

HEALTH AND SAFETY POLICY

1.	PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY.....	2
2.	PART 2: ORGANISATION.....	4
2.1.	Board of Governors	4
2.2.	The Headmaster.....	4
2.3.	The Bursar.....	4
2.4.	Heads of School and Academic Departments	5
2.5.	Non-Teaching Staff with Specific Areas of Responsibility.....	5
2.6.	External Advisors.....	6
2.7.	The School Nurse.....	7
2.8.	All Staff.....	7

**STOP PRESS: FOR ALL INFORMATION RELATING TO CORONAVIRUS/COVID-19
PLEASE REFER TO THE DEDICATED SECTION ON THE SCHOOL'S WEBSITE WHERE YOU
WILL FIND THE CURRENT VERSION OF OUR COVID-19 RISK ASSESSMENT AND OTHER
IMPORTANT DOCUMENTS:**

[HTTPS://WWW.GADSHILL.ORG/NEWS/CORONAVIRUS/](https://www.gadshill.org/news/coronavirus/)

1. PART 1: General Statement of Health and Safety Policy

As governors of Gad's Hill 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 Gad's Hill School by appointing a governor (currently Rev Cannon Paul Kerr) 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. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety chairs the meetings of the school's health and safety committee ("**H&SC**") which are convened as and when required, and receives copies of all relevant paperwork. Other than through meetings of the HS&C, Governors remain briefed on key risks, issues and developments through the routine reports provided by the Headmaster and Bursar at Board meetings. When an H&SC takes place its minutes are tabled at first full Board meeting following the relevant H&SC but outside of that framework the governor responsible for health and safety, the Headmaster, Bursar or any other member of staff (SLT and staff/governor liaison representative) is able to raise at any Board meeting any health and safety concerns they wish to bring to the Board's attention.
- The main fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals as appropriate.
- Reports of such inspections are considered by the Bursar 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 an Environmental Health Officer ("**EHO**") from the Local Authority and the governors are committed to maintaining the 5* Food Standards Agency food hygiene rating it has proudly held for some time (<https://ratings.food.gov.uk/business/en-GB/124402/Gads-Hill-School-Kent>). In addition, the catering manager arranges for an independent regular deep cleaning and pest control services, and the Bursar reports any deviations from the expected standards to the Board on an exception basis.
- The school has fire risk assessments, carried out by a competent, independent 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 added. The H&SC monitors the status of fire risk assessments.
- The school has a competent person undertake a risk assessment for legionella, every two years and an in-house temperature testing regime in place with recourse to the competent person for water sampling in the event of abnormal temperature testing results.
- An introduction to the school's approach to health and safety, including introducing key personnel, is included in the induction plan for all new staff with role-specific training such as "*manual handling*" and "*working at height*" provided as appropriate. Where appropriate, curriculum departmental staff receive specific training, often provided through professional associations such as CLEAPSS, DATA etc.
- First aid training is provided as widely as possible to teaching staff and to any other colleagues wishing to undertake or, where the school deems it to be appropriate.

- School vehicles are only to be driven by those authorised by the Bursar to do so, and this will usually only be granted following a successful driving assessment by one of the Transport team, and always only following confirmation of their driving licence status and their acceptance of the school's required standards for minibus drivers.
- As at September 2021, the school does **not** own or use any assets requiring compliance with the Ionising Radiations Regulations 2017 etc however the Head of Science is qualified to be the school's radiation protection supervisor ("**RPS**"), and will be appointed as such as and when it becomes necessary in the future. She will then assume responsibility for liaison with the Radiation Protection Advisor ("**RPA**") appointed by the School at the time, ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS will also be responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

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 Headmaster, 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 maintenance department as "*High Risk*" items via the online reporting system.

All employees are briefed on where the up-to-date version of this statement can be obtained on the SIS. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Kirsty Hillocks (Mrs)
Chair of Governors

Last Reviewed: September 2021
Next Review: September 2022

2. PART 2: Organisation

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. An organogram 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.

2.1. Board of Governors

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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a relevant “*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. The Board will hold the Headmaster to account in respect of the requirements set out in this policy.

2.2. The Headmaster

The Headmaster will have overall responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. He will ensure that accidents are suitably and appropriately investigated and recorded. He 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 Headmaster will also report to the Board on health and safety performance including an audit as and when appropriate, and will assist the Board in implementing changes in the policy which the Board have approved. The Headmaster is responsible for the implementation of an Emergency Plan.

2.3. The Bursar

The Bursar will have delegated by the Headmaster the 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 and training; and

- The appointment of competent contractors.

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- Overseeing the effective response to maintenance requirements;
- Co-ordinating advice from specialist safety advisors and producing associated action plans;
- Co-ordinating and implementing training;
- Monitoring health and safety within the School and raising concerns with the Headmaster;
- Ensuring compliance with the Construction (Design and Management) Regulations and successor legislation;
- Serving as secretary to the H&SC;
- Investigating accidents and incidents and recording and reporting on the same.

2.4. Heads of School and Academic Departments

The Heads of School and Academic Departments 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;
- Drama – Head of Drama;
- Art, Design & Technology and Food & Nutrition (including harmful substances and flammable materials) – Head of Art, DT & F&N;
- Music – Head of Music;
- Work Experience for Our Pupils – KS4 Standards and Aspirations;
- Forest School – Head of Kindergarten;
- Trips and visits – Educational Visits Co-ordinators; and
- Combined Cadet Force (“**CCF**”) Activities, ammunition and firearms – CCF Contingent Commander.

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

2.5. Non-Teaching Staff with Specific Areas of Responsibility

The following members of non-teaching staff also have specific areas of responsibility:

- Intruder alarm and associated systems – Head of Maintenance
- Fire alarm and associated systems – Head Groundskeeper
- Building security and control and oversight of building and maintenance contractors – Head of Maintenance
- CCTV and electronic access control systems including issuing and control of swipe cards – Network Manager
- All catering facilities across the site including compliance with regulations and standards as they affect connected areas eg dining hall – Catering Manager

- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate) – Head of Maintenance and Head Groundskeeper
- Registration and control of visitors - Receptionist
- Site traffic movements – Head of Maintenance
- Maintenance of School vehicles – Fleet Manager
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos – Head of Maintenance
- Good standards of housekeeping, including drains, gutters etc – Head of Maintenance, Head Groundskeeper and Cleaning Supervisor
- Control of hazardous substances for grounds maintenance activities – Head Groundskeeper
- Control of hazardous substances for repairs and maintenance activities – Head of Maintenance
- Control of hazardous substances for cleaning and housekeeping activities – Cleaning Supervisor
- Portable Appliance Testing – Head of Maintenance and ICT Technician

2.6. External Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School as required. The Bursar is delegated a wide discretion to instruct such advice as he considers appropriate from time to time.

The following is a non-exhaustive list of some of the areas where external advice and/or testing and inspection is often engaged:

- The school has a suitable and sufficient fire risk assessment which is reviewed by the school annually for items in the action plan and updated every three or so years by an external consultant 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 fire extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a water sampling and testing regime is in place.
- Local exhaust ventilation (“LEV”) and fume cupboard testing.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. He is also responsible for the maintenance of an asbestos management plan. The Head of Maintenance is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- 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 work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord’s gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 and successor legislation whenever qualifying construction work is undertaken.

2.7. The School Nurse

The School Nurse is responsible for:

- Ensuring that pupils and staff receive prompt first aid treatment and appropriate mental health and wellbeing care, and identify any further support or treatment required, passing pupils into the care of parents or medical professionals as appropriate – accurately recording such medical incidents and outcomes and in all cases maintaining excellent communication with parents. RIDDOR and associated reporting as required
- Operating the School's Medical & Welfare Room and maintain stock of other first aid equipment across the site
- Coordinating immunisation programmes through liaison with local health authorities, securing parental permissions and maintaining secure records of these.
- Maintaining the School's Medical & First Aid policy
- Verifying, updating and distributing as necessary medical information about pupils, particularly new pupils
- Ensuring that teachers are aware of the potential impact of medical and welfare needs on learning, monitor and advise on provision mapping across the school to mitigate this impact and verify that provision in class is appropriate to need
- In the event of significant risk to school community health, acting as infection control lead and co-ordinating (including undertaking as necessary) all measures needed to protect the school community including, as appropriate, liaise with external agencies
- Escorting pupils to hospital or arranging an appropriate escort, and informing their parents.
- Creating and maintaining accurate Medical Care Plans for pupils with more complex needs, in conjunction with parents and other medical professionals as required, and ensuring the dissemination of these with colleagues as appropriate, and administering and recording the administration of medication to pupils
- Checking that all first aid boxes, eye wash stations and so on are replenished and that any medical-related equipment (defibrillator, medical gasses and so on) are secured, maintained and used appropriate and lawfully.

2.8. All 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/Line manager 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;
- carry out all reasonable instructions given by managers / senior staff;
- 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 disciplinary offence.