



**St. Francis' College**  
**Management of Health & Safety Policy**

**INTRODUCTION**

All employers are required by law to:

- provide a written Safety Policy (if they employ 5 or more people);
- assess the risks to employees, visitors and contractors who could be affected by their activities;
- organise, plan, monitor and review preventative and protective measures;
- obtain access to competent health and safety advice; and
- consult their employees about the risks at work and the organisation's preventative and protective measures.

In managing health and safety at St Francis' College there is recognition that the College community contains fewer employees than non-employees. Much of the Health & Safety at Work Act 1974 places emphasis on employees, while still recognising the duties towards visitors' health and safety. However, as the pupils are an integral part of the College, management of health and safety at the College must take their needs into account in tandem with those of the employees.

**GENERAL STATEMENT ON MANAGEMENT OF HEALTH AND SAFETY**

The Governors of St Francis' College recognise fully their collective responsibility for providing a safe and healthy place of work for employees and a safe environment for all pupils, parents and visitors.

A representative of the Board of Governors, attends meetings of the College Health & Safety Committee (H&SC), which has general responsibility for overseeing health and safety. Additionally, responsibility for the upkeep and condition of the fabric of the College is delegated to the Estates Committee, on which this Governor also sits.

The implementation of the College's Safety Policy is the remit of the Bursar, who is responsible for the day-to-day operations as the College Safety Co-ordinator.

## POLICY

The Governors recognise the need to have in place an effective health and safety management system to implement their Health & Safety Policy. This will be achieved by:

- setting a Health & Safety Policy and reviewing it annually;
- keeping in place a College Health & Safety Guide and reviewing this as necessary;
- undertaking appropriate risk assessments that are proportionate to the hazards and risks at the College;
- induction of new staff and training of existing staff in College Health and Safety Policy and relevant procedures;
- health surveillance in circumstances where this is appropriate;
- employing external advisors;
- putting in place procedures for serious and imminent danger;
- appointing a College Safety Co-ordinator;
- maintaining a Health & Safety Committee (H&SC) that acts on the authority of the Board of Governors to, inter alia, monitor health and safety at the College; and
- providing relevant and appropriate health and safety information to employees.

The Governors have agreed that the College adopts the following framework for managing health and safety:

- A Health and Safety Governor attends the termly meetings of the College's H&SC and receives copies of all the paperwork.
- A mechanism is provided whereby reports covering, for example, significant accidents to pupils, staff and visitors, staff training, fire practices, safety procedures and other health and safety concerns may be brought to the attention of the H&SC at each term's Committee meeting.
- Formal Minutes of the H&SC's meetings are kept that may be used by the Headmistress to inform the full Governing Board about any significant health and safety issues that need to be brought to its attention.
- The external fabric of the College, its plant, equipment and systems of work are subject to maintenance reports by qualified professionals.
- Their reports are considered by the Estates and other relevant Governors' sub Committees and their recommendations (together with other defects) inform the College's capital maintenance programmes.
- Additionally, the Chairman of Estates and the Health and Safety Governor tour an area or areas of the premises regularly, thereby undertaking an inspection of the whole site over, circa, an 18-month period on behalf of the Governors.
- The College'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, but, additionally, deep cleaning and pest control services are arranged as required and reports on these aspects are made to the H&SC.

- The College 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 should review this risk assessment every time it is amended and a report made to the full Board.
- Appropriate external health and safety consultants review the overall arrangements for health and safety, including fire safety, the general state of the College, and report on actions required. The progress of implementation should be monitored by the H&SC.
- The College has a professional company auditing the College for legionella.
- The College has an asbestos management plan.
- The College has in place procedures for the training and induction of new staff in health and safety related issues.

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 Headmistress, the Bursar and other members of the SLT 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.

Details of the organisation and arrangements for carrying out the Policy are to be found in the College Health & Safety Guide.

## **PROCEDURES**

Although ultimate responsibility for health and safety rests with the Governors, the Bursar acts directly on their behalf to ensure their duties are fulfilled in practice. She has delegated some of her duties to other members of staff; for example:

### Safety and Security

- Building security (including alarms, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Head of Estates and the Resident Caretaker. During term time, duty Boarding staff also take part in locking up at night.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the Swimming Pool, the Science laboratories, the Home Economics room, Kiln Room, plant rooms, workshop, etc. – The Head of Estates and Resident Caretaker, working in cooperation with the Heads of Art, PE, Science and Teacher of Home Economics.
- Ensuring that all visitors sign in at Reception and wear visitors' badges and yellow lanyards – the Office Manager.

### Vehicles

- Car parking on site and vehicles on site – the Bursar who in turn has delegated day to day management to the Head of Estates.
- College Bus arrangements (including notifying parents of delays) – the Bursar who in turn has delegated day to day management to his Fees Assistant.
- Ensuring the College minibuses are properly maintained and roadworthy – the Bursar who in turn has delegated day to day management to the Head of Estates.
- Staff driving minibuses on a D1 licence must have a Herts County Council (or equivalent) minibus driver assessment certificate. A register of minibus drivers is maintained by the Head of Estates.
- Staff may only use their own vehicles on College business (e.g. to transport pupils) if their insurance permits.

### Accidents

- Maintaining accident records and reporting notifiable accidents to the HSE – the Bursar, who in turn has delegated day to day responsibility for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee to the School Nurse.
- Escorting pupils to hospital (and informing their parents) – the School Nurse and, for Boarders, the Head of Boarding.
- Checking that all first aid boxes and eye washes are kept replenished - the School Nurse.

### Fire Prevention

- Keeping fire routes and exits clear - the Bursar, who in turn has delegated day to day management to the Head of Estates and Resident Caretaker.
- Electrical Safety Testing – Head of Estates.
- Regular portable appliance testing – Head of Estates who in turn has delegated day to day management to the trained member of Site Services Staff.
- Testing all fire alarms (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Head of Estates.
- Lightning protection is in place for the Broadway Building.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers.
- Landlord's gas safety certificates are held for College domestic accommodation.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Resident Caretaker

- Fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of staff in every building help to ensure that the College can be safely evacuated in the event of a fire.
- Switching off all kitchen equipment at the end of service and locking up the kitchen – the Catering Manager.
- Checking that all Scientific and Home Economics equipment is switched off at the end of the school day – the Heads of Science and Biology and Teachers of Physics and Home Economics.
- Setting computers to switch off automatically every evening and during holidays and weekends – the ICT Technician.
- Securing flammable materials used in teaching or maintenance locked in purpose made, flame-proof containers – The Heads of Science and Art and the Head of Estates /Maintenance.

### Water, Drainage etc.

The Head of Estates, is responsible for:

- Maintaining water quality.
- Ensuring that drains, gutters etc. are kept unblocked. Checking that all drain runs are clear (using external contractors where necessary).

### Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
  - Fire – Head of Estates.
  - Legionella – Head of Estates.
  - 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 Manager.
  - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH, etc.) - Head of Estates.
  - Asbestos Register – Head of Estates.
- 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 – Head of PE and Head of PE Prep
  - Swimming – Head of PE and Head of PE Prep
  - Athletics – Head of PE and Head of PE Prep
  - Duke of Edinburgh Award – Duke of Edinburgh Coordinator.
  - Dance – Teacher of Dance.

- Gymnastics – Head of PE.
- Drama – Head of Drama.
- Art (including COSHH and flammable materials) – Head of Art.
- Food and Nutrition – Teacher of Home Economics
- All Visits and trips – Educational Visits Co-ordinator

## Training

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

- Minibus training – Head of Estates.
- Science-related health and safety training – The Head of Science.
- Food Hygiene related training in the Kitchen – The Catering Contractor.
- Health and safety training for the Catering staff – The Catering Manager.
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures - The Bursar.
- Inducting new staff in health and safety – The Deputy Head and The Bursar.
- Inducting visitors in health and safety – The Host.
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.
- First aid training- the School Nurse..

## External Advisors for Health and Safety

At St Francis' College external consultants advise on matters of health and safety within the College.

- Building Surveyors are retained to give advice on the fabric of the College.
- Engineers monitor and service the College's plant, equipment (including boilers) and lifts and hoists.
- All gym and playground apparatus is inspected.
- The Catering Department is inspected by the Environmental Health Officer.
- Fire risk assessment at the College is undertaken by an independent professional advisor every 3 years.
- In addition to the fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers, are tested at least annually by a qualified contractor.
- An external health and safety consultant reports on the arrangements for health and safety every 2 years.

- The College maintains an asbestos register and the Head of Estates is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. Under the College's asbestos management plan, inter alia, College staff likely to come into contact with asbestos containing materials (e.g. maintenance staff) will receive awareness training and contractors will be fully briefed on areas of asbestos before starting work.
- The College's Head of Physics is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations and is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The College uses National Inspection Council for Electrical Installation Contracting (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.
- 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.

### Safety Co-ordinator

The Bursar, is the College's Safety Co-ordinator, and is responsible for advising the Headmistress and Governors on any measures that may be needed in order to carry out maintenance work without risks to health and safety. With advice from the Head of Estates she also co-ordinates the advice given by specialist safety advisors and produces action plans. She has overall responsibility for monitoring health and safety within the College and for reporting any breaches to the Headmistress. The Head of Estates is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the College and advising The Bursar of any breaches.

### **SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

The following areas/activities present identified and significant risks at St Francis' College. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Head of PE keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, etc. Records of training and qualifications in life-guarding and other subject specific training are kept.
- Science (in the Senior School): where the Head of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS (Consortium of Local Education Authorities for the Provision of Science

Services) Hazards are kept on the use and safe storage of all chemicals. The Prep Department does not undertake comparable activities.

- Home Economics: where the Teacher of Home Economics keeps risk assessments for activities and the use of equipment.
- Art: where the Head of Art keeps risk assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
- Theatre: where the risk assessments for productions, including the movement, building and dismantling of scenery, props and staging are kept by Estates Manager. 6th Pupils are not permitted to use the Theatre . No staff or pupils are permitted to go up the fly tower with consent of the Head of Estates.
- Educational visits and Trips: where staff running the trip produce the risk assessments. 6th Form pupils may go on trips unaccompanied.
- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products, HACCP. Records of staff training are kept.
- Pupils are not allowed entry to the Maintenance and Caretaking areas, or the plant rooms.
- Social events where the event co-ordinator produces the risk assessment.

Whole College policies, procedures and risk assessments supplement the above departmentally-based risk assessments and health and safety procedures.

#### **RELATED POLICIES and DOCUMENTS**

- Health & Safety Policy
- Lettings and Events Checklist
- Educational Visits and HASLOC
- Terms of Reference for the Health and Safety Committee
- Asbestos Policy and Management Plan
- Legionella external reviews
- Fire Safety Policy
- Risk Assessment Policy
- Risk Assessments

Reviewed by: B Goulding & C Eames	
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