



## Health and Safety Policy 2021-2022

*Including the safety of the School's staff in relation to their wellbeing*

### **PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIR OF GOVERNORS**

As Governors of Greenfield School, we fully recognise our collective responsibility for providing as far as is reasonably practicable, a safe and healthy school environment 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 and that staff's wellbeing is cared for. 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 Greenfield School by appointing Mrs Janet Day (*Chair of Governors*) with responsibility for overseeing health and safety as part of her general responsibilities for the upkeep and maintenance of the fabric of the estates and buildings.

Day to day responsibility for the operation of health and safety at the school is vested in the Headmistress but Health & Safety is delegated to the Bursar. However, as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The Chair of Governors or their representative attends the Estates and Health and Safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors; staff training; evacuation drills; and all new or revised policies and procedures is discussed at each term's Estates and Health & Safety Committee meeting.
- 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.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- Any substantial reports are considered by the Estates and Health & Safety Sub Committee 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 the Environmental Health Officer (EHO). In addition, the Contract Catering Manager arranges for an

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independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with an annual deep clean by an external contractor. A management audit is carried out every six months by the contract caterers, Operations Manager and the Head Chef carries out an annual risk assessment (in conjunction with the Operations Manager). Pest control is managed by an external provider who attends the School three times a year, more often when required. The Bursar reports on all these aspects to the Governors Estates and Health & Safety Sub-Committee.

- The School commits to support the wellbeing of its staff and this policy sets out its approach to managing occupational stress.
- The school has a fire risk assessment, carried out by a Competent Person, which is reviewed every year for progress on completion of items in the action plan, and updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Estates and Health & Safety Committee should review this risk assessment every time it is amended and submit a report to the Full Governors.
- 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 Estates and Health & Safety Sub Committee.
- That the school has a competent person undertake a risk assessment for legionella every 3 years and an annual tank cleaning and water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which could 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 caretaker, will be provided in addition to the "standard" induction training. First Aid training and minibus driver training are provided to any member of 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 co-operating 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 issues to the Bursar via [bursar@greenfield.surrey.sch.uk](mailto:bursar@greenfield.surrey.sch.uk).

All employees are briefed on where copies of this statement can be obtained on the school's [website](#). 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.



Chair

Signed:

Chairman of Governors

Date: January 2022

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### **PART 2: ORGANISATION**

This part of the Policy deals with the organisation, planning, implementation, 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.

#### *1. Board of Governors ("The Board")*

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. Where appropriate, advice from a 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.

#### *2. Headmistress*

The Headmistress 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 Headmistress will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

In relation to staff wellbeing, the Headmistress, with support from the Senior Leadership Team, will:

- Ensure good communication between staff particularly where there are organisational and procedural changes
- Ensure staff have opportunity for career progression as appropriate
- Monitor workloads to ensure fair distribution of work
- Monitor working hours to ensure staff are not working to excess
- Monitor annual leave to ensure that staff are taking their full entitlement
- Ensure that bullying and harassment of staff is not tolerated within the School
- Offer support to staff and encourage them to use the Employee Assistance Programme
- Meet regularly with staff to listen to any concerns
- Create a culture in which staff know they can raise concerns and that their concerns will be treated sympathetically and seriously

#### *3. Bursar*

The Bursar will have 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

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- Asbestos
- Emergencies
- Staff wellbeing
- Staff induction

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

- Advising the Headmistress on maintenance requirements
- Advising the Headmistress on any changes to practice required relating to Staff wellbeing
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the School and raising concerns with the Headmistress
- Compliance with Construction (Design and Management) Regulations
- Leading the school side of the Governors Estates and Health and Safety Committee
- Maintaining a list of Health and Safety training undertaken by the whole school

#### 4. *Heads of Department*

The Heads of Department 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 Music and Drama
- Music – Head of Music and Drama
- Design and Technology – Head of Design & Technology
- Outdoor Education – Head of Outdoor Education
- Trips and Visits – Educational Visits Co-ordinator
- Catering – Head Chef and CH&Co
- Art – Head of Art
- Little School – Head of Little School

They will also be responsible for identifying and organising training relevant to their area of control.

#### 5. *Estates Manager*

The Estates Manager will assist the Bursar with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles

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- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality and asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

### 6. *External Health and Safety advisors*

The Bursar will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school
- Engineers monitor and service the school's plant and equipment, including boilers
- Gym equipment, DT equipment, Art equipment, Science equipment and Estates machinery are serviced annually
- The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Head Chef arranges for:
  - An independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year
  - An external professional to take random swabs of knives, chopping boards and other kitchen equipment once a year and report on those findings
  - 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 twice a year
- The School has a suitable and sufficient fire risk assessment which is reviewed every year for items in the action plan and every two years, or when sufficient changes are made to the interior of the buildings, or new buildings are brought or added
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and break glasses are tested annually by a qualified contractor
- The School has a suitable and sufficient risk assessment for legionella, reviewed annually, and all water systems are flushed monthly
- 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. They are also responsible for the maintenance of an asbestos management plan.
- 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 lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

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- A competent Principal Designer, Principal Contractor is appointed in order to ensure compliance with the Construction (Design and Management) CDM Regulations 2015 whenever construction work is undertaken
- The School engages the services of an Employee Assistance Programme (including occupational health advisors) to support Staff wellbeing

### 7. *Estates and Health & Safety Committee*

The Committee will meet once a term, and will be chaired by a Governor (with the Bursar taking a lead from Staff representation). Other members of the Committee will be:

- The Deputy Head
- One other Governor
- Estates Manager
- School's First Aid Assistant

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations
- Monitor the effectiveness of health and safety within the School
- Review accidents and near misses, and discuss preventative measures
- Review and update risk assessments
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the safety policy guidance and update it
- Assist in the development of safety rules and safe systems of work
- Monitor communication and publicity relating to health and safety in the work place
- Encourage suggestions and reporting of defects by all members of staff
- Have an overview of systems in place to support staff welfare

### 8. *School's First Aid Assistant*

The School's First Aid Assistant is responsible for:

- keeping their training up to date (First Aid at work)
- implementing any necessary changes to process and procedure in School
- checking that all first aid boxes and supplies are replenished

### 9. *School's Receptionist(s)*

The School's Receptionist(s) is/are responsible for:

- Ensuring accidents/injuries are inputted onto Engage
- Ensuring parents are 'phoned to report on serious accidents
- Ensuring a member of staff escorts a pupil to hospital if a parent is not available

### 10. *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 and/or the Bursar ([bursar@greenfield.surrey.sch.uk](mailto:bursar@greenfield.surrey.sch.uk)) of any hazards relating to health and safety which

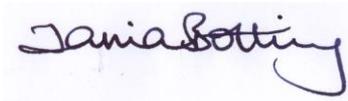
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they notice and of any suggestion they wish to make regarding health and safety. If staff have any concerns regarding staff wellbeing, this should be raised with a member of the senior leadership team.

Staff are required to:

- Follow the Policy
- Take reasonable care for the health and safety of themselves and others who may be affected and make use of the Employee Assistance Programme at the earliest opportunity if required
- 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
- Input details of accidents/injuries to themselves and children into Engage
- 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 dismissible offence
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

Date: January 2021

A handwritten signature in black ink that reads "Jania Botting". The signature is written in a cursive style with a large, looping 'J' and 'B'.

Signed:  
Headmistress

Next Review Date: September 2022

**ANNEX TO PART 2**

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



### **PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

#### ***Staff wellbeing***

The school will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve these policy goals, the school seeks to give effect to the following:

- The school will take reasonable steps to identify all workplace stress factors and conduct risk assessments to eliminate stress or control the risks from stress
- The school will consult with staff on all proposed action relating to the prevention of workplace stress
- The school will provide adequate resources to enable the Senior Leadership Team to implement this policy
- The school will communicate to all staff the content of this policy
- The school will encourage the Senior Leadership Team, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported
- The school will operate reporting procedures with proper safeguard for confidentiality

All staff should be alerted to possible symptoms of stress in others which may include:

- Increase in sickness related absence, particularly short term absence.
- Decrease in work performance.
- Decrease in decision making ability.
- Changes in work relationships, e.g. conflict between colleagues.
- Decrease in staff motivation/commitment
- Working longer hours but with diminishing effectiveness.
- Lack of enthusiasm

Symptoms to be alert for in recognising your own personal stress include:

- Fatigue, disturbed sleep, aching muscles.
- Dependence on alcohol or drugs
- Headaches
- Inability to relax
- Sense of not being in control
- Difficulty in retaining information
- Poor concentration and indecisiveness
- Increased irritability
- Change in attitude to work/colleagues
- Anxiety/depression

If a member of staff is concerned about their wellbeing, they should make an appointment with the Headmistress or the Bursar at the earliest opportunity. The issues of concern to the employee will be fully discussed and appropriate steps agreed.

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If a member of staff is concerned about the wellbeing of a colleague, they should raise this in confidence with the Headmistress or the Bursar.

Any time off work required relating to the wellbeing of staff will be managed in accordance with the Staff Absence Policy.

### ***Department specific Health and Safety***

The following areas/activities present identified and significant risks in Greenfield School. 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. Records of training and qualifications in life-guarding and other subject specific training are kept.
- Science: where the Head of Science keeps risk assessments for all experiments, and the use and storage of equipment. When applicable COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals.
- Design and Technology: where the Head of DT keeps risk assessments for all activities, the use of all equipment and the safe storage of flammables. Records of staff training are kept.
- Art: where the Head of Art if applicable will keep risk and COSHH assessments for the use of ceramic materials, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
- Drama: where the Head of Music Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
- Pupils are not allowed entry to the Caretaking Areas: safe use and storage of equipment. When applicable COSHH assessments of chemicals and other products. Records of staff training are kept.

Whole school policies and risk assessments supplement these departmentally-based risk assessments.

### ***Other School Policies***

Other School Policies which support this Policy are:

- Behaviour Policy
- Emergency Plan
- First Aid Policy
- Parent Handbook
- Risk Assessment Policy
- School Transport Policy
- Staff Absence Policy
- Staff Code of Conduct
- Most recent COVID-19 Risk Assessment and Outbreak Management Plan