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General Policy Statement

Introduction

St George's School attaches the utmost importance to the health and welfare of its employees and pupils. The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations including those implementing EEC Directives. The school Governors bear ultimate responsibility in providing leadership, with day to day responsibilities delegated to the **Bursar**.

The management team will take steps so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary devices and protective clothing, provided that a safer working environment cannot be achieved by other means.

Focus

St George's School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- The provision of a safe and healthy place of work, including access and exit to and from the premises and adequate facilities and arrangements for the welfare of employees at work.
- Consider the safety of pupils, parents, contractors and others accessing the premises, including those who hire or undertake leisure activities.

Co-operation

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc.

To achieve this, employees must:

- Obey all safety rules and procedures, including the wearing of protective clothing and use of protective devices if they are specified by the school risk assessment.
- Exercise their awareness, alertness, self-control and common sense at work.

- Report promptly to their department head or **to the Bursar** all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

Policy Review

This policy will be regularly reviewed, by **the bursar** as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

1. **Planning** - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.
 - Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building and water quality.
 - Vehicle movements within the school grounds.
 - Workplace arrangements, including housekeeping.
 - School Trips.
 - Violence to staff.
 - School security.
 - Stress management.
 - Letting of school premises.
 - Swimming pool.
2. **Organisation** – A review of the school's organisation, including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.
3. **Control** – Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.
4. **Monitoring and review** – All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Health & Safety Management

The school Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made to support the policy.

In order to achieve the aims and objectives of the health and safety policy, these issues will be brought regularly to the attention of the school's management team during management and board meetings.

- A copy of the policy will be given to all employees when they join St George's School. When changes are made they will be issued with revised copies of the policies.

A – General Statement of Health and Safety

As Governors of St George's School, Windsor Castle, we fully 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 St George's School, Windsor Castle by appointing the Chairman of our Finance and General Purposes Committee with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day to day responsibility for the operation of health and safety at the school is vested with the Head Master/Bursar. But as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- That the Governor overseeing 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 involving pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's Finance and General Purposes Committee 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 their reports are considered by the Finance and General Purposes Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- 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 Bursar/Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Finance and General Purposes Committee.
- That the school has a fire risk assessment, carried out by a competent person 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. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and General Purposes Committee.
- That 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 Finance and General Purposes Committee.

- That the school has a professional risk assessment for legionella, every 2 years and a quarterly water sampling and testing regime in place.
- That the school has a comprehensive policy 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 provided to any member of the 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 Head Master, 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 Bursar.

All employees are briefed on 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.

B – Organisation for Health & Safety

The Chairman of Governors of St George's School, Windsor Castle, has delegated day to day responsibility for organising health and safety and welfare to, the Head Master and Bursar. That role gives them 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).

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 Assistant Bursar.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – The Bursar and Maintenance Manager, working in co-operation with the Heads of PE, Science and DT.
- Controlling lone working after hours.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the School Secretary.

Vehicles

- Car parking on site and vehicles on site – the Bursar.
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy – the Bursar.

Accidents

- Maintaining an accident book and reporting notifiable accidents to the HSE – the Matron, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents) – the Matron.
- Checking that all first aid boxes and eye washes are kept replenished - the Matron

Fire Prevention

- Keeping fire routes and exits clear - the Bursar, who in turn has delegated day to day management to the Maintenance Manager.
- Electrical Safety Testing. All the buildings at St George's School, Windsor Castle have current electrical installation certificates – the Bursar and Maintenance Manager.
- Regular portable appliance testing – Bursar.
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons - the Bursar.
- 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.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Catering Services Manager.
- Termly fire practices, 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 – the 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 IT Director.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Maintenance Manager.

Water, Drainage etc

The Bursar, together with the Maintenance Manager are responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear – Maintenance Manager (using external contractors).

Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
 - Fire – the Bursar
 - Legionella - the Bursar/Maintenance Manager
 - All rooms, corridors and exits - the Bursar
 - 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 Services Manager
 - Grounds maintenance (including use of pesticides and COSHH)- the Maintenance Manager.
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Bursar/Maintenance Manager.
 - Asbestos Register - the Bursar.
 - Reprographics machines and copiers – Bursar.
- 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 – Director of Sport & Activities
 - Swimming – Director of Sport & Activities
 - Athletics– Director of Sport & Activities
 - Dance and gymnastics – Director of Sport & Activities/Head of Dance
 - Drama – Head of Drama
 - Art (including COSHH and flammable materials) – Head of Art
 - Music – Director of Music
 - Design Technology (including COSHH and flammable materials) – Head of DT
 - All visits and trips - Educational Visits Officer (EVO)

Training

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

- Minibus training – the Bursar.
- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of D&T

- Health and safety training for the Catering and Cleaning staff – the Catering Services Manager.
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures - the Bursar.
- Inducting new staff in health and safety – the Deputy Head and the Bursar.
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers.
- First aid training - the Matron and the Bursar.

External Advisors for Health and Safety

At St George's School, Windsor Castle, we use external consultants to advise once a year on matters of health and safety within the School.

- Structural Surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment and including boilers 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:
- The school has a professional fire risk assessment which is updated every year, 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.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The school has a professional risk assessment for legionella, every 2 years and a quarterly water sampling and testing regime in place.
- 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.
- 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 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 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 the school on any measures that may be needed in order to carry out maintenance work without risks to health and safety. He also co-ordinates the advice given by specialist safety advisors, and produces action plans. He has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Head Master. 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

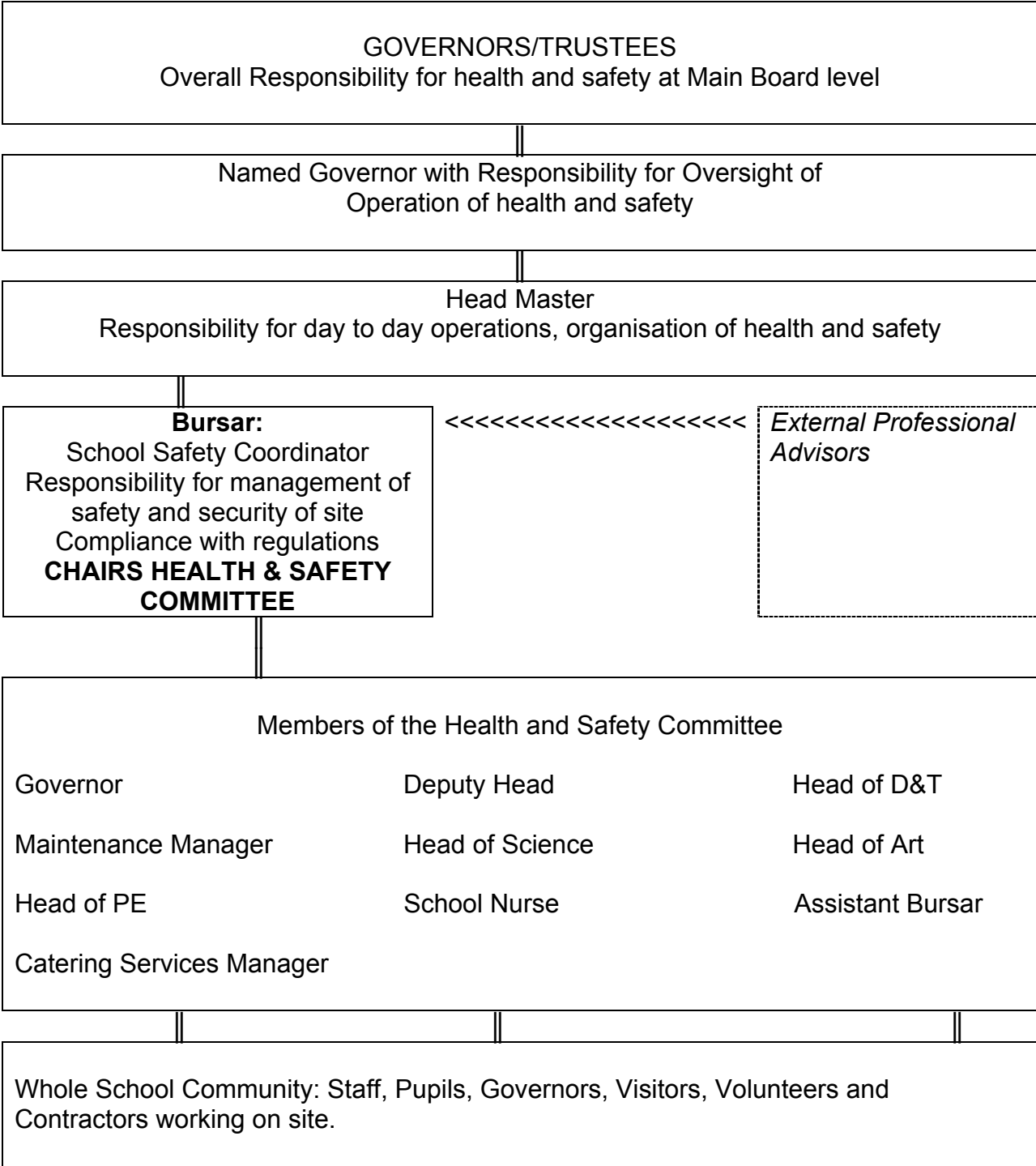
The School Health and Safety Committee which meets once a term under the chairmanship of the Bursar. A Governor, who is responsible for health and safety, attends these meetings. The other members of the Committee are:

- Deputy Head
- Assistant Bursar
- Head of D&T
- Head of Science
- Head of Art
- Head of PE
- Maintenance Manager
- Matron
- The Catering Services Manager

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 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

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



C - Specific Arrangements for Health and Safety

The following areas/activities present identified and significant risks in St George's School, Windsor Castle. 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, [fencing, karate, riding etc]. 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 Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Design and Technology: where the Head of DT 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.
- Art: where the Head of Art keeps risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
- Drama: where the Head of 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.
- 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, Caretaking and Grounds Departments: where each department 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:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Building at Work
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Competent Advice
- Control of access, security and use of CCTV
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Design and Technology
- Display Screen Equipment
- Educational visits, (the EVO maintains a dossier of risk assessments and visit reports)
- Electrical Safety

- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Human Flu Pandemic
- Induction of new staff
- Legionella
- Letting and Hiring
- Lightning Protection
- Manual handling
- Medical Questionnaire
- Minibus use
- Occupational Health
- Pesticides: Use of
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessments: Guidance on
- Security, including workplace safety and lone working
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection (EYFS pupils)
- Swimming pool: Leisure use of
- Temporary staff and Contractors
- Work Experience for Pupils
- Working at Heights
- Vehicles and on-site movements