



OLD BUCKENHAM HALL

Brettenham Park  
Ipswich, Suffolk, IP7 7PH  
Website: [www.obh.co.uk](http://www.obh.co.uk)

# Health & Safety Policy

**Reviewed November 2017**

**Approved at Full Governing Board Meeting: 24<sup>th</sup> November 2017**



OLD BUCKENHAM HALL

## **Health & Safety Policy**

**This policy also applies to EYFS**

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

As Governors of Old Buckenham Hall School (OBH), we continue to recognise our collective responsibility for providing, a safe and healthy school for all of our employees, pupils, parents and visitors. In our role 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 of OBH School by appointing Mr Ines MacAskill, designated Governor and Mrs Sally-Ann Angel (Bursar) 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 Headmaster. But as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- That Mr MacAskill (designated Governor), 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 all new or revised policies and procedures is tabled at each term's Governing Board meeting.
- That 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.
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- 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. In addition, the Catering Manager arranges for an external deep cleaning on an annual basis and the Estates Managers arranges for pest control services.
- That the school has a fire risk assessment, carried out by a Competent Person which is reviewed 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.
- That an external health and safety consultant is accessed when required to review 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 designated Governor.

- That the school has a professional risk assessment for legionella. Although there is no longer a requirement for 3 yearly review, OBH have agreed with the competent person that they will continue to review every 3 years. A water sampling and testing regime continues to be place.
- That the school has a comprehensive process 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. Health and safety training that is related to an individual' member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training and minibus driver training are also provided to relevant 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 cooperating with the Headmaster, the Bursar and other members of the SMT 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 H R Director.

Copies of this Policy can be obtained on the school's intranet. They details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

Signed:



Date: 24<sup>th</sup> November 2017

Mr N Bullen  
Chairman of Governors

**PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEADMASTER**

Mr Nick Bullen, the Chairman of Governors of OBH, has delegated day to day responsibility for organising health and safety and welfare to me, the Headmaster. 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 the 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).

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 Chairman of Governors, rests with me. The areas where my duties have been delegated are:

### **Safety and Security**

Estates Manager:

- Building security (including alarms, CCTV, locking external doors and windows)
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, science laboratories, design technology rooms etc – The Estates Manager working in cooperation with the Heads of PE, Science and Art/DT.

Deputy Head:

- Controlling lone working after hours.

Headmaster's PA:

- Ensuring that all visitors book in at Reception and wear visitors' badges

### **Vehicles**

Bursar & Estates Manager:

- Car parking on site and vehicles on site
- School Mini Bus collection service arrangements (including notifying parents of delays)
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy

### **Accidents**

Bursar:

- Maintaining a record of accident reports and reporting notifiable accidents to the HSE and keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.

School Nurse:

- Completing and following up accident reports and then then passing them to the H R Director.
- Ensuring pupils are escorted to hospital (and their parents informed)
- Checking that all first aid boxes and eye washes are kept replenished

### **Safeguarding and Keeping Children Safe in Education**

Mrs Emma Easdale is the Senior Designated Person for Safeguarding and Mr Chris Bunting is her Deputy along with Laura Allison. They are jointly responsible for all aspects of Safeguarding, including staff training compliance.

Mrs Melissa Weller-Poley is the designated Governor for Safeguarding.

## **Fire Prevention**

The Bursar and Estates Manager:

- Checking fire routes and exits are kept clear
- Electrical Safety Testing.
- Regular portable appliance testing
- Testing all fire alarms (and recording all tests).
- Arranging the servicing of alarms, smoke detectors, emergency lights, fire extinguishers
- Lightning protection is in place for all buildings.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings
- Securing flammable materials used in maintenance locked in purpose-made, flame-proof containers

Duty Chef:

- Switching off all kitchen equipment at the end of service

Heads of Department:

- Checking that all Scientific and Art/DT equipment is switched off at the end of the school day
- Securing flammable materials & any chemicals used in teaching are locked in purpose-made, flame-proof containers
- Keeping an up to date inventory of flammable materials and chemicals, including quantities, on site which can be easily accessed for the Fire Brigade if necessary.

Deputy Head:

- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshal's help to ensure that the school can be safely evacuated in the event of a fire.

## **Water, Drainage etc**

Bursar and Estates Manager:

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

## **Risk Assessments**

- Ensuring that up to date risk assessments are maintained for:
  - Fire – the Bursar
  - Legionella - the Estates 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) procedures) –the Catering Manager

- Grounds maintenance (including use of pesticides and COSHH)- Estates Manager
  - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials)- Estates Manager
  - Asbestos Register- the Bursar/Estates Manager.
- 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
    - Swimming – Head of PE
    - Athletics– Head of PE
    - Drama – Production Producer with the Musical Director
    - Art (including COSHH and flammable materials) – Head of Art
    - Music – Director of Music
    - Design Technology (including COSHH and flammable materials) – Head of Art
    - All visits and trips

## **Training**

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

- Minibus training – Bursar
- Science-related health and safety training – the Head of Science
- Design and Technology related training – Head of Art
- Health and safety training for the Catering and Cleaning staff – the Catering Manager, The Housekeeper and the Bursar
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures - the Deputy Head
- Inducting new staff in health and safety – the Deputy Head
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers
- First aid training- the School Nurse with the Bursar.
- Safeguarding – Senior Designated Person and their deputy.

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

At OBH, we access external consultants when necessary, to advise on matters of health and safety within the School.

- ‘Safety boss’ employed to undertake yearly audits and act as school’s ‘competent person’.
- Structural Surveyors are retained to give advice on the external fabric of the school [5 yearly].
- Engineers monitor and service the school’s plant, equipment, including boilers, lifts and hoists annually.
- All gym equipment and play equipment is serviced annually.

- 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).
- The school has a 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 fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested quarterly (annually in the case of Fire Extinguishers) by a qualified contractor.
- The school has a professional risk assessment for legionella, and a water sampling and testing regime in place.
- The school maintains an asbestos register and the Estates Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Estates Manager is responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- 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 of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas appliances is carried out by registered Gas Safe Engineers
- All domestic boilers are serviced annually
- The Bio Fuel Plant is controlled by GG Eco and serviced by their contractors, on an annual basis.
- All lightning protection and earthing 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**

The Bursar is the School's Safety Co-ordinator, and is responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to health and safety. 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 School and for reporting any breaches to me. She is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

### **School Health and Safety Committee**

OBH have a School Health and Safety Committee which usually meets once a term under the chairmanship of our Bursar. Our designated Governor, who is responsible for health and safety, attends these meetings. The other members of the Committee are:

- The Deputy Head
- The Estates Manager
- Science rep
- Head of Art
- Head of PE

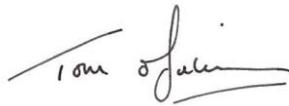
- The EVO
- The School Nurse
- Head of Pastoral Care
- A representative from Pre Prep

The aims and objectives of the Committee are:

1. To promote and maintain the interest of employees in health and safety issues
2. To help make health and safety activities an integral part of OBH's operating procedures, culture and programs.
3. To provide an opportunity for the free discussion of health and safety problems and possible solutions in order to help reduce the risk of injuries and illnesses.
4. To inform employees about health and safety issues and required changes in legislation.
5. To keep up to date with inspection compliance with regard to ISI and HSE.

Signed:

Date: 24<sup>th</sup> November 2017



Tom O'Sullivan  
Headmaster

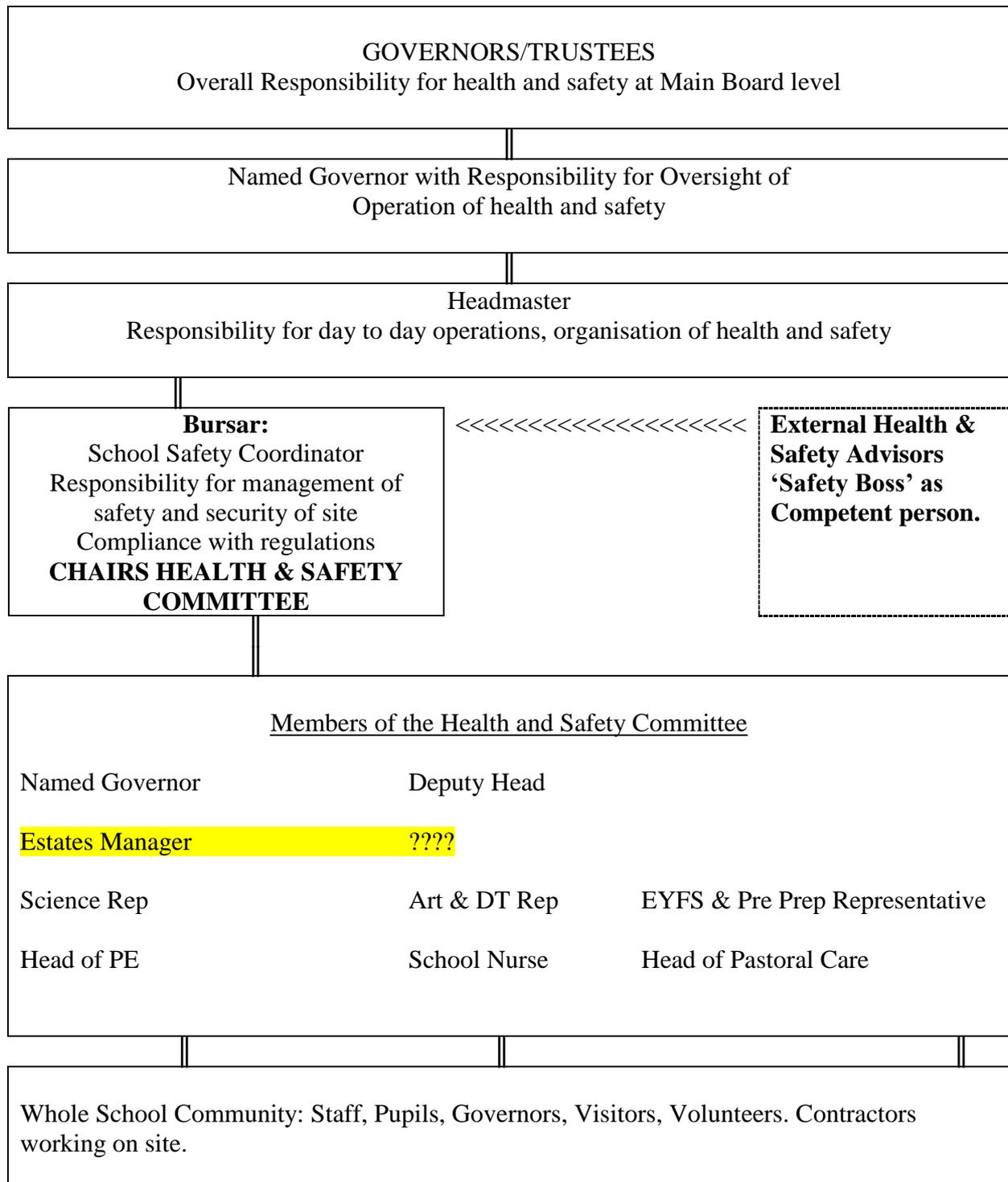
Documents for Reference:

- Health & safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013) –

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

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



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

The following areas/activities present identified and significant risks at OBH. 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. 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. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers. An up to date inventory is kept of all chemicals, with quantities, accessible in the event of a fire.
- Design and Technology: where the Head of Art keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept. An up to date inventory is kept of all chemicals, with quantities, accessible in the event of a fire.
- Art: where the Head of Art keeps risk and COSHH assessments for the use and safe storage of oil based paint and other flammables. Records of staff training are kept. An up to date inventory is kept of all chemicals, with quantities, accessible in the event of a fire.
- Drama: where the Estates Manager keeps risk assessments for the safe construction, movement, building and dismounting of scenery, props and staging.
- 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. Records of staff training are kept.
- Pupils are not allowed entry to the Maintenance and Grounds Departments: where the Estates Manager keeps risk assessments for all its activities, safe use and storage of equipment and flammables, 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, covering (this list is not exhaustive):

- Accessibility Plan
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Catering and Food Hygiene Policy
- Security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Crisis Management
- Design and Technology
- Display Screen Equipment
- Educational visits, (the EVO maintains an electronic dossier of risk assessments and visit reports)
- Electrical Safety
- E-Safety
- EYFS

- First Aid
- Fire safety, procedures and risk assessment
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection
- Manual handling
- Medical Questionnaire
- Minibus use
- Pesticides: Use of
- Portable Appliance Testing (PAT)
- Work Experience for Pupils (induction booklet)
- Working at Heights
- Vehicles and on-site movements

Signed:

Date: November 2017

*Sally-Ann Angel*

Sally-Ann Angel  
Bursar