

# **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 Head of Foundation, the Head of Boys' Division, the Head of Girls' Division, the Head of Primary Division and the Clerk & Treasurer, these being the Foundation's five Senior Officers, who each hold equal responsibility for overseeing health and safety across the Bolton School Foundation. For the avoidance of doubt, this statement and policy covers the Early Years provision within the Foundation and also Patterdale Hall and all BSSL operations.

As Governors, our intention is to have robust procedures that prevent accidents, injuries and ill health and to identify and eliminate hazardous situations.

In order to achieve a high standard of occupational health, safety, welfare and hygiene, we have specified that the School should adopt the following framework for managing health and safety:

Governors collectively oversee health and safety. They regularly liaise with the head of Foundation on Health & Safety matters who chairs meetings of the Foundation's Health and Safety Committee.

A comprehensive health and safety report is tabled and reviewed at termly Governing Body meetings.

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 programs.

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 externally contracted deep cleaning and pest control services. Matters arising from these 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 Head of Estates regularly reviews the fire risk assessments and the overall arrangements for health and safety, including fire safety, the general state of the School buildings, 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 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. Robust arrangements exist for conducting risk assessments including for off-site visits, residential visits and school-led adventure activities where practical control measures are utilised to reduce risk.

First aid training and minibus driver training are offered to all members of staff where appropriate.

The School has a Health (including mental health) and Wellbeing Policy in place and provides an external resource to enable Heads of Department and Line Managers to manage all areas of Employee wellbeing (the Employee Assistance Program).

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 their line manager.

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 Governing Body. Details of the organizational arrangements for carrying out the policy are to be found in part two of this document.

Signed: 

Date: 19 January 2022

**Chairman of Governors, for and on behalf of the board of Governors**

## **Part 2: Bolton School Health and Safety Organization**

This part of the Policy deals with the organisation, planning, implementation, and 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 of Foundation, Head of Boys' Division, Head of Girls' Division, Head of Primary Division and the Clerk & Treasurer**

The Head of Foundation, Head of Boys' Division, Head of Girls' Division, Head of Primary Division and the 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 provide Board reports on health and safety and assist the Board in implementing changes to the Policy which the Board have approved.

### **3. Head of Estates**

The Head of Estates will have day to day responsibility for ensuring that appropriate arrangements are in place for:

- Safety and security;
- Fire safety;
- Electrical safety;
- Gas safety;
- Water quality;
- Asbestos;
- Estates related emergencies;
- Building security;
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate);
- Registration of visitors;
- Site traffic movements;
- Maintenance of School plant & equipment;
- Good standards of housekeeping,
- Control of hazardous substances;

- Investigation and reporting on all accidents/incidents and near misses, providing guidance on accident prevention and safe systems of work.
- Reporting accidents to RIDDOR where necessary.

In fulfilling this role he will endeavour to:

- 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;
- ensure compliance with all necessary Health & Safety and building regulations;
- co-ordinate advice from specialist safety advisors and produce associated action plans;
- monitor health and safety within the School and raise any concerns with the Senior Officers as appropriate.

#### **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.

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

#### **5. External Health and Safety Reviews**

The Head of Estates will make arrangements where appropriate for external reviews to be undertaken on matters of health and safety of the Estate. 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 under the direction of the Catering Manager:

- 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 Head of Estates will ensure that:

- The School has a suitable and sufficient fire risk assessments which are reviewed annually, or when significant changes are made to the interior of buildings.
- 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 School has a suitable and sufficient risk assessment for legionella, reviewed at least every two years. An external water sampling and testing regime is in place.
- The School maintains an annually updated asbestos register and management plan. All works are compliant with The Control of Asbestos Regulations.

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 2017 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.

## **6. Foundation Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the Head of Foundation. The other members of the Committee will include representation from all areas of the Foundation, each area having met previously at their Divisional Health & Safety sub-committee to review matters pertinent to their area of the Foundation.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- review accidents and near misses, and discuss preventative measures and any required changes to risk assessments or training;
- monitor the effectiveness of health and safety within the School;
- 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.

## **7. Staff**

The co-operation of all staff is essential to the success of the Policy and all staff should notify their Head of Department of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Arrangements for health and safety in lessons, support areas, public spaces, sports and swimming facilities is the responsibility of all staff using those areas and facilities at all times.

Staff are required to:-

- follow the Health & Safety Policy at all times;
- take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- follow the requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties put upon them to be performed;
- carry out all reasonable health and safety related instructions given to them;
- make proper use of all resources provided in the interests of their health and safety, such as protective equipment;
- comply with any reasonable request made to them in relation to the fulfilment of their health and safety related duties.