designated member of staff
Checking that all first aid boxes and eye washes are kept replenished	School Nurses

## Safety & Security

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**Primary: Christopher Brady, Security Manager**

**Secondary: Reece Todd, Senior Security Guard**

- Building security (including alarms, CCTV, locking external doors and windows);
- 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;
- Ensuring that all visitors register at the Lodge (for Senior School) or the Hillsborough Road Lodge (Junior School) and wear visitors' badges.

## Vehicles & Driving

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**Primary: Christopher Christoforou, Operations Manager**

**Secondary: Mick Price, Estates Bursar**

Is responsible for ensuring documentation is in place for all school drivers and the Driver Register is up to date on an annual basis. Is responsible for ensuring the Head is aware of who all drivers are, and has signed the driver register annually.

Also responsible for vehicle maintenance, insurance and transport policy.

## Contractors

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**Primary: Guy Collins-Down, Chief Operating Officer**

**Secondary: Mick Price, Estates Bursar**

Is responsible for ensuring all contractors working within the building follow the appropriate Health & Safety guidelines both statutory and enforced by the School.

## Accessibility

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**Primary: Isabelle Alexander , Head of Learning Support (starts January 2024)**

**Secondary: Guy Collins-Down, Chief Operating Officer**

Is responsible for advising the Head on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed. Is responsible for ensuring that the school adheres to Schedule 10 of the Equality Act of 2010.

## Control of Legionella

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**Primary: Mick Price, Estates Bursar**

**Secondary: Mark Winzer, Head of Maintenance**

Is responsible for advising the Head on the status of the school's Legionella Control, regular monitoring, engaging external contractors in producing a risk assessment and keeping records in accordance with the Control of Legionella regulations.

## Control of Asbestos

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**Primary: Mick Price, Estates Bursar**



**Secondary: Mark Winzer, Head of Maintenance**

Is responsible for advising the Head on the status of the school's Asbestos Management Plan, regular monitoring, and keeping records in accordance with the Control of Asbestos regulations.

**Control of Substances Hazardous to Health (COSHH)**

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**Primary: Christopher Christoforou, Operations Manager****Secondary: Mick Price, Estates Bursar**

Is responsible for ensuring policy relating to COSHH is current and staff are trained, in addition to auditing departments to ensure compliance. Is responsible for advising the Head on the status of the school's COSHH compliance.

**Display Screen Equipment**

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**Primary: Christopher Christoforou, Operations Manager****Secondary: Rob Yang, Head of IT Systems & Services**

Is responsible for undertaking assessments on Display Screen Equipment (DSE) workstations and ensuring that any necessary remedial actions are completed.

**Loneworking**

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**Primary: Guy Collins-Down, Chief Operating Officer****Secondary: Christopher Christoforou, Operations Manager**

Is responsible for ensuring a consistent application of policy across the School which is implemented by all departments with clarity.

**Radiation Protection Officer**

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**Radiation Protection Supervisor: Dr Lee Moore****Radiation Protection Officer: Dr Keith Bowker**

Is responsible for ensuring compliance with the storage and use of radioactive materials in school, following relevant environmental agency regulations and advising the Head and Chief Operating Officer of any changes or issues.

**Risk Assessment**

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The following table states who is responsible for making sure the risk assessments for which they are responsible are up to date. In the majority of cases, this means they should be annually reviewed. The review process is overseen by the Operations Manager, who provides guidance and training where appropriate and is responsible for the maintenance of the central risk assessment record:

Area	Responsibility of
Fire	Estates Bursar
Legionella	Estates Bursar
Medical rooms	Nurses
Whole School (external and internal)	Operations Manager

Area	Responsibility of
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)	Head of Catering
Grounds maintenance (including use of pesticides and COSHH and flammable materials)	Operations Manager
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	IT Print & Assets Manager

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

Area	Responsibility of
Science materials (including COSHH and flammable materials)	Director of Science / Heads of Science
All outdoor games	Director of Sport
All indoor games	Director of Sport
Fitness and Weights Rooms	Director of Sport
Swimming	Director of Sport / Sports Facilities Manager
Athletics	Director of Sport
Duke of Edinburgh Award	Duke of Edinburgh Co-ordinator
Dance	Director of Dance
Gymnastics	Director of Sport
Music	Director of Music
Drama	Director of Drama
Theatre	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/Contingent Commander
All outdoor lessons	Academic Deputy Head via Heads of Department
All visits and trips	Assistant Head (Co-curricular and Partnerships) who is the School Educational Visits Co-ordinator (EVC)

Area	Responsibility of
Senior School premises	Operations Manager
Senior School premises – for individuals with particular requirements (e.g. disability)	Operations Manager
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.

## Training

All new staff receive general health and safety awareness training soon after they join the School. This is carried out by the Chief Operating Officer for Support Staff as they join, and for teaching staff - via the Chief Operating Officer - 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
Health & Safety awareness (to all staff)	Chief Operating Officer
Minibus (MiDAS) training	D of E Coordinator/Estates Bursar/SSI
Science-related health and safety training including Control of Substances Harmful to Health (COSHH)	Director of Science/Heads 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	Head of Catering / Premises Manager
Allergy management training (in catering)	Head of Catering/Chief Operating Officer
Allergy management training (in school)	Chief Operating Officer/Heads of Section/Nurses
Briefing new pupils on emergency fire procedures	Form tutors
Briefing new staff on emergency fire procedures	Senior Deputy Head / Chief Operating Officer / Junior School Deputy Head
Manual Handling, Working at Height, Slips and Trips	Estates Bursar / Operations Manager

Training	Responsibility Of
Identifying specific health and safety training needs of staff	All Heads of Department and Line Managers or Supervisors
Fire Marshall training	Operations Manager
Fire Awareness training (to all staff)	Operations Manager
Lifeguard training	Swimming Pool and Sports Facilities Manager
First aid training	School Nurses/HR Department
Risk Assessment Training	All HoDs/Operations Manager/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.

## Monitoring & Reporting

### Health & Safety Action Plan

The Health & Safety Action Plan is monitored by the Chief Operating Officer and maintained by the Operations Manager. This action plan brings together all audits and concerns into one operating document tracking compliance. This is reviewed weekly internally, and termly by the Health & Safety Committee.

### Every Monitoring System

The School is in the process of implementing new compliance software known as 'Every.' This will bring together all reporting of incidents and management of planned & reactive maintenance into one location. Features will be rolled out across the year, and this policy will be updated accordingly.

### Health & Safety Committee

In addition to consultation with staff at all-teaching staff meetings, the Head has set up a School Health and Safety Committee which meets once a term under chaired by the Chief Operating Officer. The Link Governor responsible for health and safety attends these meetings. The other members of the Committee are:

- The Head
- Senior Deputy Head
- Deputy Head (Personnel & Administration)
- Chief Operating Officer
- Chief Financial Officer
- Estates Bursar
- Operations Manager
- Head of DT
- Director of Science
- Head of Art
- Director of Sport
- Assistant Head (Co-Curricular and Partnerships)

- School Staff Instructor
- Head of Grounds
- Head Gardener
- Director of Drama
- Director of Dance
- Head of Catering
- Theatre Manager
- Head of Junior School
- Deputy Head of the Junior School
- Junior School Educational Visits Co-ordinator
- Sports Facilities Manager
- School Nurse (Representative from the Senior and Junior School)
- Head of IT Systems & Services
- Head of Food & Nutrition
- Head of Co-commercial
- Director of Music
- DofE Coordinator
- Common Room Representative
- Junior School Health and Safety Coordinator

**The role of the Committee is to:**

- Discuss matters concerning health and safety, changes in regulations;
- Consult – whether directly from the Health & Safety Coordinator or via members of the Health and Safety 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 health and safety assessments.
- 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.

### Estates & Premises Committee

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The Estates and Premises Committee is chaired by the Chief Operating Officer and meets weekly to consider wants of maintenance or improvement. Its other main function is to consider health and safety issues. If weekly, to note, e.g. contractors on site dealing with health and safety matters, or half-termly and termly to pick up on tasks completed during the preceding holiday. Aside from the Chief Operating Officer, membership of this group is:

- Head
- Senior Deputy Head
- Deputy Head (Personnel and Admin)
- Estates Bursar
- Junior School Head
- Operations Manager
- Assistant Head (Co-Curricular and Partnerships)
- Security Manager
- Cleaning Manager

## Supporting Policies

Behind the core Health & Safety Policy sit a range of whole-school policies which set out specific requirements and detail the School's obligations according to subject.

Except where noted, these policies are available on the Hub:

- Accessibility Plan + SENDA
- Accident Reporting (RIDDOR see First Aid Policy)
- Anti-bullying Policy
- Catering and Food Hygiene Policy (held by Caterer)
- Code of Conduct for Staff (see Handbooks)
- Control of CCTV
- Critical Incident Emergency Policy (incl RHT & GISP)
- Drugs & Harmful Substances
- Educational Visits Policy and Guidance
- Information Technology and E-Safety (various)
- First Aid Policy
- Fire safety, procedures Policy
- Lone Working
- Minibus Policy
- Occupational Health & Stress (and see Staff Handbooks)
- Pupil Supervision (see Teaching Staff Handbook)
- Risk Assessment
- Specific Learning Differences and Disability Policy
- Swimming pool: Leisure use of (see Handbook)
- Work Experience for Pupils

## Statements of Practice

The following list reflects activity in school which meets legal requirements or follows best practice. A separate policy is not needed for each item, but a single document - APPENDIX B to this policy - contains these statements of practice, in each case summarising what is done, and why.

- Asbestos
- Anaphylaxis (within First Aid Policy)
- Building Maintenance & Alteration (incl Hot Work)
- Control of Substances Harmful to Health (COSHH)
- Competence & Training
- Confined Spaces
- Electrical Safety
- Gas Safety
- Health and Safety Notices
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection
- Manual Handling
- Medical Questionnaire
- Portable Appliance Testing (PAT)
- Pressure Vessel testing
- PPE and Clothing
- Safety Signs
- Slips, Trips and Falls
- Sun Protection (EYFS pupils)
- Sun Protection (Staff)
- Temporary staff and Contractors
- Working at Heights
- Vehicles and on-site movements

**Appendix A: External Advisors for Health & Safety**

**Appendix B: Health & Safety Statement of Practice Table**

**ENDS**



## Appendix A: External Advisors for Health & Safety

Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
Structural Surveyors	Give advice on the external fabric of the School	Estates Bursar / Chief Operating Officer	As necessary	Written report	Estates Bursar/Chief Operating Officer/E&P Committee	As necessary
Insurance Company engineers	Monitor and service the School's plant, equipment, boilers, lifts, hoists	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Insurance Company engineers	Service of all gym and fitness equipment, machinery used in Design and Technology and Maintenance department	PE Dept, DT Dept, Estates Bursar	Annually	Written report	PE Dept, DT Dept,	Insurance Company engineers
Environmental Health Officer (EHO)	Ensures adherence to health and safety in catering and cleaning	Head of Catering	Annually	Written report	Head of Catering & Chief Operating Officer	Environmental Health Officer (EHO)

Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
External professional	Take swabs of all knives, chopping boards and other kitchen equipment	Executive Chef	Twice per year	Written report	Head of Catering	Twice per year
Hygiene and safety auditor	Hygiene and safety audit of food storage, meal preparation and food serving areas	Head of Catering	Twice per year	Written report	Head of Catering & Chief Operating Officer	Twice per year
Dietician	Advice on healthier food, menu planning and special diets	Head of Catering	As needed	Oral, meeting	Head of Catering	As needed
Professional cleaner	Carry out deep clean of all equipment, high level cleaning of all cooking and food preparation, storage and surface areas	Head of Catering	Twice per year	Certificate	Professional cleaner	
Pest control company	Putting in place and managing appropriate pest control	Estates Bursar	As needed	Written report	Estates Bursar and E&P Committee	As required
Fire Risk Assessor	To carry out a fire risk assessment	Estates Bursar	At least every two years	Written report	Estates Bursar and Health and Safety Committee	Every 2 years
Fire contractors	Testing of alarm system, smoke detectors, emergency lighting, extinguishers and panic buttons. This is in addition to the weekly fire alarm test	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Health & Safety Consultant	Assesses and reports on Health and Safety management systems and procedures around the School, particularly in high risk areas	Operations Manager	Annually	Written report	Operations Manager/Chief Operating Officer	Annually



Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
Water Services Engineer	Risk assessment carried out for legionella. Regular water sampling and testing regime is in place.	Estates Bursar	Annually	Written report	Estates Bursar and Health and Safety Committee	Annually
Asbestos Specialist	Maintenance of the asbestos register; sampling or removal before any major work takes place, and briefing contractors of asbestos location	Estates Bursar	As required	Written report	Estates Bursar, E&P Committee	As required
Radiation Protection Advisor (RPA)	Director of Science responsible for liaison with the RPA of Southwark Council for ensuring compliance with the Ionising	Director of Science	RPA expected to visit every 4 years	Written report	Director of Science	Every 4 years
NICEIC qualified Electrical Engineers	Inspect and maintain electrical installations (all of which are RCB protected and meet the requirements of BS 7671 IEE wiring regulations). The School has current electrical test certificates for all its buildings	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Gas Safe Engineers	All work on gas boilers and appliances carried out; servicing of domestic boilers (all domestic properties have current Landlord's Gas Safety Certificates)	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Mechanical & Engineering Consultant	Compliance of lightning protection and earthing with BS 6651-1999 or to BSEN 62305	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Principal Designer	Ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015	Estates Bursar	Whenever major work is undertaken	Written report	Estates Bursar/Chief Operating Officer	As required

Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
ALS UK Ltd.	Testing of fume cupboards in Science	Estates Bursar	Annually, August	Written report	Estates Bursar	Annually
Playforce	Junior School Adventure Playground equipment risk assessment	Junior School HEALTH AND SAFETY Coordinator	Annually, August	Written report	Junior School Health And Safety Coordinator	Annually, August
Bob Woolmer	Junior School Gymnasium Equipment risk assessment	Junior School HEALTH AND SAFETY Coordinator	Annually, August	Written report	Junior School Health And Safety Coordinator	Annually, August
Kilns and Furnaces Ltd.	Junior School Kiln in Art	Junior School HEALTH AND SAFETY Coordinator	Annually	Written report	Junior School Health And Safety Coordinator	October
Gas Safety Testing	Testing of Gas safety equipment	Estates Bursar	Annually	Written report	Estates Bursar	Annually
Centre Stage	LOLER (Lifting Operations and Lifting Equipment Regulations) inspections for lifting equipment	Estates Bursar	Annually	Written report	Estates Bursar and Theatre Manager	Annually
Lift Turn Move	Inspection of chain blocks in the Theatre	Theatre Manager	When required (when used) – usually annually	Written report of any issues	Theatre Manager	Annually
Acacia and Forestry Commission	Assess health concerns of trees on site. Assess possibility of oak processionary moth in trees	Estates Bursar	As required	Verbal/written	Estates Bursar	As required
Specialist Pools (Phil Stevens)	Pool Plant Room Service	Sports Facilities Manager	Monthly	Written Report	Pool Manager	Monthly

Consultant / Advisor	Service carried out	Person responsible at Alleyn's	Frequency	Reporting		
				How	To whom	When
Kingfisher Environmental Services	Swimming pool water quality	Sports Facilities Manager	Every 3 months	Written Report	Pool Manager	Every 3 months

## Appendix B: Health & Safety Statement of Practice Table

Activity	Summary of Practice	Responsible
Asbestos	Register maintained on an ongoing basis by the Estates Bursar. Any intrusive works are first cross-referenced to the register. A 'demolition survey' is carried out when works are planned for an area where there is known asbestos – each survey is kept with the register.	Estates Bursar
Building Maintenance & Alteration (incl Hot Work)	All building maintenance/alteration agreed by Estates & Premises & CPG Committees. Third party contractor work managed by Estates Bursar; Hot Work permits, where needed, are supplied to contractors by the Estates Bursar.	Estates Bursar
	All Hot Works carried out within the Design Technology department are covered by the departmental risk assessments held both in the DT department and centrally.	Head of DT
Competence and Training	A register of external contractors used by the School is kept including their competence certification. These are required by the various regulatory bodies e.g. for gas, electrical and building work.	Estates Bursar
Confined spaces	A minimum two people attend any confined space work e.g. lofts, balance tank or other isolated areas.	Estates Bursar
Control of Substances Harmful to Health (COSHH)	Estates department keep a folder of data sheets for any such substances kept or used at School. The Maintenance, Porters and Grounds teams use these sheets for reference.	Estates Bursar
	Each Science department holds a number of chemicals, each of which is recorded on a department stocklist (with amounts, location and hazard classification (CLEAPSS form E233)). Risk assessment of use, storage and disposal is fulfilled according to the CLEAPSS Chemical Hazards and Handbook Sect. 7.	Science
	The Food & Nutrition department has approximately 15 domestic cleaning chemicals which are locked in a secure COSHH cupboard with access limited to department teaching and support staff. The department has records of safety data sheets and risk assessments for all chemicals that may be used by pupils and staff.	Food & Nutrition
	Theatre. Avoidance / Elimination: Where possible, the use of any substance that falls within COSHH is avoided. Consideration is always given to seeking alternatives with no, or lower, risk factors. Management: Where use is unavoidable, substances are risk assessed under COSHH, and the assessment, and material data sheets, kept on file. COSHH applicable substances are kept in a secure storage, with restricted access.	Theatre

Activity	Summary of Practice	Responsible
	Staff are instructed in the requirements of the COSHH regulations. Protection: Appropriate PPE is available for use where required.	
	The Swimming Pool uses chemicals with data sheets kept by the Sports Facilities Manager. These chemicals are closely controlled only by fully qualified Pool Plant Operators (PPO).	Sports Facilities Manager
	Art department use the following materials relate to COSHH: <ul style="list-style-type: none"> <li>• Oil paint and white spirit</li> <li>• Spray paint</li> <li>• Ceramics area &gt; clay, glazes</li> <li>• Darkroom chemicals</li> </ul> CLEAPSS guidance is followed, SAFETY DATA Sheets are referenced and guidance followed, and it is within the department risk assessment.	Art
	Cleaning chemicals are kept to a minimum and risk assessed to identify any hazards.	Cleaning Manager
	The Design Technology Department stores a number of products which fall under the COSHH requirements, each of which are recorded on a flame cupboard inventory. Risk Assessments of use and storage of these products and substances comply with CLEAPSS guidelines and recorded in the department Risk Assessment documentation held both in the DT department and centrally.	Head of Design Technology
	All Sports Facilities staff must attend monthly training to validate working for the School.	Sports Facilities Manager
Hard fixed wiring	Testing is carried out every 5 years.	Estates Bursar
Induction of new staff	All new staff are inducted in H&S practice and Fire - as fixed element of their wider induction programmes	Chief Operating Officer/Deputy Head Personnel & Admin
Ladder register	A ladder register is held by the Estates Bursar which records every fit for purpose, tagged and graded ladder in the School. The register is checked three times throughout the year and updated as necessary.	Estates Bursar
Legionella	Risk assessment is checked weekly and renewed every two years. A Planned Preventative Maintenance (PPM) strategy means that tasks are scheduled ahead of time, to take place on a regular basis – even while an asset is still functioning normally.	Estate Bursar

Activity	Summary of Practice	Responsible
Letting and Hiring	Lettings and hires of the premises and facilities are subject to a full risk assessment (including fire evacuation procedures) and a contract between the School and hirer that clearly outlines the Terms & Conditions of Use, insurance and safeguarding requirements	Head of Commercial & Community Activities
Lift Operations and Lifting Equipment Regulations (LOLER)	Lifts including platform lifts are subject to testing twice per year which is arranged by the Estates Bursar.	Estates Bursar
Lightning Protection	Tested annually by an external contractor and records retained	Estates Bursar
Manual Handling	Training is arranged, renewed and recorded every 3 years. The termly Health & Safety Committee receives updates on training.	Operations Manager
	All Sports Facilities staff receive specific induction on how to manually handle equipment set ups and break downs.	Sports Facilities Manager
Medical Questionnaire	New staff are required to arrange a medical appointment with the School doctor before they start. Temporary staff complete a self-declaration.	HR for support staff / HM's office for teaching staff
Portable Appliance Testing (PAT)	Testing carried out annually and records retained.	Estates Bursar
Pressure Vessel Testing	Testing carried out annually and records retained.	Estates Bursar
PPE & Clothing	In each Science department, a termly check is completed to ensure that in each Lab and Prep room, the appropriate protective clothing is available for pupils and staff. This includes lab coats, eye protection and gloves.	Director of Science
	Staff and pupils in the Food & Nutrition department must wear and are provided appropriate PPE for practical cookery and cleaning.	Head of Food & Nutrition
	Grounds, maintenance and porter teams are provided with appropriate PPE; staff sign a PPE training document on receipt.	Estates Bursar
	PPE is supplied to all staff authorised to work in the Swimming Pool Plant Room.	Sports Facilities Manager

Activity	Summary of Practice	Responsible
	PPE is issued to all DT departmental staff at the point of joining the department and renewed/amended as and when appropriate.	Head of Design Technology
Safety Signs	<p>Science labs require numerous signs which are checked termly. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Immediate Response Measure information (CLEAPSS Emergency-Cards-E-Cards.pdf)</li> <li>• Hand wash sign</li> <li>• Positions of stop-cocks / safety shut-offs for water, gas and electricity</li> <li>• Hazardous substance</li> <li>• Radiation</li> <li>• Fire exit and fire procedure</li> <li>• First Aid Kit</li> <li>• Eye wash station</li> <li>• Nurses telephone number</li> <li>• Safety rules</li> <li>• Fire Exit and Procedure</li> </ul>	Director of Science
	Other practical departments have generally-applicable health and safety signage, warnings and instruction on display within their departments as required, and these feature within their risk assessments.	Estates Bursar, other Heads of Departments
Slips, trips and falls	The Assistant Bursar assesses internal and external risk annually. Mitigating actions are considered and implemented.	Operations Manager
Sterilisation	The medical department uses Milton for sterilising some equipment. This is for use by staff only and is kept in a locked cupboard with access limited to the Nurses	Nurses
Sun protection (EYFS pupils)	The Junior School Deputy Head is the author of the Junior School Sun Protection Policy which outlines how this issue is discussed in assemblies, reflected in letters to parents about the application of cream and wearing of sun hats, with reminders ahead of trips and events. A water table is provided outside and play beneath shaded trees promoted.	Junior School Deputy Head
Sun protection (Senior School pupils)	Pupils are reminded by PE staff of the importance of being dressed appropriately for activities and differing weather conditions. This includes their personal use of sun cream. Staff should not assist pupils in the application of sun cream, nor should they lend pupils sun cream.	Director of Sport
Sun protection (Staff)	The Estates Bursar has a sun protection chart and sun protection cream is available for those who work outside.	Estates Bursar

Activity	Summary of Practice	Responsible
	The School makes provision of sun cream for PE staff during the summer term and staff are reminded of the risks associated with working outside for extended periods of time particularly during warmer weather conditions. This is in the PE and Games dept handbook under health and safety.	Director of Sport
Temporary staff and contractors	Temporary staff make medical self-declarations about fitness to work and receive safeguarding induction before of on their first day. All are DBS checked. Regular contractors are DBS checked as employed staff and instructed in safeguarding. Other contractors either work when school is not in session or are chaperoned.	Chief Operating Officer
Working at heights	The Operations Manager arranges necessary training for staff and maintains a record. Training needs redoing every 3 years. The termly Health & Safety Committee receive an update on training.	Operations Manager
Vehicles and on-site movement	Visitor vehicles are granted access and directed by the Security Team. Site vehicles i.e. contractors are overseen by Estates Bursar.	Security Team / Estates Bursar