TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

HEALTH AND SAFETY POLICY v 1.5

PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS

As Governors of Town Close, 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.

We fulfil our responsibility as Governors of Town Close by appointing a Governor with responsibility for overseeing health and safety. This is currently Mr Alec Kingham.

Day to day responsibility for the operation of health and safety at the School is vested in the Headmaster. But as Governors, we have specified that the School should adopt the following framework for managing health and safety:

- That the Governor overseeing health and safety receives copies of all the Safety Committee Minutes.
- 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 discussed at each term's Safety Committee.
- That Health and Safety is a standing item on all agendas for meetings of the full Governing Body.
- That the external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That the recommendations of these reports are reported to the Finance and General Purposes Committee where they may have a significant impact on the budget.
- 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 Environment Health Officer. In addition, the Catering Manager arranges for regular internal deep cleaning of both kitchens, deep cleaning of the extraction systems by an external contractor and pest control services where necessary.
- That the School has a fire risk assessment, carried out by a competent person that is updated regularly, particularly if significant changes are made to the interior of buildings, or new buildings are bought or added. The Safety

Committee should review this risk assessment every time it is significantly amended. That a NEBOSH trained Safety Officer is employed by the School who, along with the Bursar, reviews the overall arrangements for health and safety, including fire safety and the general state of the School. The Bursar reports to Governors on any significant actions required with recommended timescales.

- That the School has a professional risk assessment for Legionella: checks are carried out twice a year by an external contractor and an internal monthly water sampling and testing regime is in place.
- That the School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic Manual Handling and Working at Height training where appropriate. Health and safety training that is related to an individual member of staff's functions 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.
- That the Risk Management Working Group will review the Risk Register annually and recommend any actions deemed necessary to reduce risk.

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 Bursar and other members of the Senior Management Team 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 given a copy of this Policy as part of their induction and sign a statement to say they have read it: a copy will also be available 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 2 and 3 of this document.

A separate Pandemic Policy was written in response to the COVID-19 pandemic and, together with the COVID-19 Risk Assessment, sits alongside this policy giving details of how the School would approach the different stages of the pandemic and detailing the risks involved and the control measures put in please. The Risk Assessment is published on the School's website.

Signed: Sarah Anthony

Chair of Governors

Date: 20th November 2020

PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEADMASTER

The Chairman of Governors has delegated day to day responsibility for organising health and safety and welfare to me, its Headmaster. That role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts, the General Statement by the Chairman of Governors, this description of the Organisation for Health and Safety and, lastly, Specific 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. The areas where my duties have been delegated are:

Safety and Security

- Building security (including alarms, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Head of Maintenance.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – The Bursar and Assistant Bursar (Estates), working in cooperation with the Head of Maintenance, Heads of Games, PE, Science and DT.
- Controlling lone working after hours (support staff only) – the Bursar and Assistant Bursar (Estates)
- Ensuring that all visitors book in at Reception and wear visitors' badges – the Prep Admin Assistants.

Vehicles

- Car parking on site and vehicles on site – the Bursar.
- Ensuring the School minibus and other vehicles are properly maintained and roadworthy – the Bursar, who in turn has delegated day to day management to the Head of Maintenance.

Accidents

- Maintaining an accident book– the Bursar, who in turn has delegated day to day management to the Facilities Administrator, who is also responsible for keeping statistics of accidents and preparing summary reports for the Safety Committee.
- Reporting notifiable accidents to the HSE – the Bursar

- Escorting pupils to hospital (and informing their parents) – the Prep Department First Aid Officer and the Head of the Pre Prep, the latter of whom may delegate as appropriate.
- Checking that all first aid boxes and eye washes are kept replenished and in date - the Prep Department First Aid Officer and the Head of the Pre Prep, the latter of whom may delegate as appropriate

Fire Prevention

- Keeping fire routes and exits clear - the Bursar, who in turn has delegated day to day management to the site Assistant Bursar (Estates) and Health and Safety Officer.
- Electrical Safety Testing. All the buildings at the School have current electrical installation certificates –Assistant Bursar (Estates)Regular portable appliance testing – the Facilities Administrator
- Testing all fire alarms weekly (and recording all tests) – the Head of Maintenance.
- Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Facilities Administrator. All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings –Assistant Bursar (Estates). Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures to help to ensure that the School can be safely evacuated in the event of a fire – the Bursar, who in turn has delegated day to day management to the site Health and Safety Officer.
- Switching off all kitchen equipment at the end of service – the Catering Manager.
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and DT.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the Head of Computing.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Heads of Maintenance and Grounds.

Water, Drainage etc

The Assistant Bursar (Estates), together with the Head of Maintenance, is responsible for:

- Maintaining water quality.
- 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:

    - Fire – Assistant Bursar (Estates)and the Health and Safety Officer
    - Legionella - Assistant Bursar (Estates)and the Head of Maintenance
    - All rooms, corridors and exits- the Facilities Administrator
    - Catering and cleaning functions, system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) – the Assistant Bursar (Estates) and Catering Manager.
    - Grounds maintenance (including use of pesticides and COSHH) - Assistant Bursar (Estates) and Head of Grounds.
    - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- Assistant Bursar (Estates) and Heads of Maintenance and Grounds
    - Asbestos Register- the Bursar and the Health and Safety Officer.
    - Reprographics machines and copiers – the School Secretaries.

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

    - Science (including COSHH and flammable materials) – Head of Science
    - All outdoor games – Heads of Games and of PE
    - Swimming – Head of PE
    - Athletics– Head of PE
    - Judo, fencing – Head of PE
    - Dance and gymnastics – Head of PE
    - Drama – Head of English
    - Art (including COSHH and flammable materials) – Head of Art
    - Music – Director of Music
    - Design Technology (including COSHH and flammable materials) – Head of DT
    - All outdoor lessons -Director of Studies
    - All visits and trips -Educational Visits Co-ordinator (EVC)

Training

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

- Minibus training – the Facilities Administrator
- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of D&T
- Health and safety training for the Catering and Cleaning staff – Assistant Bursar (Estates) and Catering ManagerBriefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures – the relevant line manager
- Inducting new staff in health and safety – the relevant line manager

- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.
- First aid training- the Facilities Administrator

External Advisors for Health and Safety

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

- Structural Surveyors 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 at least annually.
- 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) and extractor systems in both kitchens are deep cleaned by external contractors.
- The School has a fire risk assessment which is updated regularly, particularly if 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 and extinguishers are tested annually by a qualified contractor.
- The School has a professional risk assessment for Legionella, checks are carried out twice a year by an external contractor and an internal monthly water sampling and testing regime is 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. Maintenance staff are 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 boilers are serviced annually
- Qualified Principal Designer and Principal Contractors are used in order to ensure compliance with the The Construction (Design and Management) Regulations 2015, whenever major work is undertaken.

School Safety Co-ordinator

Our 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; she also co-ordinates the advice given by specialist safety advisors and produces action plans. She has overall responsibility for monitoring health and safety within the School and for reporting any breaches to me. She is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the School.

School Health and Safety Committee

I have set up a School Safety Committee which meets once a term under the chairmanship of our Bursar. The other members of the Committee are:

- The Headmaster
- Head of the Pre Prep Department
- One of the Deputy Heads of the Prep Department
- Assistant Bursar (Estates)
- Head of D&T
- Head of Science
- Head of Art
- Head of Girls' Games
- Head of Boys' Games
- Head of PE
- The Educational Visits Coordinator
- The Head of Grounds
- The Head of Maintenance
- The First Aid Officer for Prep Department and a first aid representative from the Pre-Prep Department
- The Catering Manager
- The Head of Drama
- The Head of Computing
- A representative from the Early Years and Foundation Stage
- Health and Safety Officer

The role of the Committee is to:

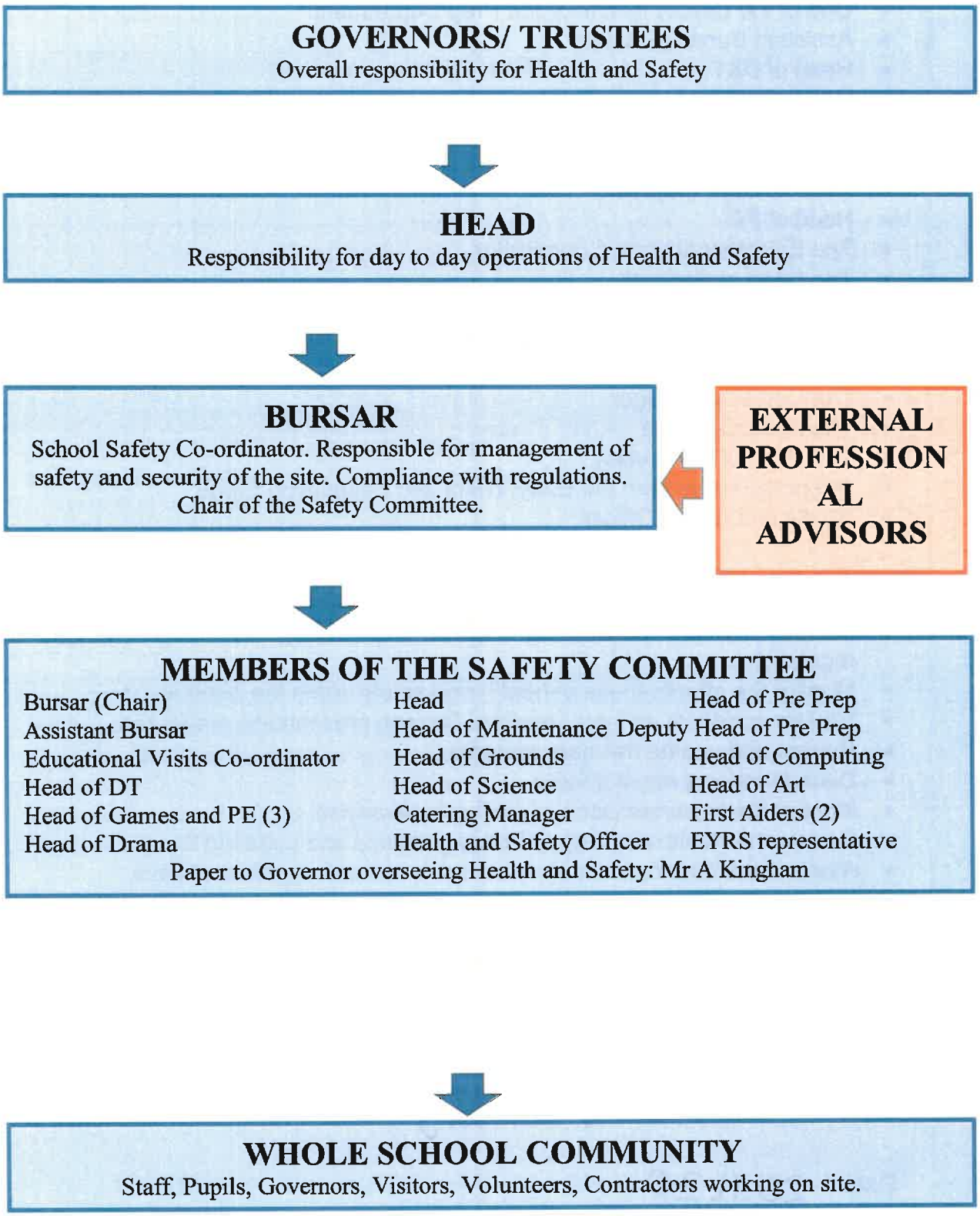
- Discuss matters concerning Health and Safety, including changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Review and update risk assessments,
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the Health and 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 workplace.
- Encourage suggestions and reporting of defects by all members of staff.

Signed:

Headmaster Nick Bennyton

Date: 20.11.20

DIAGRAM SHOWING THE ORGANISATION OF HEALTH AND SAFETY



PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

The following areas/activities present identified and significant risks at Town Close. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Head of PE keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, fencing, judo, records of training and qualifications in lifeguarding and other subject specific training are kept.
- 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
- 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 kiln room, 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 dismounting of scenery, props and staging. Records of staff training are kept where appropriate.
- 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 and HACCAP Records of staff training are kept.
- 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 polices and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Plan https://townclose.com/wp-content/uploads/2019/05/Accessibility-Plan-Part-1.pdf , https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/Accessibility%20Plan%20Part%202.pdf
- Accident Reporting (RIDDOR) (as part of the First Aid Policy) https://townclose.com/wp-content/uploads/2019/07/First-Aid-Policy.pdf
- Anti-Bullying Policy https://townclose.com/wp-content/uploads/2019/05/Anti-Bullying-Policy.pdf
- Asbestos https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/Risk%20Assessments%20%5BFe1%5D/Maintenance%20%5BF3du%5D/Maintenance/Asbestos%20AMC%27s.pdf
- Catering and Food Hygiene https://townclose.fireflycloud.net/risk-assessments/catering

- Control of Substances Harmful to Health (COSHH) https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/Control%20of%20Substances%20Hazardous%20to%20Health%20(COSHH)%20Policy.pdf
- Crisis Management Plan https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/Crisis%20Management%20plan.pdf
- Design and Technology https://townclose.fireflycloud.net/risk-assessments/dt
- Display Screen Equipment https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/Use%20of%20Display%20Screen%20Equipment%20Policy.pdf
- Educational visits, (the EVO maintains a dossier of risk assessments and visit reports) https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/Educational%20Visits%20Policy.pdf
- Electrical Safety https://townclose.fireflycloud.net/risk-assessments/maintenance
- E-Safety https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/iPad%20acceptable%20use%20policy.pdf https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/IT%20Acceptable%20Use%20Policy.pdf
- First Aid https://townclose.com/wp-content/uploads/2019/07/First-Aid-Policy.pdf
- Fire safety, procedures and risk assessment https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/Policy%20Statement%20on%20Fire%20and%20other%20Emergencies.pdf
- Gas Safety – inspection reports in Bursary
- Health and Safety Notices – in Bursary
- Induction of new staff – part of induction checklist
- Issuing of medicines (included within First Aid Policy) https://townclose.com/wp-content/uploads/2019/07/First-Aid-Policy.pdf
- Legionella – in Bursary
- Letting and Hiring – in Bursary
- Manual handling – multiple on Firefly for each different area eg catering, cleaning, grounds, maintenance
- Medical Questionnaire – in Bursary
- Minibus use https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/Risk%20Assessments%20%5BFe1%5D/Vehicles%20%5BF3et%5D/File%20List/Mini%20Buses%20and%20the%20Use%20of%20KP%202019.pdf
- Pesticides: Use of https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/Risk%20Assessments%20%5BFe1%5D/Grounds%20%5BF3do%5D/File%20List/RA20%20Use%20of%20Chemicals.pdf

- Portable Appliance Testing (PAT) – inspection reports kept in Bursary
- Pupil Supervision https://townclose.com/wp-content/uploads/2019/01/Pupil-Supervision-Policy.pdf
- Risk Assessments: Guidance on https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/Risk%20Management%20and%20Risk%20Assessment%20Policy.pdf
- Science https://townclose.fireflycloud.net/risk-assessments/science
- Security, including workplace safety and lone working https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/School%20Policies%20%5BFe3%5D/File%20List/Security%20policy.pdf
- Special Education Needs (SEN) and Learning Difficulties https://townclose.com/wp-content/uploads/2018/12/Inclusion-Policy.pdf
- Swimming Pool – Normal Operating Procedures and Emergency Action Plan https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/Risk%20Assessments%20%5BFe1%5D/Swimming%20Pool%20%5BF4xl%5D/File%20List/Swimming%20Pool%20RA%202019.pdf
- Sun Protection (EYFS pupils) https://townclose.com/wp-content/uploads/2019/03/Safety-in-the-Sun-Policy.pdf
- Working at Heights – each department has own risk assessments available on Firefly.
- Vehicles and on-site movements https://townclose.fireflycloud.net/Resources/Staff%20%5BF4%5D/Risk%20Assessments%20%5BFe1%5D/Maintenance%20%5BF3du%5D/Maintenance/Vehicle%20movement.pdf

Signed: Benita Ogg

School Safety Co-ordinator

Date: 20.11.2020

Last reviewed November 2020
Next review November 2021