FARNBOROUGH HILL

WHOLEHEARTEDLY

Health and Safety Policy and Statement of Arrangements

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HEALTH AND SAFETY POLICY

STATEMENT OF HEALTH AND SAFETY POLICY
BY THE BOARD OF GOVERNORS

As governors of Farnborough Hill 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 Farnborough Hill school by appointing Mr Tim Flesher, a governor who is the Chair of Governors, 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 Head. However, as governors, we have specified that the School should adopt the following framework for managing health and safety:

- The governor overseeing health and safety receives minutes of the School's health and safety committee termly meeting and discusses these with the Bursar.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- Pupils, and where appropriate parents, are kept apprised of the importance of health and safety and of their own responsibilities to maintain a safe environment.
- The exterior of the building will be reviewed by the School in conjunction with a competent professional annually and the findings will be reported to the F&GP. Vulnerable parts of the front of the Victorian building will be checked as far as practicable from mobile access equipment every two years (next inspection August 2021).
- Identified risks and issues (as per point above) highlighted during the inspection will be documented and managed. Owing to the nature, age and construction of the buildings a balanced approach will need to be adopted between the need for detailed inspection and the risk of damage caused by the access equipment.
- 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 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 every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- An external health and safety consultant 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 will be monitored by the Finance and General Purposes Committee.
- The School commissions a competent person to undertake a risk assessment for legionella, every two years, and to have a periodic water sampling and testing regime in place.
- The School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician or caretaker, 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.

- The School has competent personnel in charge of Health and Safety and Fire Prevention – namely the Bursar with over 30 years of Fire Fighting experience and training in the Royal Navy (he is also IOSH trained) and the Facilities Manager with 39 years of Fire Maintenance and Prevention experience obtained from within the Prison Service (he also holds IOSH and NEBOSH certification).

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 Leadership Team (SLT) in order to enable the governors 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 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. Details of the organisation and arrangements for carrying out the policy are to be found in the next section of this document.



Chair of Governors, for and on behalf of the Board

Statement of General Policy

Farnborough Hill is committed to maintaining the highest standards of Health and Safety Management in all its dealings. Copies of the Statement of General Policy are to be displayed throughout the School buildings as listed at Annex A.

Organisation for implementing Health and Safety Policy

Health and Safety Officer The Bursar is appointed as the Health and Safety Officer for Farnborough Hill. The Facilities Manager is the Assistant Health and Safety Officer.

Reporting All Staff should report on health and safety matters through the Head of their Department who will then refer to the Bursar. Lines of communication are set out below:

Staff	Report to
Teachers, Laboratory Technicians	Head of Department
School Nurse	Deputy Head - Pastoral
Administrative, Caretaking & Maintenance Staff	Facilities Manager
Catering Staff	Facilities Manager/Chef Manager
Groundsmen	Facilities Manager/Head Groundsman
Housekeeping Staff	Facilities Manager/Head of Housekeeping

Emergencies Urgent matters should be reported at once to the Bursar and the relevant Head of Department advised as soon as possible thereafter.

School Health and Safety Committee The committee will meet normally once a term to discuss Health and Safety matters under the chairmanship of the Health and Safety Officer. The Facilities Manager will act as the Secretary to the Health and Safety Committee and as such will produce documentation, take minutes and produce relevant Action Plans. Members of the Committee should notify the Health and Safety Officer of any matter they would like to place on the agenda no later than seven days before the date of the meeting. The following are members of the Health and Safety Committee and staff may raise non-urgent health and safety matters that they would like considered by the committee with any one of them or with the Bursar, who is responsible for convening meetings:

The Deputy Head - Academic
The Facilities Manager
The Heads of Department of: Science, Art, PE, Design and Technology
The Director of Computing
The Director of Drama
School Nurse
Head Caretaker
Chef Manager
Head Groundsman
Head of Housekeeping

Provision of Resources

The Bursar is responsible for resourcing health and safety measures and equipment to the fullest extent possible given the financial position of the School.

Implementation of Health and Safety Policy

ACCIDENTS

The following procedure must be followed in the event of an injury to a pupil or member of staff. This procedure does not apply to trivial incidents or cases of girls feeling unwell. On these occasions staff should send the pupil to the School Nurse either during or at the end of the lesson, but need take no further action.

If appropriate, immediate remedial measures should be taken.

The School Nurse must be sent for immediately or the casualty taken to the Rennie Surgery.

Exact details of the incident must be reported to the School Nurse either immediately or as soon as possible after the incident. The School Nurse will automatically record details on the daily Surgery list on which every visit to the Surgery is listed. An accident report is to be either completed by the School Nurse or by the member of staff concerned and passed onto the School Nurse.

Copies of the School's official detailed **Accident Report Form** are to be given to the Head and the Health and Safety Officer, together with any additional information, which is to be signed, dated and presented within 36 hours of the incident.

Should the incident fall under one of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) categories the Health and Safety Officer or the School Nurse is to report the incident to the Health and Safety Executive and in due course to the Board of Governors. The RIDDOR Categories are as follows:

- the death of any person
- specified injuries to pupils and workers
- injuries to pupils and workers which result in their incapacitation for more than seven days
- injuries to visitors which result in them being taken to hospital for treatment

If necessary, the School's insurers will be informed by the H&S Officer.

In the event of an accident after school or off-site staff should arrange, if necessary, for the casualty to be taken to hospital. Whenever possible the casualty (if a pupil) is to be accompanied by a member of staff. They should inform the parents as soon as possible and also inform the Head. On the next school day full details of the accident must be given to the School Nurse.

If the School Nurse is off site, a notice will be placed on the Surgery door saying that the Surgery is closed and instructing medical emergencies to report to the School Office. The School Nurse will inform the Bursar's Department or the Head that she is leaving the premises and leave the keys for others to access the Rennie Surgery. The School Office will then be in charge of pupils reporting to see the School Nurse and will call the emergency services if required.

FIRST AID

First Aid cover is provided by the School Nurse and she is the first point of contact.

The provision of First Aid and training thereof is the responsibility of the School Nurse. There should be at least three formally trained first aiders on the staff of Farnborough Hill to cover for periods when the School Nurse is off site.

All PE staff should have valid First Aid Certificates.

There are 20 First Aid boxes located around the School and it is the responsibility of the School Nurse to inspect them each term and keep them stocked correctly.

For further details, see the Health Care and First Aid policies.

FIRE PRECAUTIONS

The Facilities Manager will keep a Fire Log which will show:

Fire Alarm testing records

Fire Drills - these will be arranged each term by the Head and Bursar, and once completed will be reported in the log

Details of training in fire fighting for staff

Details of inspections of firefighting equipment

Fire Risk Assessment

COSHH ASSESSMENTS (**C**ontrol **O**f **S**ubstances **H**azardous to **H**ealth)

Assessments will be carried out and recorded on all hazardous substances used in the School. The proforma for such assessments is held in the Facilities Manager's Office.

The Head of Science is responsible for all such assessments within the departments under her control. In all other areas (eg cleaning, catering, grounds, swimming pool, art department etc.) Heads of Department or those persons listed above are responsible for notifying the Facilities Manager of hazardous substances within their area and a suitable COSHH assessment will be carried out.

Once completed one copy of each COSHH assessment will be deposited with the Facilities Manager and one will be displayed or available for inspection within the department concerned. All COSHH assessments should be reviewed at least every five years.

Before being used, new substances are to be assessed using the COSHH procedure.

RISK ASSESSMENTS

Health and Safety Committee members and Heads of Department are responsible for assessing activities in their departments to determine whether they merit a formal risk assessment. If it is assessed that there is a risk involved in any activity, a formal written Risk Assessment is to be prepared by the Head of Department. Copies of the proforma for such assessments are held in the Facilities Manager's Office. Once completed one copy of each Risk Assessment is to be deposited in the Health and Safety file held in the Facilities Manager's Office and a second copy is to be laminated and displayed or available for inspection within the department concerned. Any risks which do not appear to come under any particular Head of Department or member of the Health and Safety Committee (eg Risk Assessment for Pregnant Employees) are to be

reported to the Bursar who will arrange for the necessary assessment to be carried out. Risk Assessments are reviewed annually, or reviewed following an accident, change of process or new equipment.

ELECTRICAL EQUIPMENT TESTING

A Fixed Wiring Test is required to be undertaken every five years and should be carried out by a qualified electrical contractor.

Portable electrical equipment - details are shown in the Staff Handbook.

ASBESTOS

The Bursar is overall responsible for asbestos risk management. The Facilities Manager is to maintain an Asbestos Register and Plan and is to arrange for a competent contractor to conduct regular reviews.

LEGIONELLA

The Bursar is overall responsible for legionella risk management and the Facilities Manager is responsible for the day to day responsibility of monitoring and ensuring that the systems are being correctly operated. The Facilities Manager will maintain appropriate records of testing and certification. The School has appointed a competent contractor to conduct a risk assessment and produce a manual which specifies control regimes.

LONE WORKING

Managers are to ensure that all potential Lone Workers fully understand the control measures detailed in the Lone Working Risk Assessment. No hazardous tasks are to be conducted by Lone Workers.

WORKING AT HEIGHT

Any such work must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. Training will be given to staff regularly carrying out such work and risk assessments will be carried out. The Facilities Manager will give practical advice and guidance to staff carrying out low-risk, relatively straightforward tasks.

DETAILED STATEMENT OF ARRANGEMENTS

Detailed statements of Health and Safety policy are held by PE, ICT & Science departments and the Facilities Manager. The person responsible for maintaining each statement is also shown. Two copies of each statement are to be prepared, one to be retained in the relevant department for reference and use and one to be held in the Facilities Manager's office.

HEALTH AND SAFETY CONSULTANTS

The Bursar will be kept up to date on changes to legislation by Assurity who are employed as the School's health and safety consultants. They will carry out an annual health and safety inspection and review of the School. In general terms all recommendations made by Assurity in updates and reviews should be put into effect by the responsible persons.

RESPONSIBILITY OF EMPLOYER AND EMPLOYEES

HSE posters are to be found in key locations around the School.

The Governors and the Health and Safety Committee expect employees at all levels and visitors to Farnborough Hill to comply with school rules insofar as the implementation of the HSW Act is concerned. In practical terms this means that all members of staff have the duty to ensure that neither they nor any persons nor children in their charge act in any way contrary to Health and Safety rules and in addition that they bring to the notice of their Head of Department or the Health and Safety Officer of any Health and Safety hazard they might encounter whilst in the School or whilst acting elsewhere on school business (eg field trips etc).

This policy is reviewed annually by the Bursar.

The next review is due in September 2021.