



Health & Safety Responsibilities and Powers (including Management)

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School on our website, and a hard copy can also be viewed at our School Office. This policy applies to all activities of Hurlingham School, including the Early Years Foundation Stage.

1. Introduction

At Hurlingham we believe that the health, safety and welfare of the pupils and staff at our school to be of fundamental and overriding importance. We will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The School Principal (on behalf of the School Proprietors) bears ultimate responsibility to provide leadership while supervision of day to day responsibilities is delegated to the Headmaster.

The School Principal, Headmaster and Senior Leadership Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

We recognise the importance of delivering the curriculum to our children in a safe and secure environment both within School and on outings. Our curriculum itself plays a vital role in educating the children how to behave in a safe and healthy manner. Our behaviour policy aims to ensure that children learn how they are expected to behave.

The Senior Leadership Team in conjunction with the Health and Safety Committee make the necessary assessments in accordance with our Risk Assessment Policy, identify safety training and provide information and supervision for employees at all levels. We have a robust induction/training program in place and a clear code of conduct for all staff. Staff are consulted regularly at staff meetings about health and safety issues.

This policy has been prepared with regard to the non-statutory advice:
'Health and Safety Advice on Legal Duties and Powers (2014).

and

HSE advice at <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

Sensible Health an Safety Management in Schools

This policy should be read in conjunction with the school's other policies with particular regard to the following:

- Safeguarding and Child Protection Policies;
- Fire Policy;
- Medical and First Aid Policies;
- Minibus Policy;
- Risk Assessment Policy;
- Risk Assessments

2. Aims

2.1 We aim to provide a safe, secure and pleasant working environment for everyone and to protect the health and safety of pupils and staff by, so far as is reasonably practicable, adopting good safety practices. These will include:

- providing adequate control of the health and safety risks arising out of any activities whether specifically school or maintenance
- consulting with staff on matters affecting their and the children's health and safety
- ensuring that plant and equipment is regularly maintained
- ensuring safe handling, use, storage and transport of articles and substances

- ensuring that fire safety measures are fully operational at all times
- providing adequate information, instruction, training and supervision for staff (including temporary employees and contractors) and pupils where appropriate
- ensuring all staff are competent to do their tasks, providing adequate training where appropriate
- striving to prevent accidents and cases of work-related ill health
- providing a safe and healthy place of work, including access to and egress from the premises, and adequate facilities and arrangements for the welfare of employees at work reviewing and revising our health and safety policy and risk assessments as necessary and at regular intervals to consider the safety of pupils, staff, parents, contractors and others accessing the premises including those who hire and undertake leisure activities.

3. Responsibility

As a privately owned school we, the Directors of the Hurlingham School Company Ltd., 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. We are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as proprietors of Hurlingham School by appointing The School Principal, Fiona Goulden, with responsibility for overseeing health and safety.

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

- That the School Principal, chairs the termly meetings of our School's Health and Safety Committee and retains copies of all the paperwork.
- 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 tabled at each term's Health and Safety Committee meeting.
- That the minutes of the Committee's discussion on health and safety are tabled at each meeting of the School's Board of Directors, together with any other issues on health and safety that the School Principal wishes to bring to the Board's attention.
- That the external fabric of the school, its plant, equipment and systems of work are serviced regularly and inspected where appropriate by qualified professionals.
- That any reports issued by professionals are considered by the Board of Directors and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That our 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 EHO. The Catering Manager is responsible for ensuring that hygiene and safety guidelines for food storage, meal preparation and food serving are adhered to. The School Principal arranges for the kitchen to be deep cleaned each School holiday, for an annual deep clean of the extraction ducting and for an ongoing contract for pest control services. The School Principal reports on all these aspects to the Board of Directors each term.
- That our school has a fire risk assessment, carried out by the School Principal which is updated every year. The Health and Safety Committee will review this risk assessment and fire procedures before they are circulated to members of staff.
- That an external fire consultant has reviewed the overall arrangements for fire safety, and reports on actions required with recommended timescales in the event of any alterations made to the building. The progress of implementation will be monitored by the Health and Safety Committee.
- That the school has a professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
- That our 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 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.

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 School Principal and other members of the SLT in order to enable the School proprietors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the School office, the Headmaster or the School Principal.

All members of staff 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.

4. Co-operation

While all aspects of health and safety remain a management responsibility, a safe and healthy workplace can only be achieved with the full co-operation of every member of staff.

All our members of staff are duty bound under common law to take care of pupils in the same way that a prudent parent would do so, to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom we owe a duty of care, namely people who may come into contact with our work; pupils, parents, visitors etc. To achieve this, all members of staff must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly, to the School Office, all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Members of staff should not be in any doubt that the school will apply disciplinary procedures to any member of staff who is in breach of our health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

4. Organisation for Health and Safety

The School Proprietors, have delegated overall responsibility for organising health and safety and welfare to me, the School Principal. That role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy.

The Headmaster is responsible for overseeing the day to day health and safety of all members of the teaching and catering staff, pupils and others (especially: visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs) and every member of the SLT is responsible for ensuring that our health and safety policy is adhered to.

I have, therefore, delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on behalf of the School Proprietors, rests with me. Responsibility for the following areas are as follows:

4.1. Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) – [the School Principal, office staff, all teaching staff and the school caretaker](#).
- Preventing unsupervised access by pupils to potentially dangerous areas - [all members of Staff](#).
- Controlling lone working after hours - [individual members of staff must take responsibility for their own safety if working in the building after hours](#). It is the responsibility of all members of staff to ensure that points of entry and exit are kept closed to prevent access by the public and the school caretaker or cleaners are generally on site in the morning and evening. The last person to leave the building is responsible for activating the burglar alarm and ensuring that the building is locked. (*See our Security, Access Control, Workplace Safety and Lone Working Policy*).
- Ensuring that all visitors book in at Reception and wear visitors' badges – [the School Receptionist](#).

4.2. Vehicles

- Car parking on site and vehicles on site – [the School Caretaker and members of staff on 'Car Park Duty'](#).
- School Bus arrangements (including notifying parents of delays) – [the School Secretary](#).

- Ensuring the school minibus is properly maintained and roadworthy – [School Caretaker – Hamdane Bouzid](#)
- Ensuring that any person driving the minibus to transport children has completed a Driver's Declaration Form and undertaken the relevant training – [the School Principal](#).

4.3. Accidents

- Maintaining an accident book and reporting notifiable accidents to the HSE – [The School receptionist and Headmaster](#).
- Escorting pupils to hospital (and informing their parents) – [the appointed first aider or other member of staff where appropriate](#).
- Checking that all first aid boxes and eye washes are kept replenished - [the School receptionist](#).

4.4. Fire Prevention

- Keeping fire routes and exits clear - [all members of staff](#).
- Electrical Safety Testing. All the buildings at the school have current electrical installation certificates – [Principal and School Caretaker](#).
- Regular portable appliance testing – [School Caretaker](#).
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers - [School Caretaker](#).
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers - [School Caretaker](#).
- Arranging the annual clean of the kitchen extract system – [School Caretaker](#).
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – [School Caretaker](#).
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire. - [Headmaster, School Principal and Caretaker](#).
- Switching off all kitchen equipment at the end of service – [the Catering Manager and tea supervisors](#).
- Checking that all Scientific equipment is switched off at the end of the school day – [Teachers using the Science lab and Cleaning staff](#).
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – [the IT Systems Manager](#).

4.5. Water, Drainage etc

The School Principal, together with the Maintenance Engineer are responsible for:

- Maintaining drinking water fountains in good working order, keeping them clean and ensuring that they are all clearly marked 'drinking water'. - [School Caretaker](#)
- Maintaining water quality (including distribution temperatures). A sampling regime, to comply with HSE guidance on managing Legionella in hot and cold water systems, is in place – [School Caretaker](#)
- Checking the temperature of water in the cloakrooms is limited to 43° to avoid the risk of scalding– [School Caretaker](#).
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear - [the School Caretaker](#).

4.6. Risk Assessments

- Ensuring that the Risk Assessment Policy is reviewed annually and that up to date risk assessments are maintained for:
 - Fire – [the School Principal](#)
 - Legionella - [the School Principal](#)
 - All rooms, corridors and exits- [the School Principal](#)
 - Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) – [the Catering Manager](#)
 - Grounds maintenance - [School Principal and Caretaker](#).
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - [the School Principal and School Caretaker](#)
 - Reprographics machines and copiers – [the School Principal and the IT Systems Manager](#).

- 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 indoor and outdoor games and gymnastics – [Director of Sport](#)
 - Karate – [Head of Karate](#)
 - Art (including COSHH and flammable materials) – [Head of Art](#)
 - Music – [Director of Music](#)
 - Design Technology (including COSHH) – [Head of DT](#)
 - All outdoor lessons - [Headmaster and Heads of Section](#)
 - All visits and trips - [Headmaster](#)

4.7. Training

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

- Minibus training – [the Director of Sport](#).
- Science-related health and safety training – [the Head of Science](#)
- Design Technology related training – [the Head of DT](#)
- Health and safety training for the Catering and Cleaning staff – [the Catering Manager and the School Principal](#).
- Briefing new pupils on emergency fire procedures – [all form teachers](#).
- Briefing new staff on emergency fire procedures - [the Head of CPD and the Headmaster](#).
- Inducting new staff in health and safety – [the Head of CPD and the Headmaster](#).
- Identifying specific health and safety training needs of staff – [all Heads of Department and Senior Leadership Team](#).
- First aid training - [the Headmaster](#).

4.8. External Advisors for Health and Safety

At our school, we use or are subject to inspection by external consultants on the following matters of health and safety within the School.

- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually. All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the School Principal arranges for:
 - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas every School holiday.
 - Appropriate pest control measures to be in place.
- The school has a detailed fire risk assessment which has been approved by the London Fire and Emergency Planning Authority (LFEPA). Approval was also granted for our fire procedures following the construction of the second floor extension.
- 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 qualified contractors.
- Portable Appliance Testing (PAT) is carried out in accordance with the guidelines.
- The school has a professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
- 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 of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.

4.9. School Safety Co-ordinator

As the School's Safety Co-ordinator, I am responsible for assessing any measures that may be needed in order to carry out maintenance work without risks to health and safety. When necessary I will co-ordinate the advice given by specialist safety advisors, and produce action plans. I have overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Board of Directors. I am responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

5. School Health and Safety Committee

The School Health and Safety Committee which meets once a term and is chaired by the Principal. The other members of the Committee are:

- The Headmaster

- The Deputy Head
- The Head of Upper School
- The Head of Middle School
- The Head of Lower School
- First Aid Appointed Person
- Head of Learning Support
- The Director of Sport
- Head of CPD
- Head of PSHE
- The Caretaker
- Head of Science

The role of the Committee is to:

- Discuss matters concerning Health and Safety, 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
- 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.

6. Policy Review

This policy will be reviewed regularly by the Health and Safety Committee each Summer term and, as necessary, should any matters arise during the course of the academic year. In conducting the policy reviews, due regard will be given to the following:

7. Planning

We aim to eliminate risks in the workplace by careful selection and the design of our facilities, equipment and processes, together with effective control measures and training for our staff.

The school will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, and water quality
- employing contractors to work in the school
- vehicle movements in the school car park
- workplace arrangements, including housekeeping
- school trips
- school security
- stress management
- letting of school premises to outside bodies
- pupils with special needs, i.e. manual handling

8. Organisation

As a result of our rigorous induction training and clear code of conduct for staff, we are confident that responsibility for all aspects of the School, including ensuring that responsibilities for health and safety are clearly defined to all our members of staff at all times.

9. Control

We ensure that the safety requirements are implemented throughout the school by all members of staff and that training is regularly conducted in support of those standards.

10. Monitoring and Review

All job specifications contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits are carried out and a safety report completed each term. These documents form the basis for monitoring and review, to ensure that a high standard of health and safety is maintained.

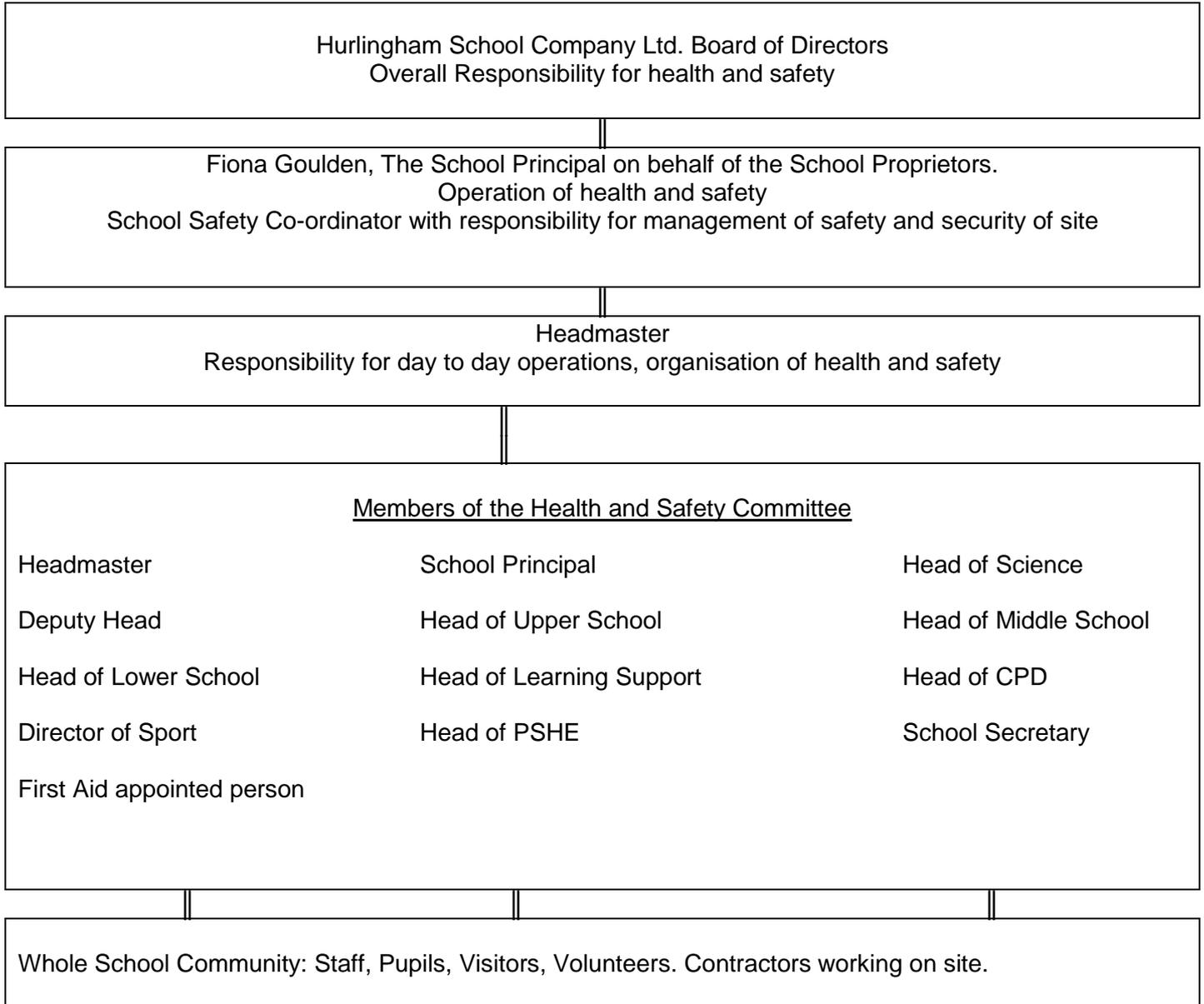
Date created: Autumn 2009

Date of last review: June 2017

Date of next review: June 2018

Appendix 1

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



Appendix 2

Specific Arrangements for Health and Safety

Risk assessments for all areas/activities which have been identified as potentially hazardous have been carried out as part of our overall Health and Safety arrangements and are located in the Health and Safety Risk Assessments File.

Many of these risk assessments are supplemented by the following whole school policies and documents:

- Accessibility Policy
- Accident Reporting (RIDDOR) (on pg. 24 of the First Aid and Medical Policy)
- Anti-Bullying Policy
- Building at Work
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Competent Advice
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH) (see Cleanliness and Order Policy)
- Control of hazardous substances, including use and storage of chemicals
- Crisis Management and Communications (Emergency Plan and Off-site Emergency Procedures Action List)
- Design and Technology
- Display Screen Equipment
- Educational visits, (the EVC maintains a separate file of risk assessments and visit reports)
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Human Flu Pandemic
- Induction of new staff
- Legionella
- Letting and Hiring
- Manual handling (Caretaker and Maintenance Staff Training Record and various staff risk assessments)
- Medical Questionnaire
- Minibus use
- Occupational Health (Occupational Stress Policy and various staff wellbeing risk assessments)
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessments: Guidance on
- Security, including workplace safety and lone working
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection (EYFS pupils)
- Temporary staff and Contractors
- Working at Heights
- Car Park Policy