



Bearwood College

Wokingham

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HEALTH AND SAFETY POLICY

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

While this current Policy / Procedure may be referred to elsewhere in Bearwood College documentation including particulars of employment, it is non-contractual.

Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

BEARWOOD COLLEGE

HEALTH AND SAFETY POLICY

STATEMENT BY THE CHAIRMAN OF GOVERNORS

As Governors of Bearwood College, we fully recognise our collective responsibility for providing, a safe and healthy school for all of our employees, scholars, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the college 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 Bearwood College by appointing a governor to have responsibility for overseeing health and safety.

Day to day responsibility for the operation of health and safety at the college is vested with the Head Master. But as Governors, we have specified that the college should adopt the following framework for managing health and safety, with a wider context of Safety, Health, Environment and Fire (SHEF):

- That a nominated governor, attends the termly meetings of the college's Safety, Health, Environment and Fire (SHEF) committee and receives copies of all the paperwork.
- That a report on health and safety covering: statistics on accidents to scholars, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each SHEF 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 college, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That their reports are considered by the subsequent Governors' Board and its recommendations (together with other defects) form the basis of the college's routine maintenance programmes.

- That the college'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 independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Governors Meetings.
- That the college 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 SHEF Committee should review this risk assessment every time it is amended and submit a report to the Finance Committee.
- That an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the college, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the SHEF Committee.
- That the college has a professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
- That the college 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 scholars, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating 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 college'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 also displayed on the Intranet.

Mrs E Langley
Chair of Governors

STATEMENT BY THE HEAD MASTER

The Chairman of Governors of Bearwood College, has delegated day to day responsibility for organising health and safety and welfare to me, its Head Master. That role gives me the responsibility for ensuring compliance with the College'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, scholars and others (especially: visitors who are unfamiliar with the college, 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

- Building security (including alarms, CCTV, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Master at Arms.
- Preventing unsupervised access by scholars to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – the Master at Arms, working in cooperation with the Heads of PE, Science and DT.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the College Receptionist.

Vehicles

- Car parking on site and vehicles on site – the Masters at Arms.
- College Bus arrangements (including notifying parents of delays) – PA to the Bursar.
- Ensuring the college minibus and other vehicles are properly maintained and roadworthy – the Masters at Arms.

Accidents

- Maintaining an accident book and reporting notifiable accidents to the HSE – the Masters at Arms, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.

- Escorting scholars to hospital (and informing their parents) – the College Nurse.
- Checking that all first aid boxes and eye washes are kept replenished - the College Nurse

Fire Prevention

- Keeping fire routes and exits clear - the Bursar, who in turn has delegated day to day management to the Sodexo Cleaning Manager.
- Electrical Safety Testing and ensuring all the buildings at Bearwood College have current electrical installation certificates – the Maintenance Manager.
- Regular portable appliance testing – the Maintenance Manager.
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers - the Maintenance Manager.
- Lightning protection is in place for all buildings - the Maintenance Manager.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers - the Maintenance Manager.
- Landlord’s gas safety certificates are held for all college domestic accommodation - the Maintenance Manager.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Sodexo Cleaning Manager working with the Maintenance Manager
- Termly fire practices, combined with a programme of inducting new staff and scholars with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the college can be safely evacuated in the event of a fire - the Masters at Arms.
- Switching off all kitchen equipment at the end of service – the Sodexo Catering Manager.

- Checking that all Scientific and DT equipment is switched off at the end of the college day – the Heads of Science and DT, respectively.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the IT Manager.
- 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, Sodexo Cleaning Manager, Head Groundsman, respectively.
- Storing weapons and ammunition used by the CCF in a securely locked, fire resistant store that is within a permanently locked room - SSI.

Water, Drainage etc

The Maintenance Manager is 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 (using external contractors).

Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
 - Fire – the Bursar
 - Legionella - the Maintenance Manager
 - Events and lettings activities - Events and lettings 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) – Sodexo Site Manager
 - Grounds maintenance (including use of pesticides and COSHH)- the Head Groundsman.
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Maintenance Manager.
 - Asbestos Register- the Maintenance Manager

- Reprographics machines and copiers – the ICT Manager.
- The Nursery - Nursery 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
 - Other indoor activities such as judo – Head of PE
 - Hovercraft – Head of Hovercrafting
 - Sailing and other watersports e.g. kayaking – Head of Sailing
 - Duke of Edinburgh Award - Duke of Edinburgh Coordinator
 - Drama – Head of Theatre Studies
 - Art (including COSHH and flammable materials) – Head of Art
 - Music –Head of Music
 - Design Technology (including COSHH and flammable materials) – Head of DT
 - CCF – Contingent Commander
 - All outdoor lessons – Second Master
 - All visits and trips -Second Master (as Educational Visits Coordinator (EVC))

Training

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

- Minibus training – the Masters at Arms
- Science-related health and safety training – the Head of Science
- Design and Technology related health and safety training – the Head of D&T
- Health and safety training for the Catering and Cleaning staff – the Sodexo Site Manager

- Briefing new scholars on emergency fire procedures – HMMs.
- Briefing new teaching staff on emergency fire procedures and Health and Safety - Second Master
- Briefing new support staff on emergency fire procedures and Health and Safety - HR Assistant
- Briefing new Nursery staff on emergency fire procedures and Health and Safety - Nursery Manager
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.
- First aid training- the College Nurse

External Advisors for Health and Safety

At Bearwood College, we use external consultants to advise once a year on matters of health and safety within the College.

- Structural Surveyors are retained to give advice on the external fabric of the college.
- Engineers monitor and service the college's plant, equipment, 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 college'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 etc twice a year.
 - Appropriate pest control measures to be in place.

- The college has a professional 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.
- 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 college has a professional risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
- The college maintains an asbestos register and the Maintenance 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 College's Radiation Protection Supervisor (RPS), Head of Science is responsible for liaison with the Radiation Protection Advisor of Wokingham Council 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 College 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.
- All lightning protection and earthing 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.

College Safety Co-ordinator

The Bursar is the College'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. 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 College and for reporting any breaches to me. He is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the college.

College Health and Safety Committee

I have set up a College Safety, Health, Environment and Fire Committee which meets once a term under the chairmanship of the Bursar. A nominated Governor is responsible for health and safety and attends these meetings. The other members of the Committee are:

- The Headmaster or Second Master
- The Bursar
- PA to the Bursar, who acts as Secretary
- Head of Science
- Head of PE
- CCF Contingent Commander
- The Head Groundsman
- The Maintenance Manager
- The Sodexo Site Manager
- The College Nurse
- The ICT 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 College.
- 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.

Head Master

January 2011

Specific Arrangements for Health and Safety

The following areas/activities present identified and significant risks in Bearwood College. As a consequence, scholars are not allowed unsupervised access to:

- PE: where the Head of PE keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, etc. Records of training and qualifications in life-guarding and other subject specific training are kept.
- CCF: where the SSI keeps risk assessment for all activities and for the secure use and storage of weapons and ammunition.
- 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 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 Kitchens: where the Sodexo 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, Cleaning 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.