

SEVENOAKS SCHOOL

Policy reference	BH1
Policy Category	(B) Operations, Resources and Compliance Related Policies
Name of policy	Health and Safety Policy
Purpose of policy	To ensure and promote the provision of a safe and healthy environment for all employees, students, contractors and visitors.
Scope	All
Regulatory or legal requirement addressed by policy	Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999
Other policies referred to	None
Policy owned by	Bursar
Date effective from	30th November 2023
Published on website/external facing	Yes

1.0 General Statement of Health and Safety Policy

- 1.1 The Board of Governors (The Board) welcomes its responsibility for providing, so far as is reasonably practicable, a safe and healthy environment for all our employees, students, contractors, visitors (including parents) and others who could be affected by our activities. In its role as employer, the Board attaches high priority to ensuring that all the activities that take place in, or in relation to the school, are delivered in an appropriate manner. The Board is fully committed to promoting the welfare of all in our community so that effective learning can take place.
- 1.2 We fulfil our responsibility as The Board of Sevenoaks School by appointing a specified Governor to have the responsibility for overseeing health and safety.
- 1.3 Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. This responsibility may be delegated to the Bursar. As The Board, we have specified that the school should adopt the following framework for managing health and safety:
 - The appointed Governor will attend the termly meetings of the school's Health & Safety and Security Board, receiving copies of all relevant paperwork in advance.
 - The papers for the Health & Safety and Security Board should include, but not be limited to: a report on health and safety, covering: statistics on accidents to pupils, staff and visitors; staff training; details of H&S audits; fire drills; information on any key incidents and any new or revised policies and procedures as well as any wider H&S issues.
 - A health and safety report is tabled at each meeting of the Board of Governors together with any other issues on health and safety that the Chair of the Health, Safety & Security Board wishes to bring to the Board of Governors' attention.
 - The external fabric of the school, its plant, equipment, and systems of work are surveyed and inspected regularly by competent professionals. Where necessary an external specialist will be employed. Reports of the findings are provided to the Director of Property.
 - The findings of the above surveys and inspections are confirmed in writing and these reports are considered by the Financial Property Committee (FPC) and any recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
 - The school's main catering facilities are on site and delivered by an external catering provider. 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). The catering company arranges for an internal health and safety audit of food storage, meal preparation and food serving areas. The Head of Catering must ensure that all Food Safety and Health and Safety policies provided by the catering contractor are adhered to, together with regular externally provided deep cleaning.
 - The findings of these safety audits are reported to the Director of Operations within 48 hours of the audit. Significant findings or issues are reported immediately.
 - The school has fire risk assessments (FRAs), carried out by an external competent person. Any required remedial work forms an action plan which is reviewed by the Director of Property, Health and Safety Manager and Operations Director on a regular basis. FRAs are updated every three years or more frequently if there is an incident, significant changes are made to the buildings, or their use. Key issues will be raised at the Health & Safety and Security Board meetings.
 - The school undertakes risk assessments that cover first aid needs, trips, activities, events, equipment, classroom experiments, pandemic episodes, buildings etc. Risk assessments including control measures are discussed with staff involved in the activity or process (as well as students if involved in the activity being assessed) to ensure that a clear understanding of the described activity and the control measures required is achieved. All those involved in the activity are encouraged to provide feedback as soon as the activity / event has taken place. Risk

assessments are reviewed when there is a change to the people involved, legislation, when something happens, and in any case, on a regular basis.

- The school contracts with an external specialist company who undertake a legionella risk assessment, identifying the risks in the water systems and establishing possible exposure to legionella. The risk assessments are reviewed at least annually to take account of any changes to the system. The monitoring of water temperatures and sampling of water are carried out on a regular basis in accordance with government regulations and codes of practice.
- The school shall as far as is reasonably practicable ensure that hazards arising from asbestos containing materials are identified and that any arising risks are prioritised and controlled in line with government regulations and guidance from HSE.
- The school has a comprehensive process in place for the training and induction of new staff in health and safety related issues. Health and safety training that is specifically related to an individual member of staff's role, e.g., a science technician, will be provided in addition to the 'standard' induction training.
- School minibuses drivers are qualified and externally assessed every three years.
- All members of staff are responsible for taking reasonable care of their own safety, as well as that of pupils, visitors, temporary staff, volunteers, and contractors. They are responsible for co-operating with the Head, the Bursar, and other members of the Senior Leadership Team ("SLT") to enable the Board to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to their line manager, the Health & Safety Manager, the Operations Director or the Health & Safety and Security Board.
- All members of staff can access the Health and Safety policy on the school's intranet and will be advised as and when it is modified.
- All students have a responsibility for their own safety as well as that of others. Details of the organisation and arrangements for carrying out this policy are in part 2 of this document.

2.0 Organisational Responsibilities

- 2.1 This part of the policy deals with the organisation, planning, implementation, operational monitoring, and management review of the Health & Safety policy. It also covers the development of the general policy and how we train our employees (and others) to carry out our activities.

2.2 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. It will make adequate resources available, so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient staff training to ensure staff are able to work in a safe manner. Where appropriate, advice from a competent person will be sought to advise the school and tasks will be delegated to suitable employees to assist the Board in carrying out its duties. The Board will hold the Head to account in respect of the requirements set out in the Health and Safety Policy.

2.3 HEAD

The Head will have day-to-day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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 Head will also report to the Board on health and safety performance including, where appropriate, any H&S audits undertaken and will assist the Board in implementing changes in the policy which the Board has approved. The Head will be responsible for the implementation of the school's Emergency Plan. The above responsibilities may be delegated to the Bursar.

2.4 BURSAR

The Head will delegate to the Bursar the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Health, Safety, and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality including Legionella
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors

The Bursar's duties will also include:

- Advising the Head on maintenance requirements.
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the school and raising concerns with the Head
- Compliance with the Construction (Design and Management) Regulations
- Chairing the Health and Safety Board
- Investigating accidents and incidents and recording the results / outcomes
- Ensuring that the school maintains an up-to-date asbestos register and asbestos management plan. Also, for making sure that contractors are fully briefed and have checked the register before starting work

2.5 HEALTH & SAFETY MANAGER

The Health & Safety Manager is the school's principal professional advisor for Health & Safety matters.

Their main responsibilities are as follows:

- Maintain and further improve a culture of health and safety across the school
- Provide advice and guidance on all matters relating to health and safety
- Provide practical interpretation of health and safety legislation, ensuring there are no gaps in the school's compliance regime
- Manage the H&S training programme for school staff including induction and annual refresher training
- Write and regularly review all the school's H&S policies and procedures
- Maintain a record of all accidents and injuries and make statutory reports to the HSE when required e.g., RIDDOR
- Review the school risk assessments, particularly those for high-risk activities e.g., trips, sports, science etc.
- Ensure that we are compliant with the ISI regulations so that we are safe and fit to pass regular inspections
- Work with the Director of Property to ensure full compliance with the regulatory regime for fire safety

2.6 HEADS OF DEPARTMENT

Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They will maintain up to date risk assessments. Specific risk assessment requirements include, but are not limited to:

- Science (including harmful substances and flammable materials) & Technology – Head of Science

- Sports activities – Director of Sport
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Trips and visits, including DoE – Deputy Head Co-curriculum
- Estates activities – Director of Property
- Operations (including COSHH), fire prevention, buildings, catering, transport, school cleaning and Marshals' activities – Director of Operations
- IT and security – Director of IT
- Ammunition and firearms – reporting into the Deputy Head Co-curriculum, Combined Cadet Force Commanding Officer.

Their responsibilities include:

- Carrying out risk assessments of activities and events before they take place
- Identifying, organising, and maintaining records of training that is relevant to their area of control
- Communicating to their department, the policy on all health, safety, and welfare matters
- Managing issues of health and safety proactively
- Ensuring that all accidents, incidents and near misses in their area are reported, and with the assistance of the Health & Safety Manager, reviewing all such reports and ensuring that a full investigation is carried out where necessary, and that appropriate remedial action is taken & reviewed.

2.7 DIRECTOR OF PROPERTY

The Director of Property will assist the Bursar with the implementation of the following:

- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Choice, registration, control, and management of contractors, including electrical, gas, equipment, water quality, asbestos, legionella etc.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds and maintenance activities
- Construction and maintenance of buildings and services
- Maintenance of grounds and gardens

2.8 DIRECTOR OF OPERATIONS

The Director of Operations will assist the Bursar with the implementation of the following:

- Management of the Health & Safety team
- Building security
- First Aid needs
- Health and Safety management
- Recording and investigation (where necessary) of all incidents, accidents and near misses
- Catering
- Registration and control of visitors
- Site traffic movements.
- Maintenance of school vehicles
- Testing arrangements, maintenance, and records of fire prevention systems,
- School cleaning

2.9 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:

- A surveyor who may be required to review school-owned accommodation.
- Engineers who monitor and service the school's plant, equipment, including boilers, lifts, and hoists on a regular basis.
- Specialist maintenance companies to review key areas such as our gym and fitness equipment and the machinery used in Technology, and Estates equipment.
- A competent external assessor to ensure that the school has suitable and sufficient fire risk assessments. These are reviewed regularly for items in the action plan and reassessed every three years, or when significant changes are made to the buildings or their use.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by an external qualified contractor.
- The school engages a specialist company to provide a suitable and sufficient risk assessment for legionella. A monthly water monitoring regime is in place.
- The school's radiation protection supervisor (RPS), Head of Physics, is responsible for liaison with the radiation protection advisor from Imperial College London for ensuring compliance with the Ionising Radiations Regulations 2017 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 carries out electrical condition inspection reports for all its buildings. It uses external NICEIC qualified electrical engineers to inspect and maintain its electrical installations [all of which are RCD 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 and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist external contractor.
- Whenever construction work is undertaken, a competent Principal Designer or a Principal Contractor / Contractor is appointed to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015.
- The school's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department.

2.10 In addition, the Head of Catering arranges for:

- A professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
- A 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. twice a year.
- Appropriate pest control measures to be in place.

2.11 SCHOOL'S HEALTH & SAFETY AND SECURITY BOARD

The Board will meet once a term and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Board will be:

- Senior Deputy Head
- Assistant Bursar

- Deputy Head Pastoral
- Deputy Head Co-curriculum
- Deputy Head Boarding
- Executive Director of Sevenoaks School Foundation or appropriate deputy
- Director of Property
- Director of Operations
- Head of Science
- Director of Sport and/or Assistant Director of sport
- Health & Safety Manager
- Health & Safety Administrator
- Operations & Security Manager
- School Nurse (or another representative from the Health Centre)
- Bursar's PA (Minute Taker)

The role of the Board is to:

- Discuss matters concerning health, safety, and security, including any changes to regulations
- Monitor the effectiveness of health, safety, and security within the school
- Review accidents and near misses, and discuss preventative measures
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the 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, safety, and security in the work place
- Encourage suggestions and reporting of defects by all members of staff
- Encourage open consultation with staff

2.12 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 Health & Safety Manager of any hazards to health and safety which they notice and of any suggestions they wish to make regarding health and safety. Staff are required to: -

- Follow the Health & Safety policy.
- Take reasonable care, by their actions or omissions, for the health and safety of themselves and others who may be affected.
- 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.
- Carry out all reasonable instructions given by managers / senior staff.
- Ensure that they are trained in the use of any equipment issued to them, or for which they are responsible, and that such equipment is correctly used and properly stored.
- Make proper use of anything provided in the interests of their health and safety such as personal 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.
- Report all accidents, incidents, dangerous occurrences, and near-misses that they are involved in or made aware of.

2.13 STUDENT RESPONSIBILITIES

As with staff, the co-operation of all students is essential to the success of the policy and the school requests that students should notify their tutor or teacher of any hazards to health and safety which they notice. All students have a responsibility for their own safety as well as that of others. Students are

required to:

- Know and follow school rules and behave sensibly.
- Follow direct safety instructions from staff which may relate to accident prevention or response, personal safety or safety drills.
- Ensure, by listening and asking questions, that they understand and are trained in the use of any equipment which may be a risk to health or safety such as science and technology or sports equipment, and follow correct procedures when using such equipment.
- Report all accidents, incidents, dangerous occurrences, and near-misses to a member of staff as soon as possible.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Health and Safety Policy
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Approved by	Governance Committee Board of Board of Governors
Date Approved:	30 th November 2023
When does policy take effect from:	30th November 2023
Date for Review:	Every 2 years
Consulted with (Departments / Area of Service / Job Title):	SLT and Bursary Executive
Author:	Director of Operations
Owner (if different from above):	Bursar
Document Location:	Website Firefly

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V2.0	October 2023	<ul style="list-style-type: none"> Updating of date of policy Change in job title of H&S Manager (was Health & Safety and Operations Manager) Change in title of Health & Safety Board to Health & Safety and Security Board Insertion of roles of Health & Safety Manger (previously absent from policy). Review by H&S consultant, Martin Marmoy-Haynes has led to some slight change in wording throughout the document Updating of the membership listing of the Health & Safety and Security Board Updating of the format of the policy due to changes in the policy template since last issued More detail inserted since the last published policy 	Director of Operations