

LEWES OLD GRAMMAR SCHOOL

Health and Safety Policy

General Statement of Health and Safety

As Trustees of Lewes Old School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Trustees are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as trustees of Lewes Old Grammar School by appointing, a trustee with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Bursar. However, as trustees, we have specified that that the school should adopt the following framework for managing health and safety:

- The Trustee overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Trustees meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Trustees Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected by competent professionals.
- These reports (as per point above) are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Bursar arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning services, and that the Bursar reports on all these aspects to the Health and Safety Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every two years for progress on completion of items in the action plan, and updated every year, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The

Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Trustees Committee.

- 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 Health and Safety Committee.
- The school has a competent person undertake a risk assessment for legionella, every three years and a quarterly water sampling and testing regime in place.
- 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.

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 Senior Leadership Team ("SLT") in order to enable the trustees to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed: _____ Chair of Trustees, for and on behalf of the Board

Date: _____

Recommended review period: Annual
Review by: Trustees, Bursar
Date reviewed: September 2017
Date to be reviewed September 2018

Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

1. Board of trustees ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person which in the school's case is: Simon Lowe – Managing Director of Handsam Tel:03332070737, Mob:07976 795570 www.handsam.co.uk He advises the School and indicates the tasks that will be delegated to suitable employees in order to assist the Board in carrying out its duties.

2. Headmaster

The Headmaster will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

3. Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

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

- advising the Headmaster on maintenance requirements;

- co-ordinating advice from specialist safety advisors and producing associated action plans;
- monitoring health and safety within the School and raising concerns with the Headmaster;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.

4. Heads of Department (Teaching)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE and Games
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art and Design
- Music - Head of Music
- Design & Technology - Head of Design & Technology
- Outdoor lessons and activities – Assistant Head Academic
- Trips and visits – Bursar
- Catering and cleaning functions - Head of Home Economics / Food Technology

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

5. Premises Manager

The Premises Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Checking that all first aid boxes and eye wash stations are replenished

6. Transport Manager

- Site traffic movements
- Maintenance of School vehicles

- Testing arrangements, maintenance and servicing records,
- Good standards of cleanliness

7. External Health and Safety Advisors

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

- Structural surveyors are retained to give advice on the external fabric of the school as and when required.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Head of Home Economics / Catering Manager arranges for:
 - Staff are required to ensure that all food preparation surfaces are clean at the end of each lesson.
 - 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 surfaces, areas etc once a year.
 - appropriate pest control measures to be in place as required.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every two years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested termly by a qualified contractor.
- An external health and safety consultant reports annually to the Bursar on the arrangements for health and safety in those areas of the curriculum listed in section 4 above including, support areas and public spaces.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Premises Manager is responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), head of physics is responsible for liaison with the radiation protection advisor for ensuring compliance with the Ionising Radiation Regulations 1999 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.

7. School Health and Safety Committee

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

- Assistant Head Pastoral and DSL
- Assistant Head Academic
- Assistant Head of Morley House
- Compliance and HR Manager
- IT Technician and Transport Manager
- Estate Manager
- Head of D&T
- Head of Science
- Head of Art
- Head of PE
- Head of HE
- Head of Music
- Caretaker
- Catering Manager
- Head of Drama or Theatre Technician
- Head Technicians from: Science, Art, Drama and DT

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

8. The School First Aiders

The School First Aiders will be responsible for:

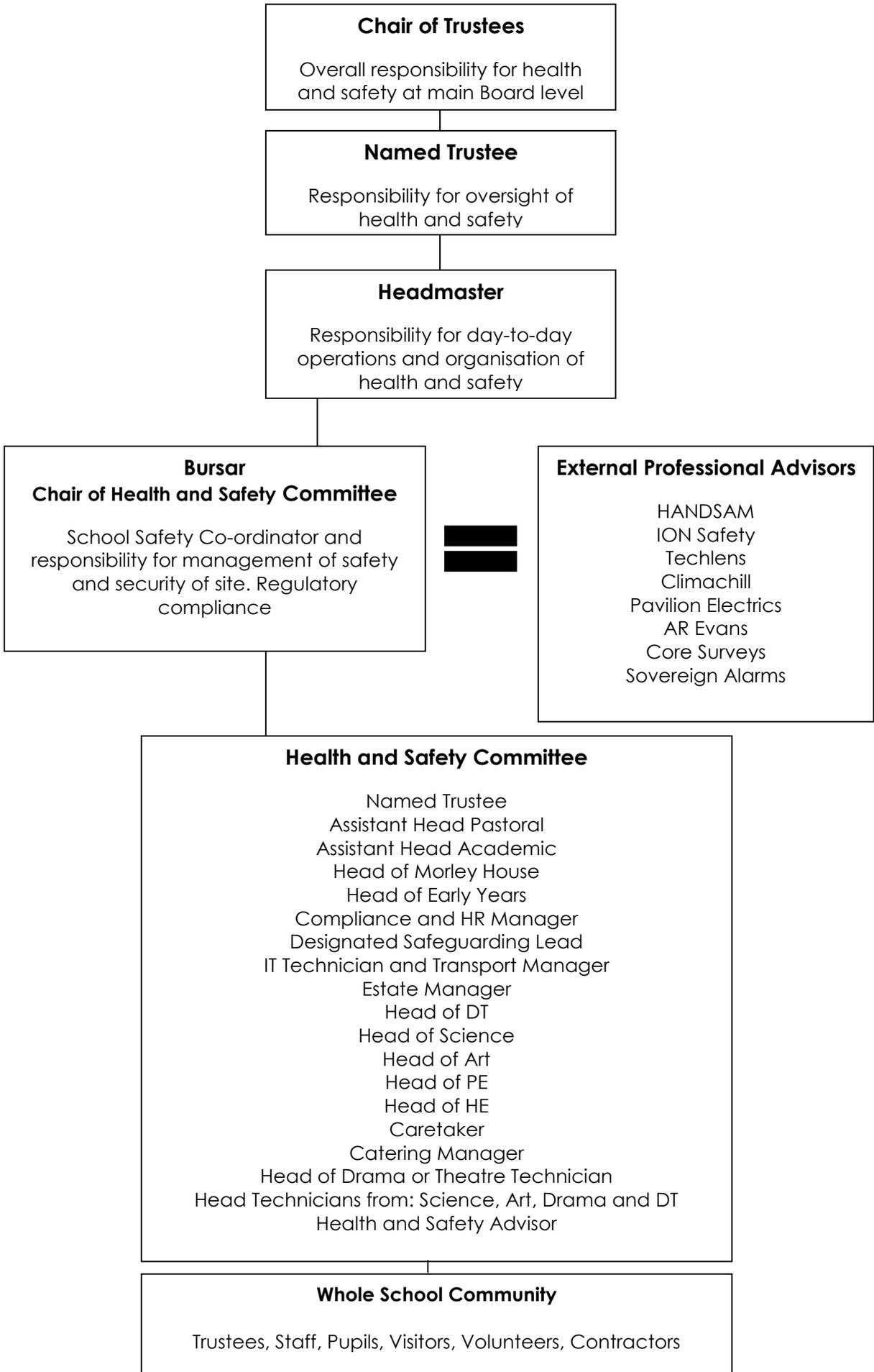
- Maintaining an accident book and reporting notifiable accidents to the Bursar who will then report to RIDDOR
- Escorting pupils to hospital (and informing their parents)

9. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department and the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

Diagram showing the Organisation for Health and Safety



Part 3 – Whole School Policy Area Guidance

Safeguarding and Pastoral Policies

	Policy	Action	Policy Nr	
1	Accessibility Policy		LOGS 206	
2	Anti-bullying Policy		LOGS 117	
3	Safeguarding Children Policy and Procedures		LOGS 101	
4	DSL Appointment and Training		LOGS 422	
5	E-Safety		LOGS 111	
6	Educational visits (EYFS and Non EYFS)		LOGS 104 LOGS 104a	
7	Emergency Situations		LOGS 306 LOGS 307 LOGS 308	
8	Human Flu Pandemic		LOGS 327	
9	Pupil Supervision		LOGS 112	
10	Sun Protection		LOGS 328	
11	Work Experience for Pupils		LOGS 211	
12	Special Educational Needs (SEN and Learning Difficulties		LOGS 205	

First Aid and Accident Reporting

	Policy		Policy Nr	
1	Accident Reporting (RIDDOR)		LOGS 329	
2	First Aid Policy		LOGS 330	
3	Administering Medication		LOGS 331	

Operations and Human Resources

	Policy		Policy Nr	
1	Display Screen Equipment		LOGS 332	
2	New and Expectant Mothers		LOGS 333	
3	Occupational Health		LOGS 334	
4	Safety Training (including induction)		LOGS 335	
5	Smoking		LOGS 336	
6	Staff Code of Conduct		LOGS 415	
7	Stress Management		LOGS 420	
8	Occupational Stress Policy		LOGS 421	

Estate and Premises

	Policy		Policy Nr	
1	Asbestos		LOGS 337	
2	Competent Advice		LOGS 338	
3	Control of Access, Security and CCTV		LOGS 339	
4	Construction Work (CDM)		LOGS 340	
5	Contractor Management		LOGS 341	
6	Control of Substances Hazardous to Health (COSHH)		LOGS 342	
7	Electrical Safety		LOGS 343	
8	Fire safety, procedures and risk assessment		LOGS 344	
9	Gas Safety – include LPG		LOGS 345	
10	General Workplace Safety		LOGS 346	
11	Hot Works		LOGS 347	
12	Infection Control		LOGS 348	
13	Letting and Hiring		LOGS 349	
14	Lightning Protection		LOGS 350	
15	Manual Handling		LOGS 351	
16	Minibus use		LOGS 352	
17	Noise		LOGS 353	
18	Radon		LOGS 354	
19	Risk Assessment		LOGS 355	
21	Vehicle and on-site movements		LOGS 356	
22	Water Quality (Including Legionella)		LOGS 357	
23	Working at Heights		LOGS 358	

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