

MANOR HOUSE SCHOOL HEALTH & SAFETY POLICY INCL EYFS

Date of Issue: **September 2023**

Date of Review: **September 2024**

Responsibility: Director of Operations/Health & Safety Lead

References:

Health & Safety at Work Act 1974

Health and Safety Executive www.hse.gov.uk

Safety and Health of Pupil on Educational Visits-Department for Education

Author Mr A Ellison

Position: Director of Operations

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular, the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;

- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.


In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Health and Safety Governor	Headteacher
Signed:	Signed: 
Date:	Date: 06/09/2023

Director of Operations	Health and Safety Lead
Signed:	Signed:
Date:	Date:

1. Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within the Effingham School Trust. The Manor House School (MHS) governors have a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the School. The MHS Governors 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 both the Trust Board and the MHS Governors carrying out their duties.

2. Headteacher

The Headteacher will assist the Trust 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 Headteacher will also report to the Manor House School Governors on health and safety performance and assist the Board in implementing changes in the Policy which the Trust Board has approved.

3. Director of Operations

The Director of Operations 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
- Asbestos
- Emergencies
- Staff induction
- Visitor control

The Health and Safety Lead (HR and Compliance) will have day to day management of these arrangements. The Director of Operations will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headteacher 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 Headteacher
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health and Safety Committee

4. Heads of Department (Teaching)

The 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 for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities - Head of PE
- Art (including harmful substances and flammable materials) & Drama Head of Art & Drama
- Music - Head of Music
- Trips and visits – Deputy Headteacher
- Academic catering and cleaning functions - Head of Home Economics / Food Technology

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

5. *Site manager*

The Head of Facilities will assist the Director of Operations 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 contractors
- Site traffic movements
- Maintenance of School vehicles
- 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. *External Health and Safety Advisors*

The Director of Operations along with the Site Manager 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 [annually].
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department 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. In addition, the external Catering Manager arranges for:
- an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.

- professional advice from a dietician on healthier food, menu planning and special diets as needed.
- the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
- 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, and extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, updated every two years and a 6-month water sampling and monthly testing regime in place.
- The school maintains an asbestos register and the Head of Facilities 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. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), (Head of Physics) and the science technician are responsible for liaison with the radiation protection advisor of Surrey County Council 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. *School Health and Safety Committee*

The Committee will meet once a term and will be chaired by the Director of Operations. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Deputy Head
- HR and Compliance Officer (secretary)
- Head of Facilities
- Housekeeper/Events Manager
- The School Nurse
- Head of Science (represents Key Stage 3 and 4)

- Head of PE
- Head of Prep
- Nursery Manager
- Catering Manager

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;
- encourage suggestions and reporting of defects by all members of staff.

8. *The School Nurse*

The School Nurse will be responsible for:

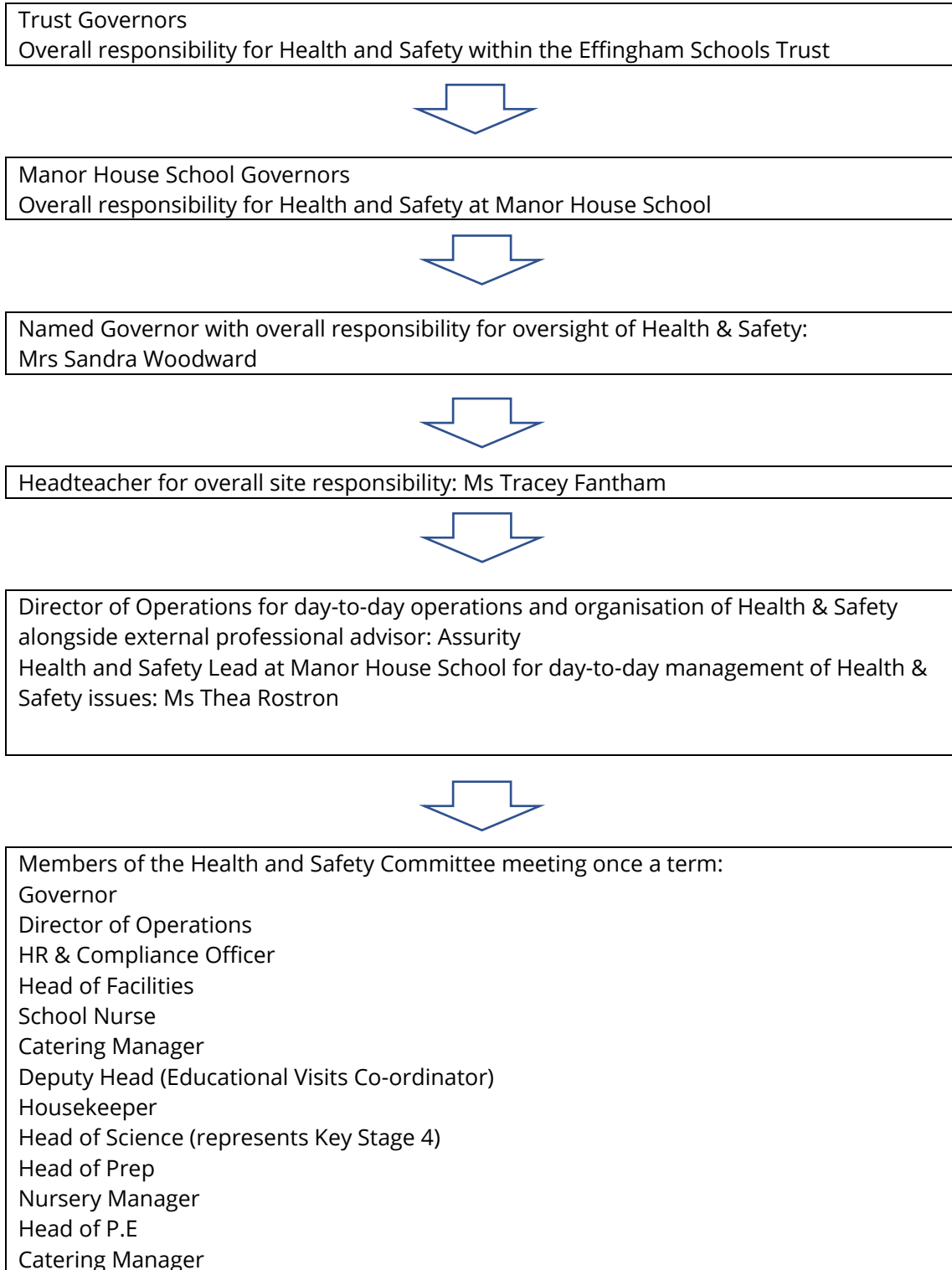
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive
- Report at the committee meetings any Significant Event Analysis Forms and their contents
- Preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (where required) and informing parents.
- Checking that all first aid boxes and eye wash stations are 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 the Head of Department/ HR & Compliance 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
- 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
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duty

Diagram showing the organisation of Health and Safety

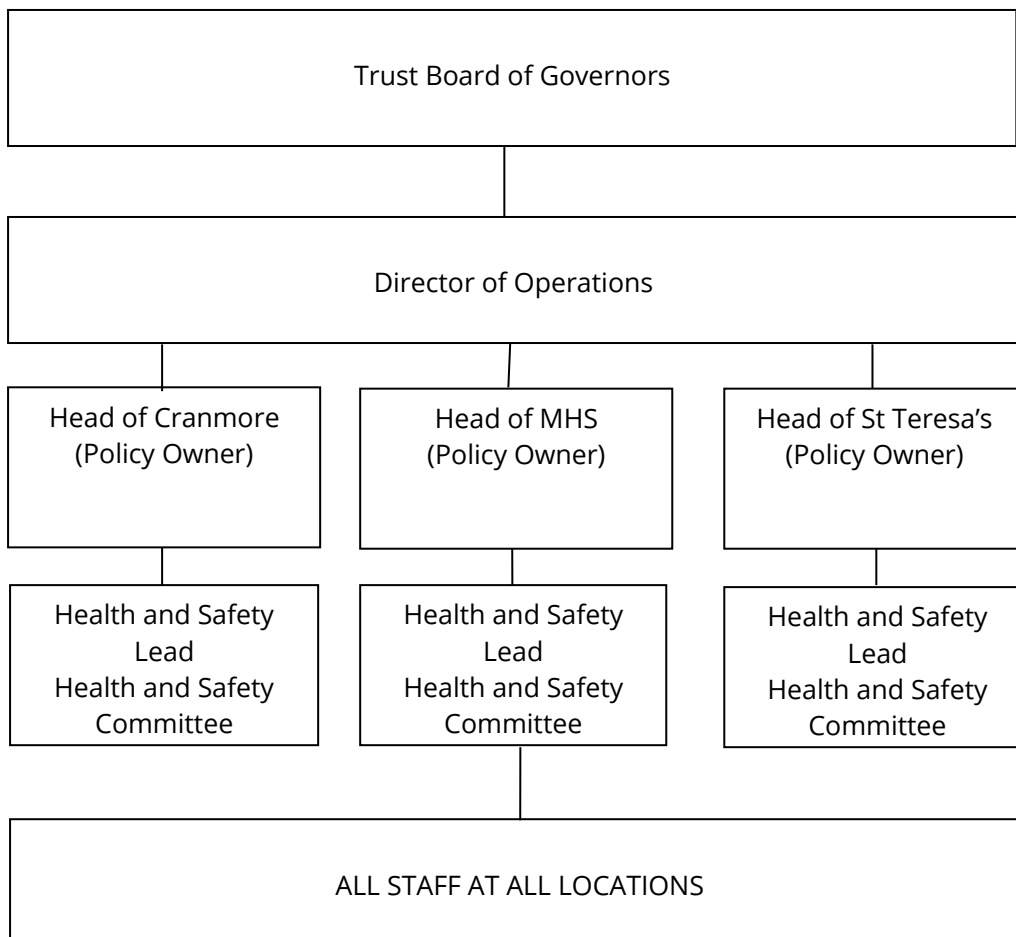


MAINTENANCE LIST AND FREQUENCY OF CHECKS:

Maintenance List Manor House School	Frequency
Air conditioning	Yearly
Asbestos	Yearly unless changed
Barrier(s)	Monthly
Boilers and Gas	Yearly
Chimney Sweep	Yearly
Drinking Fountains	Twice Weekly
EGH sump pump chamber flush	Every holiday
Emergency Lights	6 Monthly & Monthly
Fire Alarm	6 Monthly & Weekly
Fire Extinguisher	Yearly & Monthly
Fire Suppression System	6 Monthly & Monthly
Fire Suppression Tubing	3 Years
First Aid Boxes	Termly
Fixed Wiring	5 Yearly
Flushing Taps (little used)	Weekly
Fume Cupboard Service	Yearly
Grounds Equipment	Yearly & Daily
Gym Equipment Service	Yearly
Hot & Cold water temperatures	Monthly
Hot Tap Mixers	Yearly
Intruder Alarm	Yearly
Kiln Service	Yearly
Kitchen deep clean	Yearly
Kitchen filters	Weekly & Quarterly
Kitchen fridge filters	Monthly
Kitchen Maintenance	Yearly
Ladders	Monthly
Lighting conductors	Yearly
Minibus Checks	Daily, Weekly and 10 weekly PSVs
Minibus Service/MOT	Yearly
Pat Testing	Yearly

Pest Control	6 weekly
Playground checks	Monthly & Daily
Pool Filters	Yearly
Pressure Vessel	Yearly
Swimming Pool	Daily test & Monthly water sample test (when in operation)
Trees	Bi-Annually unless requested
Water Analysis	6 Monthly

Flow Chart of Health and Safety responsibility



Author: Mr A Ellison
Director of Operations