



## HEALTH AND SAFETY POLICY

### **1. GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS**

As Governors of the City of London Freeman's School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, students, parents, visitors, contractors and anyone else affected by our activities. On behalf of the City of London Corporation 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 by appointing Nicholas Goddard as Governor 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 Bursar reporting to the Head. She has overall responsibility for monitoring health and safety within the school and for reporting any serious breaches to me through the Head. With the City Surveyor, she is responsible for ensuring compliance with Construction (Design and Management) (CDM) Regulations 2015. 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 the termly meetings of the school's Health and Safety Committee whenever possible and receives copies of all relevant paperwork;
- That full compliance is all accorded to the City's Corporate Health and Safety Policy (Version 01-01 dated 15<sup>th</sup> December 2015) including the requirement for monitoring, safety assurance and inspections;
- That a report on health and safety covering: statistics on accidents to students, staff and visitors; staff training; fire practices and all new or revised related policies and procedures is tabled at each term's Governors' meeting;
- That the minutes of the Health and Safety Committee's termly meeting are provided at each meeting of the full Board of Governors, together with any other issues on health and safety that the Bursar as Chairman of the Health and Safety Committee considers need to be brought 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 competent professionals and that their recommendations and cyclical planning form the basis of the school's routine maintenance programmes;
- That robust arrangements including adequate monitoring is in place for the control of contractors working anywhere on the school site / premises;

- 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 Environmental Health Officer. 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, together with regular external deep cleaning and pest control services, and that these are reported to the Health and Safety Committee;
- That the school has a fire risk assessment, carried out by a suitably competent external risk assessment consultant, and that this is updated every three years or more frequently if significant changes are made to the interior of buildings or on significant change of usage. The Health and Safety Committee should review this risk assessment every time it is amended;
- That safety assurance inspection reports showing action required and timescales should be monitored by the Health and Safety Committee;
- That a suitable and sufficient risk assessment for legionella/water hygiene management is periodically completed (frequency based on risk assessment) and that a suitable scheme of control is developed, implemented and monitored including monthly water temperature testing regimes;
- That suitable arrangements are in place for the day to day management of any asbestos containing materials (ACMs) so as to prevent them from being disturbed, forming part of our duty to manage asbestos;
- 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 where appropriate. Health and safety training that is related to an individual member of staff’s functions, such as a science technician, will be provided in addition to the “standard” induction training. An adequate number of staff, teaching and non-teaching will be trained and qualified in first aid.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Bursar and other members of the Senior Leadership Team in order to enable the Governors to comply with health and safety requirements. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or the Facilities Manager.

All employees are briefed on the availability of this statement on the school’s Shared Area. 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 Parts 2 and 3 of this document. This policy will be displayed on the school’s website.

Signed:..... Deputy Roger Chadwick  
Chairman Board of Governors

Date: 6<sup>th</sup> June 2018

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## **2. ORGANISATION FOR HEALTH & SAFETY**

### **The Headmaster will:**

- Implement the requirements of this Policy and ensure compliance with all health and safety legislation within the school;
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example;
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school;
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations;
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety;
- Ensure suitable persons are nominated to undertake key health and safety functions within the school and to ensure these individuals are adequately supported and suitably trained;
- Appoint persons to assist him with meeting the safety objectives, standards and checks detailed in this policy.

I have the delegated responsibility for ensuring compliance with the School's Health and Safety Policy. I have delegated day-to-day responsibility for organising health and safety to the Bursar. This policy document consists of three parts: the General Statement by the Chairman of Governors; this description of the organisation for health and safety and, lastly, the detailed arrangements for health and safety.

Every Head of Department (HoD), Assistant Heads, Heads of Year and other responsible persons are responsible for ensuring the health and safety of staff, students and others especially visitors and those who are disabled or who have special educational needs.

Delegated duties include:

### **2.1 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 Facilities Manager;
- Preventing unsupervised access by students to potentially dangerous areas, such as the swimming pool, the science laboratories, the Gym and the design technology rooms – Heads of Department working in cooperation with the Facilities Manager;
- Testing the chemical levels in the swimming pool water on a daily basis – Facilities Manager and team.
- Controlling lone working after hours – Deputy Head and Facilities Manager;
- Ensuring that all visitors sign in at Reception and wear visitors' badges – Facilities Manager/General Services Manager;
- Permits to Work implemented, where necessary, for physical works to the fabric of the buildings or on plant and equipment by contractors – Facilities Manager.

### **2.2 Vehicles/Transport**

- Control of loading bays, car parks and site traffic management – Facilities Manager;

- Compliance with City of London Corporation Transport Policy including vehicle management – Bursar.

### **2.3 Accidents/Incidents**

- Reporting accidents/incidents via the CoL ReportLine (**020 7332 1920**): Reportable Pupil accidents – School Nurse / Accidents to Staff, Visitors, etc. as well as near miss incidents – Line Manager/Duty Manager;
- Maintaining local accident records and preparing summary reports for the Health and Safety Committee – School Nurse;
- Reporting notifiable accidents etc. to the Health and Safety Executive (HSE) under RIDDOR 2013 – School Nurse / Bursar in consultation with the CoL Corporate Health and Safety team;
- Arranging for students to be escorted to hospital and informing their parents of the circumstances – School Nurse;
- Checking that all first aid boxes and eye washes are kept replenished – First Aiders.

### **2.4 Fire Prevention**

- Keeping fire routes and exits clear - Bursar, who in turn has delegated day to day management to the Facilities Manager and team;
- Fixed Electrical Safety Testing – City Surveyor who will provide the school with a copy of current electrical installation certificates;
- Regular portable appliance testing – City Surveyor/Suitably qualified on-site testers.
- Testing all fire alarms weekly and recording results – Facilities Manager;
- Arranging an annual service and maintenance of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons – City Surveyor;
- Implementation of robust permits to work for all physical works on the fabric of the buildings / associated equipment including hot works – Facilities Manager;
- All gas appliances and installations (boilers, kitchen equipment etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers – City Surveyor/Facilities Manager;
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – Facilities Manager;
- Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshals help to ensure that the school can be safely evacuated in the event of a fire – Facilities Manager. Carbon Monoxide (CO) detectors will be installed, tested and maintained wherever there is sleeping accommodation – Facilities Manager;
- Switching off all kitchen equipment at the end of service – Catering Manager;
- Checking that all Scientific and DT equipment is switched off at the end of the school day – Heads of Science and Head of Design and Technology;
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – Director of Technical Services;
- Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers – Heads of Science, Art and Design and Technology and Facilities Manager.

### **2.5 Water, Drainage etc**

The City Surveyor, together with the Facilities Manager, is 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 where necessary.

## **2.6 Risk Assessments**

Responsibility for the maintenance of up-to-date risk assessments/statutory compliance:

- Fire – Bursar/Facilities Manager (external fire risk consultant used);
- Legionella / Water Hygiene– City Surveyor/Facilities Manager;
- All non-teaching rooms, corridors and exits – Deputy Facilities Manager;
- Catering and cleaning functions including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) risk assessments and procedures – General Services Manager;
- Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable substances) - Facilities Manager/Deputy Facilities Manager;
- Asbestos Register/Surveys - City Surveyor;  
Note: Local Asbestos Management Plans (AMPs) are developed in consultation with the City Surveyor. The duty to manage asbestos in school is shared between the school and the City Surveyor. Asbestos surveys and re-inspections are completed by the City Surveyors department. The school has the day to day responsibility to ensure that anyone liable to disturb asbestos including staff and contractors are made aware of its presence, and what to do if they have any concerns;
- Lifting Equipment – Facilities Manager/City Surveyor;
- Pressure vessels – Facilities Manager/City Surveyor;
- Construction Works / Management of Contractors– Facilities Manager/City Surveyor;
- Reprographics machines and copiers – Director of Technical Services;
- Boarding accommodation – Head of Boarding/Bursar;
- Residential Accommodation – Bursar/Facilities Manager.

Responsibility for the maintenance of up-to-date risk assessments for teaching in the following areas:

- Science (including COSHH and flammable materials) – Head of Science;
- All outdoor and indoor games and activities – Director of Sport;
- Swimming – Director of Sport;
- Fencing – Director of Sport;
- Duke of Edinburgh Award - Duke of Edinburgh Coordinator;
- Drama / Theatre– Director of Drama;
- Art (including COSHH and flammable materials) – Head of Art;
- Music – Director of Music;
- Design Technology (including machinery, COSHH and flammable materials) – Head of Technology;
- All visits and trips – Deputy Head.

## **2.7 Training**

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

- Science-related health and safety training – Head of Science;
- Design Technology related training – Head of Technology;

- Health and safety training for catering and cleaning staff – Catering and Cleaning contractors;
- Briefing new students on emergency fire procedures – Head of Boarding/Form Tutors;
- Briefing new staff on emergency fire procedures – line managers in induction process;
- Inducting new staff in health and safety – line managers in induction process;
- Identifying specific health and safety training needs of staff – Heads of Department and Line Managers or Supervisors;
- First aid training- School Nurse.

### **External Advisors for Health and Safety**

The City Surveyor's Department, including the City Corporation's Health and Safety Manager, Property (Peter Dempsey), Head of Health, Safety and Wellbeing (Justin Tyas) and Fire Safety Adviser (Terence Short), and external consultants provide advice on matters of health and safety as required:

- The City Surveyor gives advice on the external fabric of the school;
- The City Surveyor monitors and services the school's plant, equipment and lifts as required;
- All gym and fitness equipment and machinery used in sport is serviced annually as arranged by the Facilities Manager;
- Adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer.

In addition, the catering contractor arranges for:

- An external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and report on those findings;
- 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 once a year;
- Appropriate pest control measures to be in place;
- The school Bursar/Facilities Manager has a professional fire risk assessment which is updated at least every 3 years;
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, carbon monoxide alarms, emergency lighting, extinguishers and panic buttons are tested quarterly by a qualified contractor;
- The City Surveyor arranges for a professional risk assessment for water/legionella;
- The Radiation Protection Supervisor (RPS) is the Head of Science. He is responsible for ensuring compliance with the Ionising Radiation Regulations 1999 including the requirement for appointing a suitable Radiation Protection Adviser (RPA) to provide competent advice;
- All work on gas boilers, appliances and installations is carried out by suitably competent Gas Safe registered engineers;
- All lightning protection and earthing conforms to BS EN 62305. It is tested annually by a specialist contractor [Mitie];
- NICEIC qualified Electrical Engineers inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations. Current electrical test certificates are held for all areas of the school.

The City of London Corporation's competent person for advice on water hygiene/asbestos is **David Renshaw**.

The Radiation Protection Officer (RPO) is **Justin Tyas**, Health and Safety Advisor, City of London Corporation

**Compliance information is available from the CoL Micad Portal.**

**Micad Portal: follow this link to self-register for access <https://col2portal.micadipr.net/>**

### **Health & Safety Co-ordinator**

The HR Manager is the school's Health and Safety Co-ordinator. In this capacity she is responsible for the submission of the CoL Annual Certificate of Assurance (ACA) and termly safety assurance inspections, the results of which are to be reported to the Health and Safety Committee.

### **Health and Safety Committee**

I have set up a school Health and Safety Committee which meets once a term under the chairmanship of the Bursar. The Governor who is responsible for health and safety attends these meetings whenever possible. The members of the Committee are:

- Roland Martin, Headmaster;
- Nicholas Goddard, Governor;
- Sue Williams, Bursar (Chair);
- Anna Atkins, HR Manager;
- Gyorgy Simon, Facilities Manager;
- Stuart Bachelor, Deputy Head;
- Kate Barron and Liz Holmden, School Nurse Managers;
- Steve Sarsfield, Staff Representative, Head of Technology, Engineering and Design;
- Andrew Chapman, General Services Manager (Sodexo).

The role of the Committee is to:

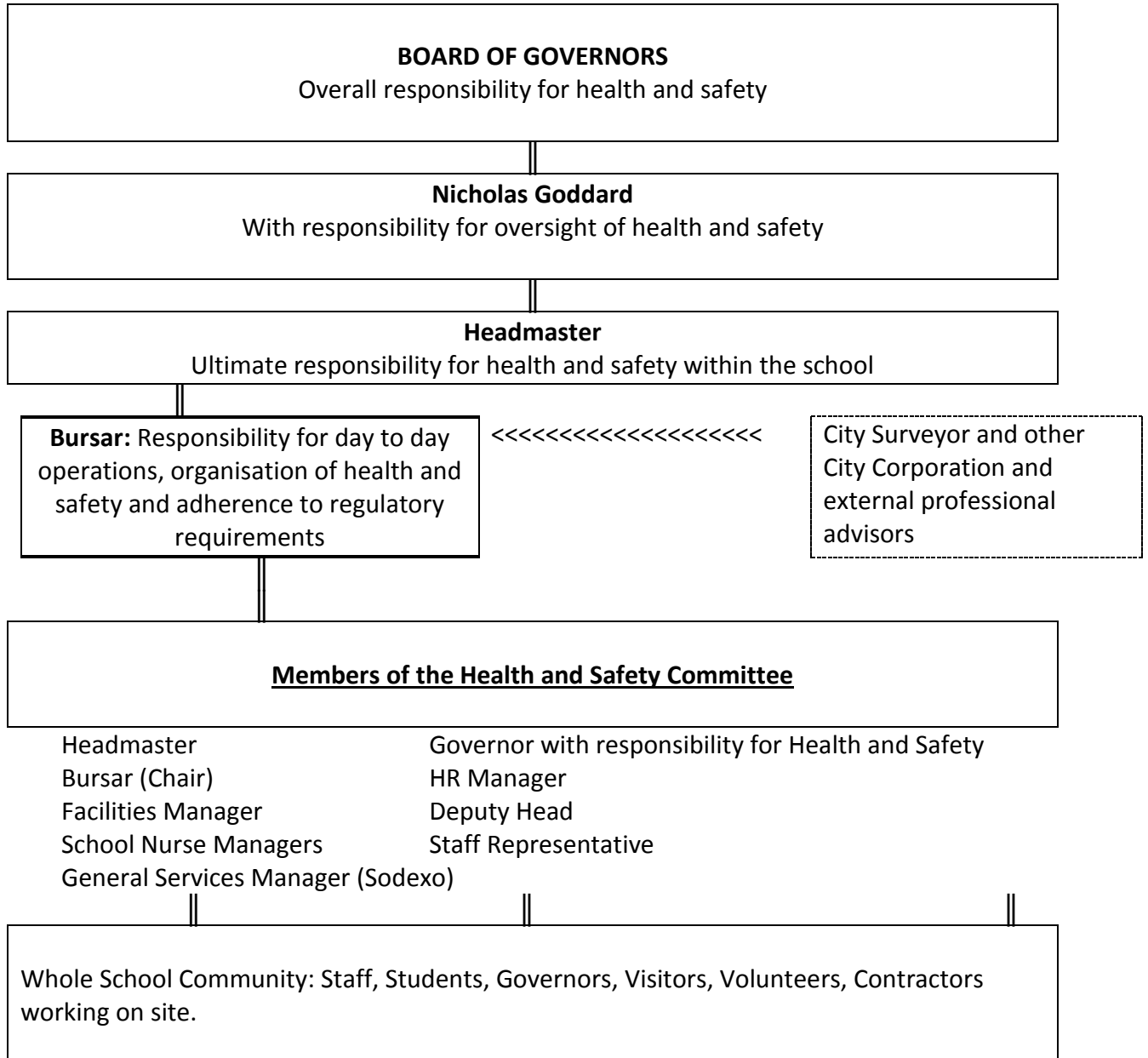
- Discuss matters concerning health and safety including changes in regulations and guidance;
- Monitor the effectiveness of health and safety within the school;
- Review accidents and near misses and discuss preventative measures;
- Review and update risk assessments;
- Review safety assurance inspection reports;
- Discuss training needs / requirements;
- Monitor the implementation of professional advice;
- 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:..... Roland Martin

Headmaster

Date: 6<sup>th</sup> June 2018

**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**





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

The following areas and activities present identified and significant risks. As a consequence, students are not allowed unsupervised access to:

- PE: where the Head of PE keeps risk assessments for: all outdoor and indoor games, swimming, gymnastics, dance and fencing. Records of training and qualifications in life-guarding and other subject specific training are kept;
- Science: where the Heads of Science subjects keep risk assessments for all experiments and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. Science HODs keep records of all subject-specific training by teachers and technicians;
- Design Technology: where the Head of DT keeps risk and COSHH assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept;
- Art: where the Head of Art keeps risk and COSHH assessments. Records of staff training are kept;
- Drama/Theatre: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismounting of scenery, props and staging. Records of staff training are kept;
- Kitchen Area: 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. Records of staff training are kept;
- Old Freeman's Association Memorial Clubhouse: separate organisation on the School site where members of the public and ex-pupils meet. Alcohol is served on the premises and the school is not party to risk assessments. (see attached risk site areas).

City Corporation and whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy;
- Accident /Incident Reporting including statutory reporting under RIDDOR 2013;
- Anti-Bullying Policy;
- Asbestos;
- Building at Work;
- Catering and Food Hygiene Policy;
- Code of Conduct for Staff;
- Competent Advice;
- Contractors / Construction Work including CDM 2015;
- Contingency Plan for Crisis Management;
- Control of access, security and use of CCTV;
- Control of Substances Hazardous to Health (COSHH);
- Design Technology;
- Display Screen Equipment;
- Educational visits;
- Electrical Safety;
- E-Safety;
- Fire safety;
- First Aid;
- Gas Safety;
- Health and Safety Notices;

- Induction of new staff;
- Infection Control;
- Influenza Pandemic Contingency Plan;
- Legionella/Water Hygiene;
- Letting and Hiring;
- Lightning Protection;
- Lifting Equipment;
- Manual handling;
- Medical Questionnaire;
- Occupational Health;
- Pesticides;
- Portable Appliance Testing (PAT);
- Pupil Supervision;
- Pressure vessels;
- Risk Assessment;
- Security, including workplace safety and lone working;
- Slips and Trips;
- Special Education Needs (SEN) and Learning Difficulties;
- Swimming pool safety;
- Temporary staff and Contractors;
- Vehicles and on-site movements;
- Work Experience for Students;
- Working at Height;
- Workplace Transport.

Signed:.....

Susan Williams

Bursar

Date: 6<sup>th</sup> June 2018

References:

- A. Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117).
- B. The Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, April 2015.
- C. Responsibility for the Management of Health and Safety in Schools Section H of the ISBA Model Staff Handbook, by Rickerbys Solicitors LLP of March 2009.
- D. Health and Safety and Welfare at Work, Chapter N of the Bursars' Guide by Pinsent Masons LLP of 2014.
- E. Health and Safety: Advice for Schools 2013.
- F. Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences, HSE Leaflet of 2013 (Rev1).
- G. Leading Health and Safety at Work, a joint IOD/HSE Guidance Document.
- H. Health & Safety Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163).
- I. CLSF Safeguarding Policy.
- J. CLSF Accessibility policy.

- K. CLSF Anti-Bullying Policy.
- L. CLSF Drugs & Substance Abuse Policy.
- M. CLSF Educational Visits Policy.
- N. CLSF First Aid Policy.
- O. CLSF Special Educational Needs Policy.
- P. CLSF School Nurse Guidelines.
- Q. City of London Corporate Health and Safety Policy.
- R. City of London Display Screen Equipment Policy
- S. CLEAPSS Guidance including Science and Design & Technology

