

BOLTON SCHOOL

Part 1: General Statement of Health and Safety Policy

As Governors of Bolton 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 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 Bolton School by appointing the Headmaster, Headmistress and the Clerk & Treasurer, these being the Foundation's three Senior Officers, who each hold equal responsibility for overseeing health and safety across the entire Bolton School Foundation. They in turn appoint the Health & Safety Officer to have day-to-day responsibility for the operation of health and safety at the School. However, as Governors, we have specified that the School should adopt the following framework for managing health and safety:

- Dr Sheila Fisher is appointed as the Governor overseeing health and safety. She regularly liaises with the Foundation's Health & Safety Officer and attends meetings of the Foundation's Health and Safety Committee, receiving 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 relevant policies and procedures is tabled at each term's Governing Body meeting.
- Any issues on health and safety that the Health & Safety Officer wishes to bring to the Governing Body's attention are tabled accordingly.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals and reported thereon.
- These reports are considered by the Estates Committee and their 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 Catering Manager arranges for regular hygiene and safety audits of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services. These aspects are reported to Governors in the termly Health & Safety report.
- The School has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated regularly to take in significant changes made to the interior of buildings or when new buildings are bought or added. The Health and Safety Officer reviews this risk assessment every time it is amended and includes details in the Health & Safety report.
- The Health & Safety Officer 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 is monitored by the Governing Body.
- The School has a competent person undertake a risk assessment for legionella, at least every two years. An external six monthly water sampling and testing regime is in place.
- The School has a comprehensive policy in place for the training and induction of new staff which includes health and safety related issues. First aid training and minibus driver training are provided to all members of staff where appropriate.

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 Heads, the Clerk & Treasurer and other senior colleagues in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant health & safety risks or issues to the Health & Safety Officer.

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be sent a copy of the policy by email each year as part of the annual update. Changes to the policy will be reviewed by the Consultative Committee. Details of the organisational arrangements for carrying out the policy are to be found in part two of this document.

Signed Michael Griffith Date 6th March 2018

Chairman of Governors, for and on behalf of the Board of Governors

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. A health & safety organisation chart 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 Governors ('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 will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

2. Head Master / Head Mistress / Clerk & Treasurer

The Head Master / Head Mistress / Clerk & Treasurer 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 Clerk & Treasurer will 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. Health & Safety Officer

In liaison with the Head of Estates, the Health & Safety Officer will have day to day 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 (delivered through line management)

The Health & Safety Officer will also fulfil the following duties:

- promote a positive health and safety culture cross the Foundation;
- keep abreast of health and safety legislation as it emerges and develops and ensure the Foundation's policies and procedures comply with latest developments;
- co-ordinate advice from specialist safety advisors and produce associated action plans;
- monitor health and safety within the School and raise concerns with the Senior Officers;
- ensure compliance with the Construction (Design and Management) Regulations;
- investigate and report on all accidents/incidents and near misses and provide guidance on accident prevention and safe systems of work;

- chair the Foundation's Health & Safety Committee and attend its Health & safety subcommittees, providing advice, expertise and leadership of the health and safety agenda at those meetings.

4. Line Managers including Heads of Department

Line Managers including 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 and codes of practice for areas under their control, paying regard to women of childbearing age.

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

5. Head of Estates

The Head of Estates will assist the Senior Officers 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;
- Maintenance of School plant & equipment;
- 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.

6. Internal / External Health and Safety Reviews

The Health & Safety Officer, in consultation with the relevant head of department or senior colleague will arrange as appropriate for reviews and/or audits to be undertaken on matters of health and safety within the School. Such provision may include:

- Structural surveyors giving advice on the external fabric of the School.
- Engineers monitoring and servicing the School's plant, equipment, boilers, lifts and hoists.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department being serviced regularly.
- [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 following may take place:
 - taking swabs of knives, chopping boards and other kitchen equipment regularly and reporting on those findings;
 - regular independent hygiene and safety audit of food storage, meal preparation and food serving areas;
 - professional advice from a dietician on healthier food, menu planning and special diets as needed;

- regular professional deep cleaning of equipment, high level cleaning of all cooking, food preparation and storage surfaces;
 - appropriate pest control measures to be 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 three 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 annually by a qualified contractor.
 - The Health and Safety Officer reports regularly on the arrangements for health and safety in lessons, support areas, public spaces, sports and swimming facilities.
 - The School has a suitable and sufficient risk assessment for legionella, reviewed at least every two years. An external six monthly water sampling and testing regime is in place.
 - The School maintains an asbestos register and the Head of Estates is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
 - The School's radiation protection supervisor (RPS), is responsible for liaison with the external radiation protection advisor retained by Bolton School 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. Foundation Health and Safety Committee

The Committee will meet once a term, and will be chaired by the Health & Safety Officer. The Governor who is responsible for overseeing health and safety may attend these meetings. The other members of the Committee will include representation from all areas of the Foundation.

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 update 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 Nurses

The School Nurses will be responsible for:

- Maintaining an accident record and reporting notifiable accidents to the Health & Safety Officer;

- Keeping relevant data and preparing summary reports for the School Health and Safety Officer to include in the termly report;
- Arranging the escorting of pupils to hospital (and informing their parents);
- Checking that first aid facilities are adequately maintained and replenished.

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 / Health & Safety Officer 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 by their acts or omissions;
- 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 managers / senior colleagues;
- 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 above persons in relation to the fulfilment of their duties.