

Health and Safety Manual

Part 1: STATEMENT OF GENERAL POLICY

1. Edgbaston High School Council recognises and accepts its responsibility as an employer to provide, as far as is reasonably practicable, a safe and healthy work place and working environment for all its employees and pupils. Council is committed to ensuring that the School complies with all relevant Health and Safety legislation. Council also recognises the need to ensure that the work of the School does not adversely affect the health and safety of other persons who from time to time may work at the School on a temporary basis, or visit the School.
2. Council will take all steps that are reasonably practicable to meet the responsibility and will pay particular attention to:
 - a. Provision, maintenance and inspection of plant, (mechanical and electrical), equipment, appliances and systems of work;
 - b. Arrangements for the safe use, handling, transport and storage of potentially hazardous materials and substances;
 - c. The maintenance of places of work and residence in a safe and healthy condition with the provision of safe means of access/progress to/from such places, thus providing a pleasant working and living environment;
 - d. Provision of information, instruction, equipment and supervision and where relevant, training to enable all employees to recognise and avoid hazards and contribute positively to the health and safety at work of themselves and others.
 - e. The provision of welfare facilities, including first aid and the prompt treatment of injuries and illness within School premises.
3. Details of the organisation and arrangements for carrying out Health and Safety duties are in Parts II and III of the School Health and Safety Manual respectively.
4. Without detracting from the primary responsibility of academic and administrative staff for ensuring safe conditions of work, the Council will arrange for the provision of competent technical advice on health and safety matters, where it is necessary.

5. It is therefore the duty of members of the Senior Management Team, Heads of Department and all supervisors to ensure that the objectives of the Council's policy are fully met within those areas for which they are responsible. This duty may not be delegated. However, to assist every manager/supervisor to identify the risks to health and safety, the Council has appointed a H & S Officer, Mr Jeremy Payne, a member of Council who has oversight of the policy.

6. A Safety Committee has been appointed which will consist of:

Chairman:	Facilities manager
Members:	Headmistress
	Head of Preparatory Department
	Staff Representatives (Academic & Support staff)

The Committee will meet at least once per half term.

7. No safety policy is likely to be successful unless it actively involves employees themselves. In this connection the Council remind all employees of their own duties, under Section 7 of the Health and Safety at Work Act (HSAWA), 1974, to take care of their work for their own safety and that of other employees, for the safety of pupils and the public, and to co-operate with the Council in carrying out its responsibilities.

8. The Council will review the effectiveness of the policy annually but this will not preclude more frequent evaluation in the light of experience or changes in legislation.

9. A copy of this statement will be issued to all employees and is available on the network. Any member of staff who fails to observe the requirements of any part of the statement may be the subject of disciplinary proceedings, in accordance with his/her Contract of Employment.

Signed

Mr J D Payne
Chairman of Council
Edgbaston High School for Girls

Date: September 2018

All persons employed by or visiting the School are to be made aware of the Statement of General Policy. Copies are to be held at reception for visitors' use. All members of staff are to be issued with a copy when they commence their employment at the School.

PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEADMISTRESS

Mr J D Payne, the Chairman of Governors of Edgbaston High School, has delegated day to day responsibility for organising health and safety and welfare to the Headmistress. 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 Organisation for Health and Safety and, lastly, detailed arrangements for Health and Safety.

Every Head of Department 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 Headmistress has delegated some of the duties to other members of staff; but ultimate responsibility for Health and Safety, on which the Headmistress is answerable to the Chairman of Governors, rests with the Headmistress.

The areas where the duties of the Headmistress have been delegated are:

Building and Site Safety and Security

- Building and site security (including alarms, CCTV, locking external doors, gates and windows) – the Facilities Manager.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the Science laboratories, the design technology rooms etc – The Facilities Manager and Head Caretaker, working in cooperation with the Heads of PE, Science and DT.
- Controlling lone working after hours to the Heads of Departments, Line Managers and Supervisors.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the School Receptionist.

Vehicles

- Car parking on site and vehicles on site – the Facilities Manager.
- School Bus arrangements (including notifying parents of delays) – the Deputy Head Pastoral.
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy the Facilities Manager.
- Training the drivers of the minibus – Facilities Manager.

Accidents

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

Fire Prevention

- Keeping fire routes and exits clear- the Facilities Manager, who in turn has delegated day to day management to the Head Caretaker.
- Electrical Safety Testing. All the works carried out in buildings at Edgbaston High School have:-
 - current electrical installation certificates – the Facilities Manager.
 - Regular portable appliance testing – the Facilities Manager/Senior Technician.
 - Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Facilities Manager who in turn has delegated day to day management to the Head Caretaker.
- Lightning protection is in place for all buildings.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineer – the Facilities Manager.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Head Caretaker.
- Termly fire practices recorded by Fire Officer, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire.
- 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 – the Heads of Science and DT.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the Network Manager.
- Securing flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers – The Heads of Science and Art, the Head Caretaker, Head Groundsman.

Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
 - Fire – Assistant Facilities Manager
 - Legionella – Facilities Manager
 - All rooms, corridors and exits – Senior Teacher Co-Curricular
 - 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
 - Grounds maintenance (including use of pesticides and COSHH) - the Facilities Manager
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- the Facilities Manager
 - Asbestos Register – the Facilities Manager
 - Reprographics machines and copiers – Facilities Manager
 - Ensuring that up to date risk assessments are maintained for teaching in the following areas: -
 - Senior Teacher Co-Curricular who delegates as follows:
 - Science (including COSHH and flammable materials) – Head of Science/Head Science Technician.
 - All outdoor games – Head of PE
 - All general indoor games – Head of PE
 - Swimming – Head of PE
 - Athletics– Head of PE
 - Fencing – Head of PE

- Duke of Edinburgh Award – Duke of Edinburgh Coordinator
- Dance and gymnastics – Head of PE
- Drama – Head of Theatre Studies
- Art (including COSHH and flammable materials) – Head of Art
- Music – Director of Music
- All visits and trips –Senior Teacher

Training

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

- Minibus training – Facilities Manager
- Science-related health and safety training – the Head of Science
- Health and safety training for the Catering and Cleaning staff – the Catering Manager
- Briefing new pupils on emergency fire procedures – all pastoral staff
- Briefing new staff on emergency fire procedures - the Facilities Manager/Health and Safety Officer
- Inducting new staff in health and safety –Senior Teacher H & S/Facilities Manager
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.
- First aid training- the School Nurses

External Advisors for Health and Safety

At Edgbaston High School, we use external consultants to advise on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school annually.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- All gym and fitness equipment and design and 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 and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, The Catering Manager 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.
 - Appropriate pest control measures to be in place.
- The school has an independent 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, extinguishers are tested annually by a qualified contractor.
- The school has an independent risk assessment for legionella, every 3 years and a water sampling and testing regime in place.
- The school maintains an asbestos register and the Facilities Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes

place. He is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.

- The School's Radiation Protection Supervisor (RPS), 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. 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 building. 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
- Lightning protection and earthing in 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: Maintenance

Mr Steve Watson, Facilities Manager is the School's Safety Co-ordinator, and is responsible for advising the Headmistress on any measures that may be needed in order to carry out maintenance work without risks to health and safety. He co-ordinates the advice given by specialist safety advisors and produces action plans where necessary. He is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

School Health and Safety Committee

There is a School Health and Safety Committee which meets twice a term under the chairmanship of Mr Steve Watson, Facilities Manager.

The other members of the Committee are:-

- Head of School
- Head of Preparatory School
- Assistant Facilities Manager
- Head of Science
- Head of PE
- The School Nurses
- The Head Technicians from Science and Technicians from Art, Drama and Food and Nutrition and Textiles
- ICT Technician – Prep

The role of the Committee is to:-

- Discuss matters concerning Health and Safety, 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 Health and 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.