

The Dean Close Foundation

Independent, Co-educational, Day and Boarding School

Health and Safety Policy (W018)

Registered Charity No: 1086829

Date of Issue: Mar 18
Review Date: Feb 19
Owner: Operations Bursar

THE DEAN CLOSE FOUNDATION

HEALTH AND SAFETY POLICY

- This policy has been authorised by the Trustees of The Dean Close Foundation (the "**Charity**") for all of its schools, (the "School").
- This policy will be reviewed periodically by the Bursar (or the Finance and General Purpose Committee) on behalf of the Board of Trustees.

PART 1 - GENERAL STATEMENT OF HEALTH AND SAFETY

1. The Board of Trustees of Dean Close School fully recognise their collective responsibility for providing a safe and healthy environment for all of their employees, pupils, parents and visitors. In their role as employer, they 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 Board of Trustees is committed to promoting the welfare of all in our community so that effective learning can take place.

2. They fulfil their responsibility as Trustees of Dean Close School by appointing one of the members to have particular responsibility for overseeing health and safety.

3. Day to day responsibility for the operation of health and safety at the school is delegated to the Heads of the Senior, Preparatory and Pre-Preparatory Schools, and to the Nursery Managers. However, the Trustees have specified that the School should adopt the following framework for managing Health and Safety:

- That the Trustee appointed to oversee Health and Safety attends the termly meetings 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 incidents, and any new or revised policies and procedures is tabled at each Finance and General Purpose Committee meeting.
- That any major actions resulting from the Finance and General Purpose Committee's discussion on Health and Safety are tabled at a meeting of the full Board of Trustees, 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 periodically, as required by law or best practice, by qualified professionals. If a main recommendation of any inspection report cannot be complied with by the School, the Health and Safety Committee is to be informed.
- That any major recommendations arising from those reports are considered by the Finance and General Purpose Committee.
- 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, normally annually. Any adverse

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report from the EHO is to be referred to the Health and Safety Committee. In addition, the Catering Contractor arranges for regular, independent hygiene and safety audits of food storage, meal preparation and food serving areas, together with regular external deep cleaning.

- That the school has a fire risk assessment/inspection, carried out by a Competent Person which is updated annually, more frequently if major changes are made to buildings, or new buildings are added. Any significant issues are brought to the attention of the Health and Safety Committee with a report submitted to the Finance and General Purposes Committee as necessary.
 - It should be noted that the County Fire Service will conduct an independent inspection of sleeping accommodation every three years. The resulting recommendations should be reviewed by the Health and Safety Committee.
 - That an external Health and Safety consultant reviews the overall arrangements for health and safety, including fire safety every three years, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the School Health and Safety Committee.
 - That the School has a professional risk assessment for Legionella carried out every 2 years or as required by risk assessment and a regular water sampling and testing regime is in place.
 - That the School has arrangements in place for the training and induction of new staff in Health and Safety related issues. First Aid training is provided at regular intervals for members of the teaching and non-teaching staff. Minibus driver training is provided to any member of staff with the appropriate driving licence who will drive students in school minibuses.
 - That dogs may not be kept on School premises without written consent from the Bursar or Operations Bursar. Any personnel bringing a dog on to site is responsible for the animal's behaviour and it is to be kept on a lead at all times. The owner is responsible for clearing up and removing any dog waste.
4. 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/Headmistress, the Bursar and other members of the SLT in order to enable the Board of Trustees to comply with their Health and Safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Estates Department.
5. All employees are informed of 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 Parts 2 and 3 of this document.
6. Celtic Springs, St Arvans, Tutshill and the Cheltenham and Gloucester Tree Tops Day nurseries are managed in accordance with their own Health and Safety documents with daily operational responsibility resting with the Nursery Managers.

[Part 1 should be signed and dated by the Chairman of the Board of Trustees]

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

1. The Board of Trustees of Dean Close School has delegated day to day responsibility for organising health and safety and welfare to me, its Head teacher. 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 the Board of Trustees, this description of the Organisation for Health and Safety and, lastly, the detailed arrangements for Health and Safety.
2. 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).
3. I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which I am answerable to the Board of Trustees, rests with me. The areas where my 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 Operations Bursar. At DCSJS this daily management is delivered by the Estates Foreman.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – The Operations Bursar and Resources Manager, working in cooperation with the Heads of Sport, Science and DT. At DCSJS this daily management is delivered by the Estates Foreman.
- Controlling lone working after hours – the Deputy Heads and the Bursar. At DCSJS this daily management is delivered by the Estates Foreman.
- Ensuring that all visitors register at Reception and wear visitors' badges – the three School Office Managers, the Resources Manager (for visitors to Estates) and the School Staff Instructor (for CCF visitors). At DCSJS this daily management is delivered by the reception staff, Estates Foreman or Domestic Bursar.

Vehicles

- Car parking on site and vehicles on site – the Operations Bursar. At DCSJS - the Estates Foreman.
- School Bus arrangements – the Bursar. At DCSJS – the Estates Foreman.
- Ensuring the School vehicle fleet is properly maintained and roadworthy – the Operations Bursar. At DCSJS - the Estates Foreman.

Accidents

- Maintaining accident books and reporting notifiable accidents to the HSE – the Operations Bursar and at DCSJS – the Estates Foreman, who are also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee and for the Finance and General Purpose Committee.
- Escorting pupils to hospital (and informing their parents) – the School Nurse.
- Checking that all first aid boxes and eye washes are kept replenished - the School Nurse.

Health & Safety Incident or Emergency

- In the event of a serious health and safety incident or emergency occurring either on the School premises or off-site involving pupils and/or staff, the School's Crisis Management Team (CMT) will be mobilized. The CMT will decide whether it is appropriate to initiate the School's Crisis Management Plan. This is a comprehensive plan which details roles and responsibilities, procedures, communication arrangements and important contact information.

Fire Prevention

- Keeping fire routes and exits clear is a whole staff responsibility but overall responsibility lies with the Operations Bursar who in turn has delegated day to day management to the building custodians.
- Electrical Safety Testing. Ensuring all the buildings at Dean Close School have current electrical installation certificates – the Operations Bursar, who in turn has delegated day to day management to the DCF Maintenance Manager and at DCSJS – the Estates Foreman.
- Regular Portable Appliance Testing – the Operations Bursar, who in turn has delegated day to day management to the DCF Maintenance Manager and at DCSJS – the Estates Foreman.
- Testing of all fire alarms by building occupants/users weekly. Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers – the Resources Manager (Fire Officer) and at DCSJS – the Estates Foreman.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers – the Resources Manager and at DCSJS – the Estates Foreman.
- Landlord's Gas Safety Certificates are held for all school domestic accommodation – the Resources Manager and at DCSJS – the Estates Foreman.
- Termly fire practices, combined with ensuring that new staff and pupils are fully aware of 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 – the Deputy Heads.
- Switching off all kitchen equipment at the end of service – the Catering Manager and at DCSJS – the Domestic Bursar.

- Checking that all Scientific, DT and Art equipment is switched off at the end of the school day – the relevant Heads of Department.
 - All classroom computers are switched off overnight and during holidays – the IT Support Technicians.
 - Storing weapons and ammunition used by the CCF in a securely locked, fire resistant store that is within a permanently locked room – The School SSI.
4. The Resources Manager together with the School Heating Engineer/Plumber, and at DCSJS – the Estates Foreman, are responsible for:

Water, Drainage etc

- Maintaining water quality and a suitable sampling regime.
- Ensuring that drains, gutters and gullies are kept unblocked.
- Periodically checking that all drain runs are clear (using external contractors).

Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
 - Fire – the Operations Bursar (delegated to the Compliance Manager) and at DCSJS – the Estates Foreman.
 - Legionella - the Operations Bursar (delegated to the Compliance Manager) and at DCSJS – the Estates Foreman.
 - Catering 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 and at DCSJS – the Domestic Bursar.
 - Grounds maintenance - the DCF Head of Grounds Care.
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, hot work, COSHH and flammable materials) - the DCF Maintenance Manager and at DCSJS the Estates Foreman.
 - Asbestos Register- the Resources Manager.
- Ensuring that up to date risk assessments are maintained for teaching in the following areas:
 - Science – Heads of Science.
 - Duke of Edinburgh Award - Duke of Edinburgh Coordinator.
 - Art teaching and facilities – Heads of Art.

- Design Technology – Heads of DT.
- Sports – Director or Heads of Sport.
- All visits and trips – Deputy Heads.

Training

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

- Minibus driver training – Transport Coordinator and at DCSJS – the Estates Foreman.
- Health and Safety training for the Catering staff – the Catering Manager.
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Fire Safety Awareness and Fire Marshall training for staff – Operations Bursar and at DCSJS – the Estates Foreman.
- Inducting new staff in Health and Safety – the Deputy Heads and the Operations Bursar and at DCSJS – the Estates Foreman.
- Identifying specific Health and Safety training needs of staff – all Heads of Department, Line Managers or Supervisors.
- First Aid training - Deputy Heads, the Operations Bursar and at DCSJS – the Estates Foreman.

External Advisors for Health and Safety

6. At Dean Close we use external consultants to periodically advise on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school as required.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists as required by legislation.
- The School's adherence to Health and Safety in catering is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:
 - An independent hygiene and safety audit of food storage, meal preparation and food serving areas to include taking swabs of all knives, chopping boards and other kitchen equipment.
 - 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.

- The School has a professional fire risk assessment for all buildings which are reviewed and updated by a competent person annually, more frequently if major changes are made to buildings or new buildings added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested at least annually by a qualified contractor or a suitably qualified member of the Estates Department.
- The School has a professional risk assessment carried out every 2 years (or more regularly by risk assessment) for Legionella and a regular water sampling and testing regime is in place.
- The School maintains an asbestos register and the Resources Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Resources Manager is also responsible for making sure that Contractors and Staff are fully briefed on areas of asbestos before starting work.
- The School's Radiation Protection Supervisor (RPS) is responsible for liaison with the Radiation Protection Advisor of Cheltenham Borough Council, or other local equivalent, 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 buildings. It uses qualified Electrical Engineers who are nationally recognised by their governing body 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 latest Construction, Design and Management (CDM) Regulations whenever major work is undertaken.
- Trees should be regularly inspected by a qualified Tree Surgeon and a Tree Management Plan maintained.
- Play and sports equipment must be inspected annually by a qualified contractor.

School Safety Co-ordinator

7. The Bursar is the School's Safety Co-ordinator, and is responsible for advising the Head Teacher on any measures that may be needed in order to carry out maintenance work without risks to Health and Safety. The Bursar has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Head Teacher.

8. He is responsible for ensuring compliance with the Construction (Design & Management) regulations and for monitoring the selection of outside contractors, taking into account: contractors' level of competence; the nature of the project or works; the contractors' health and safety competence,

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arrangements and safety record. He is also responsible for ensuring that there are adequate procedures in place for the management of outside contractors on site to ensure safe conditions of work for all at the School including visitors and contractors themselves.

School Health and Safety Committee

9. At DCS a School Health and Safety Committee meets once a term under the chairmanship of the Bursar. The Trustee appointed to be responsible for Health and Safety is a member of this Committee. The other members of the DCS Committee are:

- A Senior Representative from each of the Senior, Preparatory and Pre-Preparatory Schools.
- The Operations Bursar as Secretary.
- The Nursery Managers from Tree Tops Day Nurseries Cheltenham and Gloucester
- The Resources Manager.
- Other members of the School community or specialist advisors may be co-opted on to the Committee as required.

10. At DCSJS a School Health and Safety Committee meets once a term under the chairmanship of the Operations Bursar. The Trustee appointed to be responsible for Health and Safety is a member of this Committee. The other members of the DCSJS Committee are:

- The Head
- The Deputy Head.
- The Foundation Maintenance Manager
- The Head of Pre- Prep.
- The Nursery Managers from Celtic Springs; St Arvan's and Tutshill.
- A Boarding House Parent.
- A Head of Sport.
- The Estates Foreman.
- Other members of the School community or specialist advisors may be co-opted on to the Committee as required.
- The Head's PA is Secretary

11. The objectives of both committees are to:

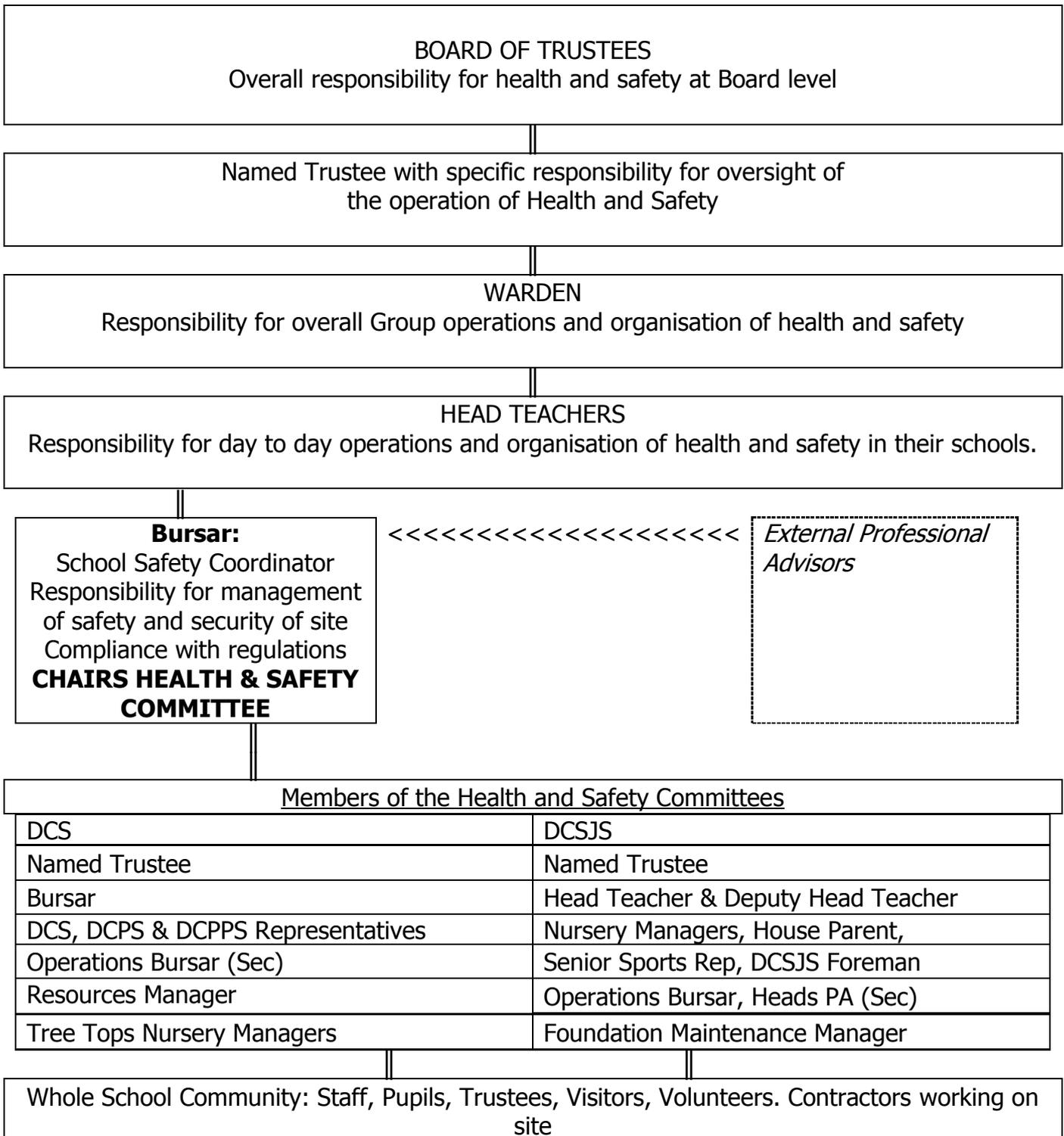
- Promote a sense of responsibility and co-operation on all aspects of Health and Safety and security.

- Examine the adequacy of existing Health and Safety and security arrangements and make improvements as necessary.
- Monitor and advise on the development of local Health and Safety management systems, risk assessments and associated documents.
- Monitor and review general Health and Safety performance, in particular:
 - Accidents and incidents.
 - Notifiable diseases.
 - Audit and inspection reports.
 - Health and Safety training.
 - Risk assessments.
 - Road safety.
 - Security.
- Promote Communication, Co-operation, Control and Competence (4Cs) and safe systems of work with external contractors.
- Make reports and recommendations to the Warden, Finance and General Purpose Committee and Board of Trustees as necessary.

[Part 2 should be signed and dated by the Warden].

ANNEX TO PART 2

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

1. The following areas/activities present identified and significant risks in Dean Close School.

As a consequence, pupils are not allowed unsupervised access to:

- CCF: where the OC CCF keeps risk assessments or standard operating procedures (in accordance with Army General Administrative Instructions) for activities and for the secure use and storage of weapons and ammunition.
- Science: where the Heads of Science keep risk assessments for experiments, and the use and storage of equipment. CLEAPSS Hazards are kept on the use and safe storage of all chemicals.
- Design and Technology: where the Heads of DT keeps workshop risk assessments including the use of all equipment and machinery and the safe storage of flammables.
- Catering Departments: where the Catering Manager and at DCSJS the Domestic Bursar keep risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures for chemicals and other products and records of staff training.
- Maintenance and Grounds/Gardens Departments: the Estates Department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, and records of staff training.

2. Whole School policies, plans, risk assessments and procedures supplement these departmentally-based risk assessments, covering:

- Accessibility Policy.
- Anti-Bullying Policy.
- Asbestos Management Plan.
- Catering and Food Hygiene Policy.
- Child Protection Policy.
- Control of Substances Hazardous to Health (COSHH).
- Crisis Management.
- Display Screen Equipment.
- Educational visits.
- First Aid.
- Fire safety, procedures and risk assessment.
- Human Flu Pandemic contingency plan.

- Legionella.
- Manual Handling.
- Minibus/School Transport Policy.
- Portable Appliance Testing (PAT).
- Risk Assessment Policy.
- Security, including control of access, workplace safety and lone working and Including specific measures for Early Years/Foundation Stage within the Pre-Preparatory School .
- Slips and Trips.
- Learning Difficulties or Disabilities (LDD)
- Swimming Pool Safety.

[Part 3 should be signed and dated by the School Safety Coordinator]