



Health & Safety Policy

For the purpose of this policy 'the school' refers to all Haberdashers' Monmouth Schools. The arrangements for procedures in individual schools are stated in part 2.

Part 1: General Statement of Health and Safety by the Chairman of Governors

As Governors of HMS, we fully recognise our collective responsibility for providing a safe and healthy school for all of our pupils, employees, 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. 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 HMS by appointing The Chairmen of the School Committees, with responsibility for overseeing health and safety.

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

- That the Chairmen of the School Committees receive all paperwork relating to the Health and Safety Committee.
- That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire safety and procedure matters, and all new or revised policies and procedures is tabled at each term's School Committee meeting.
- That the minutes of the Committee's discussion on health and safety are considered at each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairmen wishes to bring to the Board's attention.
- That the external and internal fabric of the school, its plant and equipment are surveyed and inspected regularly by qualified and competent professionals.
- That their reports are considered by the Foundation Bursar and recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That 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 EHO. The Catering Manager arranges regular external deep cleaning and pest control services, and that the Foundation Bursar reports on all these aspects to the School Committees.
- That the school has fire risk assessments for all buildings, carried out by a Competent Person and they are updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committees should review these risk assessments every time they are amended and submit a report to the School Committees.
- That an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, does a school premises safety inspection, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the School Committees. The external Health and Safety consultant undertakes an unannounced visit annually.

- That the school has a legally required risk assessment for legionella every two years carried out by a competent person. Furthermore, that water samples are tested for legionella on a regular basis to monitor controls and required water temperature and flushing regimes are followed.
- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related matters. Manual handling and working at height training is provided to staff whose job function requires this. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, 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 other staff if requested. The identification of any other required health and safety training not mentioned is identified through the risk assessment process and necessary training provided.

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 Principal, Heads, Foundation Bursar and other members of the SMT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any identified health and safety risks or defects to the Foundation 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 responsibilities and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document. These may vary according to the individual schools.

Chairman of Governors

Date: 26th November 2020



Part 2: Organisation for Health and Safety Haberdashers' Monmouth Schools: Statement by the Principal.

The Chairman of the School Committee has delegated day to day responsibility for organising health and safety and welfare to me, its Principal. That role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of three parts, the General Statement by the Chairman of Governors, this description of the responsibilities for health and safety and, lastly, details the arrangements for health and safety.

Every Head of Department is responsible for implementing and monitoring procedures to ensure the health and safety of staff, pupils and others who may be affected by their activities or be present in their department area. This includes providing a safe working environment.

I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which I am answerable to the Chairman of Governors, rests with me. The areas where my duties have been delegated are:

Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) – the Foundation Bursar, who in turn has delegated day to day management to the Estates Manager.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – the Foundation Bursar and the Estates Manager, working in cooperation with the Heads of PE, Science and DT.
- Controlling lone working after hours – the Foundation Bursar.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the Foundation Bursar who in turn has delegated the day to day management to the receptionists.

Vehicles

- Car parking on site vehicle parking and movement – the Foundation Bursar.
- School Bus arrangements (including notifying parents of delays) – the Foundation Bursar.
- Ensuring the school minibuses are properly maintained and roadworthy – the Foundation Bursar who in turn has delegated the responsibility to the Health & Safety Officer.

Accidents

- Maintaining accident books and reporting notifiable injuries, diseases and dangerous occurrences to the HSE – the School Nurse, who is also responsible for keeping statistics of accidents, analysing trends and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents) – the School Nurse.
- Checking that all first aid boxes and eye washes are in place and kept replenished – the School Nurse.

Fire Prevention

- Keeping fire routes and exits clear – the Foundation Bursar, who in turn has delegated day to day responsibility to the Health & Safety Officer.
- Electrical Safety Testing. All the buildings at Haberdashers' Monmouth Schools have electrical installation certificates and certificates of statutory required tests – the Foundation Bursar who in turn has delegated day to day management to the Estates Manager.
- Portable appliance testing in line with best practice and legal requirements – the Foundation Bursar who in turn has delegated to the Health & Safety Officer.

- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke/heat detectors, fire extinguishers – the Foundation Bursar who in turn has delegated to the Health & Safety Officer.
- Emergency lighting is tested monthly with an annual discharge test undertaken by a competent person – the Foundation Bursar who in turn has delegated to the Health & Safety Officer.
- Inspection, maintenance and repair of fire doors and automatic door closers – the Foundation Bursar who in turn has delegated to the Health & Safety Officer.
- Lightning protection, ensuring recommendations are made for their installation and annual earthing tests are carried out – the Foundation Bursar who in turn has delegated to the Estates Manager.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced and inspected by Gas Safe Registered Engineers - the Foundation Bursar who in turn has delegated to the Estates Manager.
- Landlord's gas safety certificates are held for all school domestic accommodation - the Foundation Bursar who in turn has delegated to the Estates Manager.
- Ensuring that hazardous and flammable waste and materials are stored appropriately in accordance with the relevant risk assessment – the Health & Safety Officer.
- The carrying out and reviewing of fire drills once a term and a full school evacuation on an annual basis – the Foundation Bursar who in turn has delegated to the Senior Deputy Head (Pastoral).
- Inducting new staff and pupils with regard to emergency evacuation procedures – the Health & Safety Officer.
- The appointing of an adequate number of Fire Marshals – the Foundation Bursar.
- Maintenance and repair of all kitchen equipment, and ensuring it is switched off at the end of service – the Catering Manager.
- Maintenance and repair of all Scientific and DT equipment, and ensuring it is switched off at the end of the school day – the Heads of Science and DT.
- The maintenance and repair of all computers, projectors, printers, electronic whiteboards and audio visual equipment – the Director of IT.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the Director of IT.
- The safe handling, use and storage of hazardous substances in accordance with relevant risk assessments – the Heads of Science, DT, Estates Manager, Catering Manager, Housekeeping Manager and Health & Safety Officer.

Water, Drainage etc

The Foundation Bursar, together with the Estates Manager are responsible for:

- The control of the water system to prevent contamination, control the risk of legionella and to maintain good water quality. This being through the use of competent contractors, supported by a sampling regime.
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear (using external contractors).

Risk Assessments

- Ensuring that adequate and up to date risk assessments are maintained for:
 - Fire – the Foundation Bursar/Health & Safety Officer
 - Control of legionella – the Foundation Bursar/Estates Manager/Health & Safety Officer
 - All rooms, corridors and exits – the Foundation Bursar/Estates Manager/Health & Safety Officer

- Catering (including Hazard Analysis Critical Control Points (HACCP) system of food awareness and COSHH risk assessments – the Catering Manager/ Health & Safety Officer
 - Cleaning activities, including COSHH risk assessments – Housekeeping Manager/Health & Safety Officer
 - Grounds maintenance (including use of pesticides and COSHH) – the Estates Manager/Health & Safety Officer
 - Maintenance functions, (including working at heights, electrical safety, manual handling, and building work, use of power tools and equipment, COSHH and flammable materials, grounds maintenance) – the Foundation Bursar/Estates Manager/Health & Safety Officer
 - The checking of contractors risk assessments and method statements – the Estates Manager/Administrator/Health & Safety Officer
 - The control of Asbestos – the Foundation Bursar/Estates Manager, including maintaining the asbestos register and ensuring relevant surveys are carried out
 - Reprographics machines, copiers and printers – the Director of IT
- Ensuring that adequate and up to date risk assessments are maintained for teaching in the following areas:

MG/MGP

- Science (including COSHH and flammable materials) – Head of Science/ Senior Science Technician
- All outdoor games – Director of Sport
- Swimming – Director of Sport
- Athletics – Director of Sport
- Fencing – Director of Sport, PE & Dance
- Duke of Edinburgh Award – Duke of Edinburgh Coordinator
- Dance – Director of Dance
- Gymnastics – Director of Sport
- Drama – Head of Drama
- Art (including COSHH and flammable materials) – Head of Art
- Music – Director of Music
- Design Technology (including COSHH and flammable materials) – Head of DT/DT Technician
- CCF – delegated to Monmouth School
- All visits and trips – EVC

MB/MBP

- Science (including COSHH and flammable materials) – Head of Science/ Senior Science Technician.
- All outdoor games – Director of Sport.
- Swimming – Sports Complex Manager.
- Athletics – Head of Physical Education.
- Duke of Edinburgh Award – Duke of Edinburgh Coordinator.
- Drama – Head of Drama.
- Art (including COSHH and flammable materials) – Head of Art.
- Music – Director of Music.
- Design Technology (including COSHH and flammable materials) – Head of DT/DT Technician.
- CCF – Head of CCF.
- All visits and trips – Senior Deputy Head (Pastoral) / MBP - Head

MPP

- Forest School – Designated Forest School Leader
- All outdoor games – Curriculum co-ordinators
- Swimming – Curriculum co-ordinators
- Dance – Dance Teacher.
- Gymnastics – Curriculum co-ordinator PE
- Art (including COSHH and flammable materials) – Curriculum co-ordinators Art
- Music – Curriculum co-ordinator Music
- Design Technology (including COSHH and flammable materials) – Curriculum co-ordinator DT
- All visits and trips – Head MPP

Training

Responsibility for organising (and maintaining records of training which are held by the HR Admin Manager) and ensuring refresher training is carried out as follows:

- Minibus training – the Health & Safety Officer
- Forest School related health and safety training – Forest School Leader (for MPP only)
- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of D&T
- Health and safety training for the Catering and Cleaning staff – the Catering Manager/Housekeeper
- Briefing new pupils on emergency evacuation procedures – all pastoral staff
- Briefing new staff on emergency evacuation procedures – the Health & Safety Officer
- Inducting new staff in health and safety – all Heads of Department and line managers or supervisors
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors
- First aid training – the Health & Safety Officer
- Fire Awareness Training – the Health & Safety Officer. The Regulatory Reform (Fire Safety) Order 2005 requires that every member of staff undergoes fire awareness training which should be refreshed at regular intervals.

External Advisors for Health and Safety

At Haberdashers Monmouth Schools, we use external consultants to advise three yearly on all matters of health and safety within the School. Other consultants used for specific purposes include:

- Structural Surveyors to give advice on the external fabric of the school.
- Engineers to monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- An external company to inspect all gym and fitness equipment.
- An external company to maintain and service equipment in Design and Technology.
- 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 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 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 professional fire risk assessment which is updated every 3 years, more frequently if 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 is fully tested at least every 6 months by a qualified contractor
- Fire extinguishers are tested annually by a qualified contractor
- An external health and safety consultant reports annually on the arrangements for health and safety in high-risk subject areas, support areas, communal spaces, sports and swimming facilities.
- The school has a professional risk assessment for legionella every year and a monthly water sampling and testing regime in place.
- The school maintains an asbestos register and the Estates Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works take place. He is also responsible for making sure that Contractors are informed about areas where there is asbestos before starting work.
- The School's Radiation Protection Supervisor (RPS) and the Senior Science Technicians are responsible for liaison with the Radiation Protection Advisor of Monmouthshire Council for ensuring compliance with the Ionising Radiation Regulations 1985 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.
- 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 qualified Planning Supervisor is used in order to ensure compliance with the Construction Design and Management (CDM) Regulations 1994 whenever major work is undertaken.

School Safety Co-ordinator

The Foundation Bursar, is the School's Safety Co-ordinator, and is responsible for advising me on any safety control measures that may be needed in order to carry out maintenance work so that risks to health and safety are controlled. She also co-ordinates the advice given by specialist safety advisors, and produces action plans. She has overall responsibility for monitoring the health and safety management system within the School and for reporting any breaches or dangerous practices to me. She is responsible for ensuring compliance with CDM Regulations with regard to construction and refurbishment projects. She is also responsible for managing the school's health and safety management system. She is supported by the School's Health & Safety Officer.

School Health and Safety Committees

There is a Joint Schools Health and Safety Committees which meets once a term for MB/MG/MBP and MGP and another for MPP under the chairmanship of the Health & Safety Officer.

MB/MG/MBP/MGP	MPP
The Principal	Foundation Bursar
Senior Deputy Head (Pastoral)	Head
Foundation Bursar	Estates Manager
Catering Manager	Health & Safety Officer
CCF/EVC Coordinator	
Director of Sport MB	
Director of Sport MG	
Estates Manager	

Head of Biology MB	
Head of Biology MG	
Head of Design and Technology MB	
Head of Technology MG	
Head of Physics MB (Radiation Protection Advisor)	
Health & Safety Officer	
Housekeeping Manager	
Senior School Nurse	
Sports Complex Manager	

The role of the Committee is to:

- Discuss matters concerning health and safety, changes in regulations
- Monitor the effectiveness of health and safety procedures 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
- Review the safety policies, guidance and updating such documents
- 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

Principal

Date: 26th November 2020



L.J. Murphy-O'Connor

Diagram showing the Responsibilities for Health and Safety for Haberdashers’ Monmouth Schools excluding MPP

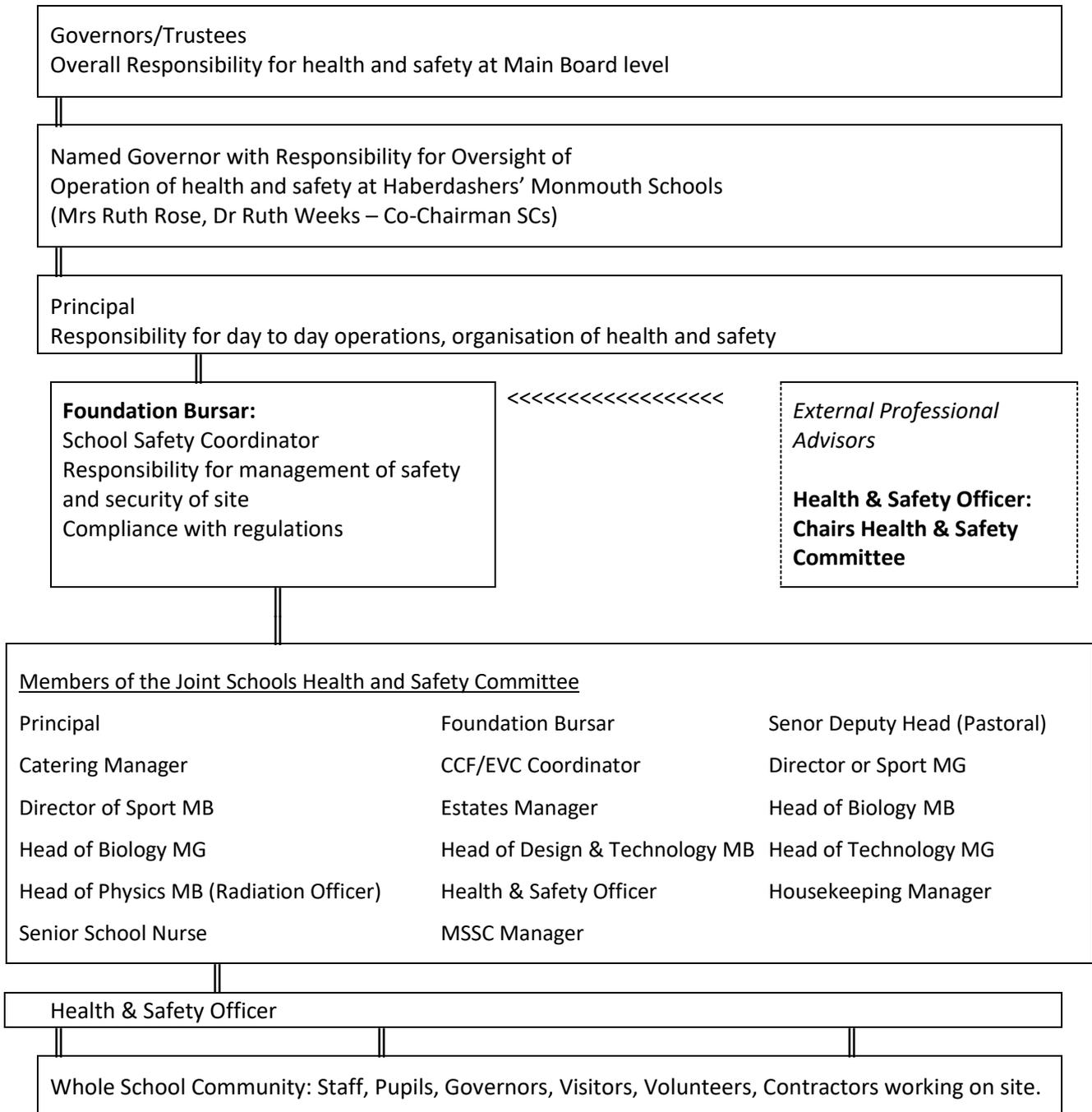
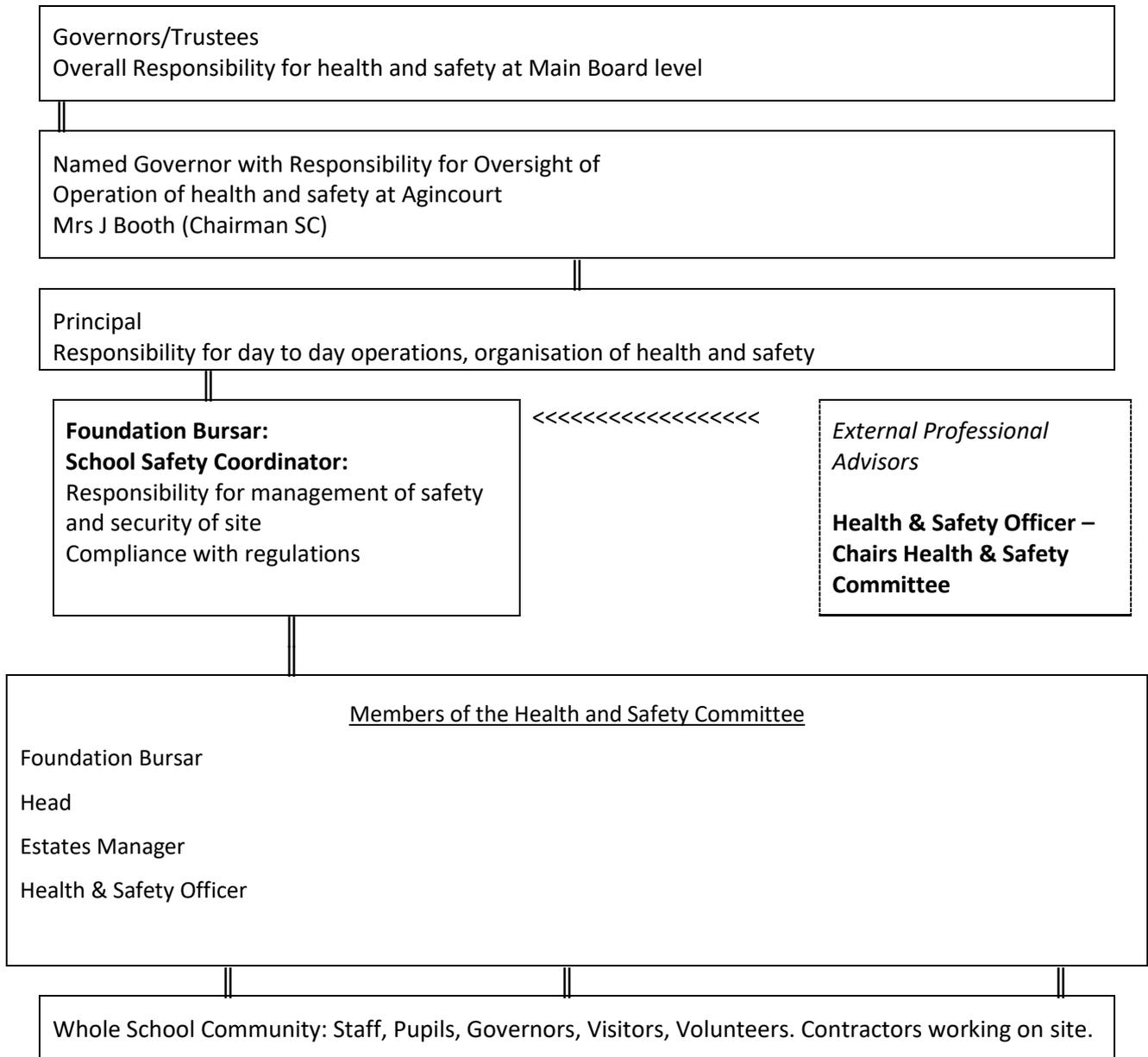


Diagram showing the Responsibilities for Health and Safety for MPP



Part 3: Specific Arrangements for Health and Safety at Haberdashers' Monmouth Schools.

Whole school policies and risk assessments supplement departmentally-based risk assessments, covering:

- Accessibility Policy (including SEN) and Learning Difficulties
- Anti-Bullying Policy
- Asbestos
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Competent Advice
- Contractor Management Policy
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Design and Technology
- Display Screen Equipment
- 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
- Letting and Hiring
- Lightning Protection
- Manual handling
- Medical Questionnaire
- Minibus use
- New & Expectant Mothers Policy
- Occupational Health
- On-Site Vehicle Movements Policy
- Pupil Supervision
- RIDDOR and Accident Reporting Policy
- Risk Assessments: Guidance on
- Security, Access, Workplace Safety and Lone Working Policy
- Stress Management
- Sun Protection (Foundation Phase)
- Swimming Pool Safety Policy
- Water Quality (including Legionella)
- Working at Heights
- PAT Testing Strategy

Foundation Bursar

Date: 26th November 2020



Tanwina