



# BROOKE PRIORY SCHOOL



## HEALTH & SAFETY POLICY

(School based)

September 2021

### PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE PROPRIETOR

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

I fulfil my responsibility as Proprietor of Brooke Priory School by appointing, the Bursar with responsibility for overseeing health and safety as part of her 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 Headmaster. However, as Proprietor, I have specified that that the school should adopt the following framework for managing health and safety:

- The Proprietor receives copies of all relevant paperwork of the school's termly health and safety committee meeting.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, fire drills, and all new or revised policies and procedures and staff training (if appropriate) is tabled at each term's health and safety meeting.
- The minutes of the meeting on health and safety are shared termly at a meeting of the Senior Management Team together with any other issues on health and safety that the Proprietor wishes to bring to the Senior Management Team's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Bursar, Headmaster and Proprietor 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).
- The school has a fire risk assessment, carried out by a competent person which is reviewed every year for progress on completion of items in the action plan, and updated every five 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 Proprietor.
- The school has undertaken a risk assessment by a competent person for legionella. A monthly water temperature testing regime is in place and taps/shower which are not used daily are run for 5 minutes each week.

- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes fire awareness and 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 will be provided in addition to the 'standard' induction training. First aid training is provided to all 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 head, the bursar and other members of the Senior Management Team ("SMT") in order to enable the Proprietor 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 informed copies of this statement can be obtained on the school's Shared Department Drive and a hard copy being available in the staff room. 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 part two of this document.

Signed: *Elizabeth Bell* Date: September 2021

Elizabeth Bell

Proprietor



# BROOKE PRIORY SCHOOL



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### Part 2: 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.

#### **1. Proprietor**

The Proprietor has overall collective responsibility for health and safety within the School. She has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. She 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 will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Proprietor in carrying out her duties.

#### **2. Headmaster**

The Headmaster will assist the Proprietor 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 Proprietor on health and safety performance and assist the Proprietor in implementing changes in the Policy which the Proprietor has approved. The Headmaster will conduct staff induction.

#### **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
- Catering functions
- Cleaning functions
- Asbestos (albeit there is none identified on site)
- Emergencies
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Reporting notifiable accidents to HSE.

They 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
- chairing the School Health and Safety Committee

#### **4. Assistant Heads (Teaching)**

The Assistant Heads 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 - Head of Science
- Sports activities - Head of PE
- Art & DT - Head of Art
- Music - Head of Music
- Outdoor lessons - Assistant Head (Logistics)
- Trips and visits – Assistant Head (Logistics)

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

#### **5. Premises Officer**

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

- Testing arrangements, maintenance and records, including fire, electrical, equipment, water quality
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

#### **6. Receptionist**

The Receptionist 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
- Site traffic movements
- Maintaining an accident book and reporting to Bursar any incidents which may require reporting to the Health & Safety Executive
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

#### **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.
- Engineers monitor and service the school's plant, equipment, including boilers annually and the lift bi-annually.
- Gym and fitness equipment and the theatre seating 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.
- Appropriate pest control measures are in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every five 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, is tested bi-annually by a qualified contractor. The emergency lighting and fire extinguishers are tested annually by a qualified contractor.
- Annual Portable Appliance Testing is conducted.
- The school has a suitable and sufficient risk assessment for legionella. The tanks are chlorinated annually and a monthly testing regime is in place for water temperature.
- 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 bi-annually and have current landlord's gas safety certificates.
- The Adventure Playgrounds is inspected annually by qualified inspectors.
- The mobile staging blocks are serviced by qualified contractors annually.

## **8. School Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the Bursar. The other members of the Committee will be:

- Headmaster
- Assistant Head of Early Years

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.

## **9. Staff**

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify 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
- carry out all reasonable instructions given by senior staff

- 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

Signed: *Elizabeth Bell* Date: September 2021

Elizabeth Bell

Proprietor