

HEALTH & SAFETY POLICY

NEXT REVIEW DATE: February 23
OWNER: Operations Manager
REGULATORY REQUIREMENTS: 11

The policy document consists of the Organisation and Arrangements for Health and Safety and the General Statement by the Chair of Governors.

The areas where duties have been delegated are:

1. Safety and Security – The Operations Manager

- Building security (including alarms, CCTV, locking external doors and windows).
- Controlling lone working after hours.
- Ensuring that all visitors book in at Reception and wear visitors' badges.
- Car parking on site and vehicles on site.
- Ensuring the school minibus is properly maintained and roadworthy.

2. Accidents – The Operations Manager and School Nurse

- Maintaining an accident book and reporting notifiable accidents to the HSE, RIDDOR, and keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye washes are kept replenished.
- Investigate accidents and incidents to understand the causes.

3. Maintenance – The Operations Manager

- Keeping fire routes and exits clear.
- Electrical Safety Testing. All the buildings at Ockbrook School have current electrical installation certificates.
- Regular portable appliance testing
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, and fire extinguishers.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire.

- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers.
- Organise periodic site inspections.
- Help to maintain clear lines of communication on health, safety and welfare matters throughout the establishment.
- Ensure all necessary instruction, information and training on health and safety matters is provided.
- Ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations, refurbishment, renovation, demolition and new building structures.
- Ensure good communication exists within the Schools concerning contractors on the premises.
- Be responsible for ensuring that showers and hot water systems are checked and maintained.
- Ensure that property defects are reported.
- Ensure that all installed plant and electrical services are properly maintained and serviced.

4. Risk Assessments – Operations Manager

- Ensuring that up to date risk assessments are maintained for:
 - Fire, including testing of alarms and evacuation procedures
 - Legionella
 - On site vehicle movements
 - All rooms, corridors and exits-
 - 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) –the Catering Manager
 - Grounds maintenance (including use of pesticides and COSHH
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials
 - Electrical equipment, pressure systems, gas appliances, lifting equipment
 - Slips, trips and falls
 - Asbestos Register.
 - Reprographics machines and copiers.
 - Covid 19. (See Risk Assessment policy)
- Ensuring that up to date risk assessments are maintained for teaching in the following areas:
 - Science (including COSHH and flammable materials) – Head of Science/ Head Science Technician
 - All outdoor games – Head of PE
 - Athletics– Head of PE
 - Duke of Edinburgh Award [Duke of Edinburgh Coordinator]

- Dance and gymnastics – Head of PE
- Drama – Head of Drama
- Art (including COSHH and flammable materials) – Head of Art
- Music – Head of Music
- All visits and trips – Operations Manager

5. Training

The Operations Manager has responsibility for organising:

- Minibus training
- Science-related health and safety training – the Head of Science
- Health and safety training for the Catering and Cleaning staff
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures
- Inducting new staff in health and safety
- Training of all staff in Health and safety, including risk assessments, manual handling.
- First aid training- the School Nurse
- Covid related training

6. External Advisors for Health and Safety

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

- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- All gym and fitness equipment and design 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).
- Appropriate pest control measures are in place.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.
- The school has a professional risk assessment for legionella every 3 years.
- The school maintains an asbestos register and the Operations Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. She is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- 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 work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305.

7. School Health and Safety Committee

The School Health and Safety Committee meets termly under the chair of the Operations Manager, our Governor who is responsible for health and safety, attends these meetings.

The other members of the Committee are:

- The Headmaster, the Head of Primary and Pastoral Deputy Head
- Head of Science
- Head of Art
- Head of PE
- The EVC
- The D of E Co ordinator
- The School Nurse
- A representative from Primary
- ROES

The role of the Committee is to:

- Discuss matters concerning health and safety, changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses.
- Discuss preventative measures.
- Review and update risk assessments.
- Review and update policies.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Consulting and involving employees by encouraging suggestions and reporting of defects by all members of staff.

8. Specific Arrangements for Health and Safety

The following areas/activities present identified and significant risks in Ockbrook School, as a consequence, pupils are not allowed unsupervised access to:

- Sports Hall: where the Head of PE keeps risk assessments for: all outdoor games, athletics, gymnastics, dance.
- Science: where the Head of Science keeps 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. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Art: where the Head of Art keeps risk and COSHH assessments for the use and safe storage of oil based paint and other flammables.
- Drama: where the Head of Drama keeps risk assessments for the safe construction, movement, building and dismantling of scenery, props and staging.

- 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.
- Pupils are not allowed entry to the Maintenance Department

Whole school policies and risk assessments supplement these departmentally-based risk assessments.

GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIR OF GOVERNORS

1. As Governors of Ockbrook School, we fully recognise our collective responsibility for providing, a safe and healthy school for all of our employees, pupils, parents and visitors. In our role 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.
2. We fulfil our responsibility as Governors of Ockbrook School by appointing a Governor with responsibility for overseeing Health and Safety.
3. Day to day responsibility for the operation of health and safety at the school is vested with the Headmaster. But as Governors, we have specified that that the school should adopt the following framework for managing health and safety:
 - That the Governor overseeing health and safety, attends the meetings of the school's health and safety committee and receives copies of all the paperwork.
 - That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each Estates and Health and Safety sub-committee meeting.
 - That the minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chair 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 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 EHO.
 - That the school has a fire risk assessment, carried out by a Competent Person which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Estates Committee.
 - That the school has a professional risk assessment for Legionella, every 3 years.
 - 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. Health and safety training that is related to

an individual' member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits, and to selected members of the non-teaching staff.

4. 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 cooperating with the Headmaster, the Operations Manager and other members of the SLT 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 Operations Manager.

Signed:

Chair of Governors

APPROVED BY:

SIGNATURE

NAME

DATE