

St George's School, Windsor Castle Management of 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 Business Director. 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.

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/Business Director. But as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- 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 Business Director/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 Business Director 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 Business Director 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 Business Director.

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.

Organisation for Health & 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).

Responsibility for specific consideration are as follows:

Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) – the Business Director, who in turn has delegated day to day management to the Assistant Business Director.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – The Business Director 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 Business Director.
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy – the Business Director.

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 Business Director, 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 Business Director and Maintenance Manager.
- Regular portable appliance testing – Business Director.
- 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 Business Director.
- Lightning protection is in place for all buildings. Business Director
- Ensuring all gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Business Director
- Landlord's gas safety certificates are held for all school domestic accommodation. Business Director
- Ensuring that flammable rubbish and combustible materials are stored away from buildings and all staff including the Catering 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.
- 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. Business Director.
- Switching off all kitchen equipment at the end of service – the Catering Manager.
- Checking that all Scientific, Food Tech and DT equipment is switched off at the end of the school day – the Heads of Science, Food Tech and DT.
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – the Business Director delegated to the IT Support Manager.

Water, Drainage etc

The Business Director, 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 Business Director
 - Legionella - the Business Director/Maintenance Manager
 - All rooms, corridors and exits - the Business Director
 - Catering (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)- the Maintenance Manager.
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Business Director/Maintenance Manager.
 - Asbestos Register - the Business Director.
 - Copiers – Business Director.
 - Cleaning function including COSHH – Business Director
- 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 – [Deputy Head]
 - Food Technology – Head of Food Tech

Training

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

- Minibus training – the Business Director.
- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of D&T
- Food Technology related training – Head of Food Tech
- Health and safety training for the Catering staff – the Catering Manager.
- Health and Safety training for the cleaning staff – Business Director.
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures - the Business Director.

- Inducting new staff in health and safety – the Deputy Head and the Business Director.
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers.
- First aid training - the Matron and the Business Director.

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 equipment used in both design and Food Technology and in the maintenance department are serviced or inspected 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 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 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 Business Director 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 Business Director 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. They also co-ordinate the advice given by specialist safety advisors, and produces action plans. They have overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Head Master. They are responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

The Business Director meets with SMT members and Heads of department to review Health & Safety issues in specific departments as they occur.

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, judo, 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.
- Food Technology: HoD keeps risk assessment for all activities and use of equipment. Training updated and records kept.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Catering and Food Hygiene Policy
- Code of Conduct for Staff

- Control of access, security and use of CCTV
- Crisis Management and Communications
- Design and Technology
- Display Screen Equipment
- School Trips
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Management of Health and Safety
- Pandemic
- Induction of new staff
- Legionella
- Manual handling
- Medical Questionnaire
- Minibus use
- Occupational Health
- Pupil Supervision
- Risk Assessments: Guidance on
- Security, including workplace safety and lone working
- Special Education Needs (SEN) and Learning Difficulties
- Swimming pool: Leisure use of
- Temporary staff and Contractors

Reviewed by: Sept 2015

Next review: Aug 17