

The cover page features a background image of a school building with a large tree in the foreground. The text is centered and reads: ST PIRAN'S SCHOOL, HEALTH AND SAFETY, POLICY.

ST PIRAN'S SCHOOL

HEALTH AND SAFETY

POLICY

GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS

As Governors of St Piran's School, we 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. 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 St Piran's School by appointing Mrs Sandra Pellatt, a member of the Finance and General Purposes Committee with responsibility for overseeing Health and Safety as part of her general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

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

- That the Governor overseeing health and safety, attends one meeting a year of the School's Health and Safety Committee and receives 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 Finance and General Purposes Committee.
- That 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.
- That the external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.

- That their reports are considered by the Finance and General Purposes Committee and its 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. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually, together with regular external deep cleaning and pest control services.
- That the School has a Fire Risk Assessment, carried out by a Competent Person 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. The Health and Safety Committee reviews this risk assessment every time it is amended and submits a report to the Finance and General Purposes Committee.
- That 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 should be monitored by the Finance and General Purposes Committee.
- That the School has a professional risk assessment for legionella, every 3 years and a monthly water sampling and testing regime in place.
- That the 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, 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 to selected members of the non-teaching staff.

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 Bursar and other members of the SMT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects 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.

Signed by Chairman of Governors:.....

Date Reviewed: July 2015
Next Review Date: November 2016

ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEAD MASTER

Mr Ed Parrott, Chairman of Governors, has delegated day to day responsibility for organising health and safety and welfare to Mr Jonathan Carroll, Headmaster. That role gives him the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of two parts, the General Statement by the Chairman of Governors, this description of the Organisation for Health and Safety and, lastly, details the Arrangements for Health and Safety.

Every member of staff is responsible for ensuring the health and safety of staff, pupils and others, especially visitors who are unfamiliar with the School, those who are disabled, or who have special educational needs.

The Headmaster has delegated some of his duties to other members of staff; but ultimate responsibility for health and safety, on which he is answerable to the Chairman of Governors, rests with him. The areas where his duties have been delegated are:

Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) - the Bursar, who in turn has delegated day to day management to the Maintenance team and the St Piran's Centre Manager.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc - The Bursar and the maintenance team, working in cooperation with the Head of Swimming, Science, DT and St Piran's Centre
- Controlling lone working after hours
- Ensuring that all visitors book in at Reception and wear visitors' badges - the School Office

Vehicles

- Car parking on site and vehicles on site - the Bursar
- Ensuring the School minibuses are properly maintained and roadworthy - the Bursar.

Accidents

- Maintaining an accident book and reporting notifiable accidents to the HSE - the Matrons, who are responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents) - the Matrons.
- Checking that all first aid boxes and eye washes are kept replenished - the Matrons.

Fire Prevention

- Keeping fire routes and exits clear- the Bursar, who in turn has delegated day to day management to the maintenance team

- Electrical Safety Testing: all the buildings at St Piran's School have current electrical installation certificates - the Bursar.
- Regular portable appliance testing – the Bursar.
- Testing all fire alarms weekly and recording all tests, arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers - the Bursar.
- Lightning protection is in place for all buildings – the Bursar
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers – the Bursar
- Landlord's gas safety certificates are held for all School domestic accommodation – the Bursar
- Ensuring that flammable rubbish and combustible materials are stored away from buildings - the Bursar and Maintenance team
- 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 selected areas of the School help to ensure that the School can be safely evacuated in the event of a fire – the Bursar
- Switching off all kitchen equipment at the end of service - the Catering Manager
- Checking that all scientific and DT equipment is switched off at the end of the School day - the Heads of Science and DT
- Setting all computers, projectors, printers and electronic whiteboards to 'stand by' automatically every evening and weekends, and to 'switch off' during holidays - the Head of IT
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers - The Heads of Science, Art and DT, and the maintenance team

Water, Drainage etc

The Bursar, together with the Maintenance Team are responsible for:

- Maintaining water quality; a sampling regime, using external contractors, is in place
- Ensuring that drains, gutters etc. are kept unblocked; checking that all drain runs are clear (using external contractors).

Risk Assessments

Ensuring that up to date risk assessments are maintained for:

- Fire - the Bursar
- Legionella - the Bursar
- All rooms, corridors and exits - the Bursar and maintenance team
- 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/Cleaning Managers
- Grounds maintenance (including use of pesticides and COSHH) - the Grounds man.

- Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- the Bursar and Maintenance Team.
- Asbestos Register- the Bursar

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 outdoor games – Heads of Boys’ and Girls’ Games
- Swimming – Head of Swimming
- Dance and gymnastics - Heads of Boys’ and Girls’ Games
- Drama - Head of English
- Art (including COSHH and flammable materials) - Head of Art
- Music - Director of Music
- Design Technology (including COSHH and flammable materials) - Head of DT
- All outdoor lessons - Director of Studies
- All visits and trips - Educational Visits Officers (EVO) - Deputy Head, Head of Pre Prep and Director of Studies

Training

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

- Minibus training - the Bursar
- Science-related health and safety training - the Head of Science
- Design and Technology related training - the Head of DT
- Health and safety training for the catering and cleaning staff - the third party catering and cleaning companies.
- Briefing new pupils on emergency fire procedures – the Headmaster and Form Teachers.
- Briefing new staff on emergency fire procedures - the Headmaster
- Inducting new staff in health and safety - the Headmaster
- Identifying specific health and safety training needs of staff - all Heads of Department and staff
- First aid training- the Matrons and the Bursar

External Advisors for Health and Safety

At St Piran’s School, we use external consultants as and when required, on matters of health and safety within the School:

- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists, annually.
- All gym and fitness equipment and design technology 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 is subject to external inspection by the Environmental Health Officer (EHO).

- Structural Surveyors are employed when necessary to to give advice on the external fabric of the School.

In addition, the Catering Manager arranges for:

- An external professional to take swabs of all knives, chopping boards and other kitchen equipment twice a year, and report on those findings.
- An independent hygiene and safety audit of food storage, meal preparation and food serving areas annually.
- 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.

Management of Safety

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, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.

An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.

The School has a professional risk assessment for legionella, every 3 years and a monthly water sampling and testing regime in place.

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. She 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 of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].

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 (SSCO)

At St Piran’s, our Bursar is the School's Safety Co-ordinator, and is responsible for advising the Head on any measures that may be required in order to carry out maintenance work without risks to health and safety. The SSCO also co-ordinates the advice given by specialist safety advisors and produces action plans. The SSCO has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Head. The SSCO is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the School.

School Health and Safety Committee

A School Health and Safety Committee has been set-up and meets once a term under the Chairmanship of Mrs Christine Murray, Bursar. Mrs Sandra Pellatt, the Governor who is responsible for Health and Safety, attends one of these meetings a year. The other members of the Committee are:

- Deputy Head and EVC
- Director of Studies and EVC
- Head of Pre Prep and EVC
- Head of DT
- Head of Science
- Heads of Boys’ and Girls’ Games
- Matrons
- St Piran’s Centre Manager
- Catering Manager

The role of the Committee is to:

- Discuss matters concerning Health and Safety and 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
- Review the Safety Policy guidance and updating it.
- 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.

Signed by the Headmaster:.....

Date Reviewed: July 2015
Next Review Date: November 2016

