

# FHS

Francis Holland Schools

**Name of Policy**

**Author**

**Committee for Review & Approval**

**Date of Last Revision**

**Date of Committee Approval**

**Date of Next Bursary Review**

**Date of Next Committee Approval**

**Regulation Number**

**Regulation Description**

**Health & Safety**

Chief Operating Officer (COO)

Governance & Nominations

Spring 2023

18 May 2023

Spring 2024

Summer 2024

Part 3 11

relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy;

Risk Assessment Policy

Fire Safety Policy

Safety During Educational Visits Policy

First Aid and Accident Reporting Policy

Emergency Disasters Policy

**This policy should be read in conjunction with**

<b>Revision History</b>	
This section should be completed by the reviewer each time this policy is reviewed	
<b>Changes made</b> [brief description of edits]	<b>Date</b> [Term and Year]
Staffing details updated. Cross referencing added. Minor grammatical corrections	Spring 2021
Staffing details updated. References to Health & Safety Assistant removed as position no longer exists.	Spring 2022
Revisions from Trust's Lawyers	Summer 2023

**Availability of this document:**

Copies of this document are available at [francisholland.org.uk/policies/](http://francisholland.org.uk/policies/) or on request from the school office, Francis Holland School (Regent's Park, Ivor Place, London NW1 6XR) or Francis Holland School (Sloane Square), 39 Graham Terrace, London SW1W 8JF.

**Application of this document:**

This policy applies to both Sloane Square and Regent's Park School (the **School(s)**) Where there are differences in procedures between the schools this has been clearly highlighted in the appendices.

# Health and Safety

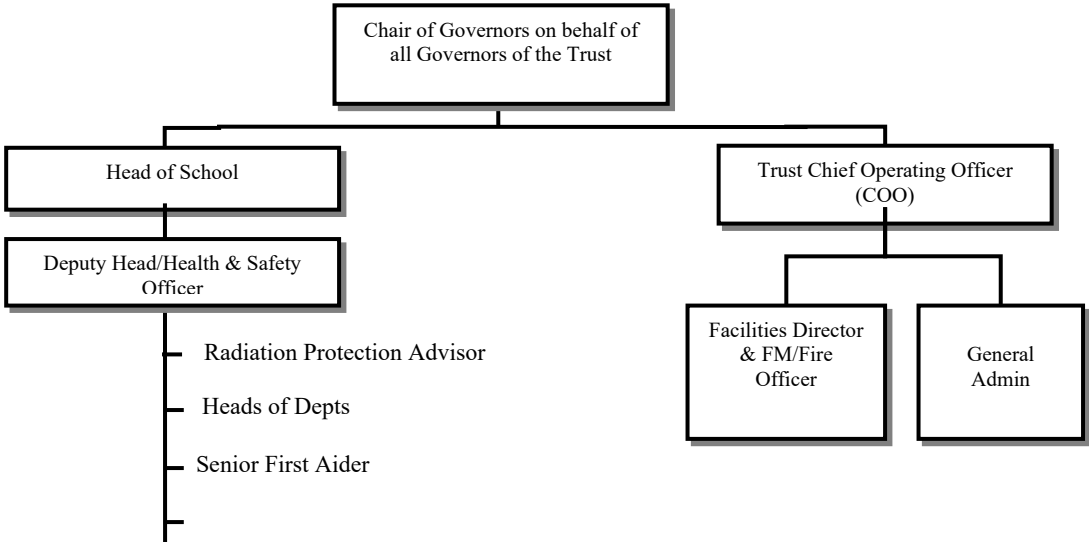
## Part A: General Policy Statement

The Francis Holland (Church of England) Schools Trust (the **Trust**) notes the provision of the Health and Safety at Work etc. Act 1974 and acknowledges and accepts that the Trust has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the premises or participating in school-sponsored activities. Health and Safety is a main agenda item at all meetings of the governing body.

The Trust aims to provide a safe and healthy working and learning environment for staff, pupils and visitors at the Schools.

The Trust will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

## Part B: Health and Safety Organisational Structure



Post	Postholder for Regent's Park	Postholder for Sloane Square
Chair of Governors	Mr Patrick Sherrington	Mr Patrick Sherrington
Head	Mrs Katharine Woodcock	Mr Rob Cawley
COO (and Chair of Health and Safety Committee)	Mr Geoff Wilmot	Mr Geoff Wilmot
Facilities Director	Mr Steve Vincent	Mr Steve Vincent
Deputy Head/Health and Safety Officer)	Mrs Amelia Slocombe/Ms Sarah Hack	Mrs Sarah Pittaway
Head of Junior School	N/A	Mrs Suzy Dixon
Head of Art	Ms Niamh Carew	Mr David Edes
Head of ICT	Ms Viviana Rusu	Ms Ameena Riaz/Mrs Vaughan Connolly

Head of PE	Ms Stephanie Kyrou-Westwood	Ms Georgina Newsome
Head of Science	Mr Jason Bosse (acting)	Ms Rebecca Norman
Head of Drama	Ms Helen Simmons	Ms Alice Hanton
Facilities Manager (and Fire Officer)	Mr Mike Dempsey	Mr Henry Ernst
Senior First Aider	Ms Steph Simoni	Miss Valerie Phillips
Director of Digital Services	Mr Matt Brittlund	Mr Matt Brittlund
Radiation Protection Advisor	Jonathan Fear (internal contact: Dr Carrie MacTavish)	Dr Nigel Upcott

## Part C: Arrangements and Duties

### 1 Duties of the Governors

The Trust acting through its Governing Body has responsibilities, in consultation with the Heads and COO, as summarized below:

- To make itself familiar with the principal requirements of health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999;
- To encourage a full and effective communication on health and safety matters between the Governors and the Heads and COO;
- To keep details of this policy under review as and when appropriate;
- To assess its effectiveness periodically and to ensure as far as is reasonably practicable that any necessary changes are made;
- To seek to ensure as far as is reasonably practicable that its contents are fully publicized;
- To give the Heads and COO the responsibility of implementing this Health and Safety Policy and in doing so ensure as far as is reasonably practicable that the regular meetings of persons comprising a Health and Safety Committee take place at least three times a year. The COO should chair the meetings which should be attended by persons appointed by the COO and Heads. The brief of the Committee is to consider all aspects of health and safety in the school;
- To seek to identify and consider the principal risks relating to accidents and health.
- To oversee the implementation of this policy through appropriate measures, including H&S walkabouts and visits to the School.

In particular the Governors will seek to ensure so far as is reasonably practicable that the School provides:

- A safe place for staff and pupils to work including safe means of entry and exit;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the handling, storage and transport of articles and substances;
- Safety awareness amongst all employees and pupils;
- A safe environment for all visitors to the school;
- All employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.

### 2 Duties of the Head

The Head of each School has oversight of health & safety for all academic, pastoral and co-curricular activities of their School and will work closely with the COO in the overall delivery of health & safety requirements.

The Head is required (with the COO as appropriate):

- To take all necessary and appropriate action to seek to ensure that the requirements of relevant legislation, codes of practice and guidelines are met at all times;
- To seek to ensure, at all times, the health and safety and welfare of staff, pupils and others using the school premises;
- To seek to ensure the safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled so far as is reasonably practicable;
- To consult with members of staff on health and safety issues;
- To monitor systems of risk assessment to allow prompt identification of potential hazards;
- To monitor periodic reviews and safety audits and the findings of risk assessment;
- To identify the training needs of staff and pupils to seek to ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training in health and safety matters;
- To make an up to date copy of the policy available on the School system;
- To seek external advice on matters of Health and Safety when appropriate;
- To encourage staff, pupils and others to promote health and safety;
- To seek to ensure that any defect in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils or others are made safe without delay;
- To seek to ensure as far as is reasonably practicable that the procedure for the reporting of accidents taking place on the premises, or while pupils are off the premises but in the care of the school, is followed correctly;
- To collate accident and incident information and, when appropriate, carry out accident and incident investigations;
- To monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- To monitor first aid and welfare provision;
- To monitor the management structure for Health and Safety along with the Governors;
- To seek to ensure that instructions for dealing with fire or other emergencies are displayed and complied with.

### **3 Duties of the COO**

The COO, with the support of the Facilities Director, has oversight of health & safety for all Trust and School facilities and for all activities, other than the academic, pastoral and co-curricular ones, that are primarily overseen by the Heads. The COO will work closely with the Heads in the overall delivery of health & safety requirements. The COO is required (with the Head as appropriate):

- To take all necessary and appropriate action to seek to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met at all times;
- To seek to ensure, at all times, the health and safety and welfare of staff, pupils and others using the school premises;
- To seek to ensure the safe working practices and procedures throughout the Schools including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are

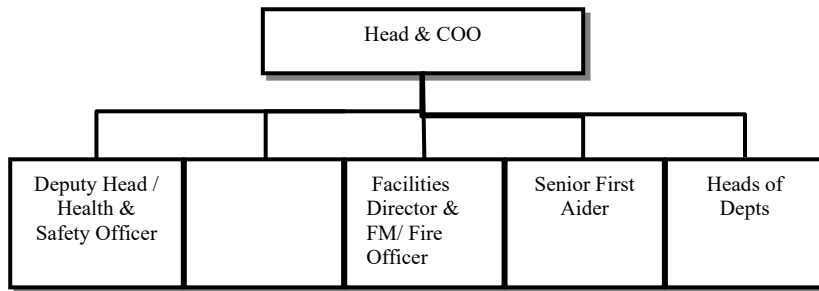
- controlled so far as is reasonably practicable;
- To consult with members of staff on health and safety issues;
- To monitor systems of risk assessment to allow prompt identification of potential hazards;
- To arrange a full audit of school Health & Safety by the appointed consultants every three years and to monitor periodic reviews and safety audits and the findings of risk assessments;
- To identify the training needs of staff and pupils to seek to ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training in health and safety matters;
- To seek to keep this policy under review at least annually and to make changes as and when appropriate. When changes have been made to the policy, a copy will be made available on the School system;
- To seek external advice on matters of Health and Safety when appropriate;
- To encourage staff, pupils and others to promote health and safety;
- To seek to ensure that any defect in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils or others are made safe without delay;
- To seek to ensure as far as is reasonably practicable that the procedure for the reporting of accidents taking place on the premises, or while pupils are off the premises but in the care of the School, is followed correctly;
- To collate accident and incident information and, when appropriate, carry out accident and incident investigations;
- To monitor the standard of health and safety throughout the Schools, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- To monitor first aid and welfare provision;
- To monitor the management structure for Health and Safety along with the Governors;
- To seek to ensure that instructions for dealing with fire or other emergencies are displayed and complied with.

#### **4 Duties of the Deputy Head (Health and Safety Officer)**

The Deputy Heads will assist the Heads with the implementation of his/her health & safety responsibilities, including liaising and working closely with the COO. The Deputy Head is also specifically required:

- To maintain a list of First Aiders and advise the Heads when additional training is required
- To ensure that new teaching, academic and laboratory staff receive adequate guidance on the school's policy and procedures regarding Health & Safety, including First Aid.

#### **5 Duties of the Health and Safety Committee**



All members of the Health and Safety Committee will make themselves familiar with the principal requirements of the Health and Safety at Work etc, Act 1974 and other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Head and the COO and have overall day to day responsibility for their implementation and operation of the school’s Health and Safety Policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their department;
- Health and safety regulations are being applied effectively;
- Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- Regular safety inspections are made as required by the Heads and the COO;
- Positive corrective action is taken, when necessary;
- All plant, machinery and equipment in the department is adequately guarded
- All reasonable steps are taken to prevent unauthorized or improper use of equipment;
- Protective clothing and equipment, first aid and fire appliances are available;
- Toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- They monitor the standard of health and safety in the department in which they work;
- They encourage staff, pupils and others to achieve the highest possible standard of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- An annual audit of the plant is made, with Health and Safety concerns being brought to the COO.

## 6 Duties of all members of staff

All staff will make themselves familiar with the principal requirements of the Health and Safety at Work etc, Act 1974 and other safety legislation and codes of practice which are relevant to the department in which they work. They should:

- take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work;
- act in accordance with the requirements of this Health and Safety Policy.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- Seek to ensure health and safety regulations, rules, routines and procedures are being

applied effectively by both staff and pupils;

- Seek to ensure that pupils are not allowed unauthorised access to laboratories, workshops, kitchens or areas such as a swimming pool;
- Seek to ensure that all plant, machinery and equipment is adequately guarded;
- Not make unauthorized or improper use of plant, machinery or equipment;
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- Seek to ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, plant, equipment and facilities which they observe;
- Take an active interest in promoting health and safety;
- Exercise their awareness, alertness, self-control and common sense at work.

## **7 Hirers, Contractors and Others**

When the premises are used for other purposes than those under the direction of the Head then the Facilities Manager is in charge of the activities for which the premises are in use and will have responsibility for safe practices as indicated under Section 3 of this document.

The Facilities Manager will seek to ensure as far as reasonably practicable that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, then for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired out to persons outside the employ of the school, it will be a condition for all hirers, contractors and all others using the school premises or facilities that they are familiar with this policy, that they comply with all safety procedures, rules and requirements of the School and that they will not without prior consent of the COO:

- Introduce equipment for use on the school premises;
- Alter fixed installations;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and to pay due regard to safety of all persons using the premises in accordance with this act.

In all instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the COO will take such actions as are necessary to prevent persons in his or her care from risk or injury.

All users of the school premises (including hirers and contractors) must note section 8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **8 Health and Safety Committee**

The Health and Safety Committee meets once a term to discuss agenda items which will cover all appropriate areas of work and concern.

Individual Heads of Departments who serve on the committee are responsible for producing a written statement relating to Health and Safety within their department and a copy should be given to the Deputy Head/Health and Safety Officer. This statement should be checked annually and updated as necessary.

Policy procedures are as follows:

- The Health and Safety Committee meets once a term, and Health and Safety and Fire are agenda items for all full staff meetings;
- Risk assessments are carried out regularly, for all areas of the school, activities and trips;
- There should be a termly Health and Safety walk around the School by the Head or nominee, Deputy Head, COO, Facilities Director, Facilities Manager and Health & Safety Officer to identify areas of concern that have not already been addressed;
- Fire practices are held at least once a term, and the fire register is kept under the supervision of the Fire Officer;
- Accidents must be reported using the Accident Book in the School Office; Anyone who has an accident involving a bump to the head must go to the School Office;
- There are additional Health and Safety details for: Art, PE and Science and certain activities in Drama. Health and Safety policies for Catering and Cleaning are the responsibility of the contractor.

## **9 Risk Assessment**

Risk assessments are completed for any activity that might pose significant risk.

For some activities, such as the use of chemicals in science experiments, a formal risk assessment is provided by the supplier of the chemical, but to aid the use of this risk assessment, relevant departmental policies are written, and pupils are given individual precautions relevant to their experiment or activity.

The Heads and COO will seek to ensure as far as reasonably practicable that a full risk assessment survey of the premises is conducted annually. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governors.

Please see the separate Risk Assessment Policy for further details.

## **10 Emergency Plans**

The Trust will take reasonable steps to ensure the safety of pupils, staff and others on the premises in the case of fire or any other emergency.

The Heads and COO will seek to ensure as far as reasonably practicable that an emergency plan is prepared to cover all reasonably foreseeable incidents which could put at risk the users or occupants of the school. This plan will indicate the actions to be taken in the event of a major incident. This includes:

- fire;
- security-related incidents;
- serious injury to a pupil or member of staff;
- significant damage to the school property;
- severe weather;



- criminal activity;
- the effects of a disaster in the local community;
- public health incidents; and

For detailed information, each school maintains its own Emergency Disaster Procedures to cover different categories of incident.

## **11 First Aid**

The Trust will ensure that there are adequate numbers of first aiders, including paediatric first aiders, where necessary, available at all time when pupils are present on site and/or on school-arranged trips. For detailed information, including details of the qualified first aiders, see the School's separate First Aid & Accident Reporting Policy.

## **12 Accidents**

The Trust is aware of its responsibility for recording and reporting accidents to staff, pupils and visitors, including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). For further information, please contact the Facilities Manager or see First Aid & Accident Reporting Policy.

## **13 Work-related ill health**

The Trust will take reasonable care to ensure that the health of employees is not placed at risk. In doing so, the Trust will consider the risk of employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.

All work-related ill health including work-related stress will be considered by the Director of HR as to whether the employee is advised to access occupational health services.

Details of the the occupational health services can be found on FHS People.

## **14 Living safely with public health incidents**

As COVID-19 becomes a virus that we all have to learn to live with, the Schools will continue to manage the risks associated with public health incidents.

The Schools have in place procedures for responding to pupils who are ill and infections and will take all necessary steps to prevent the spread of infection and respond to illnesses and public health incidents.

The Schools will implement the following general control measures in response to public health incidents:

- ensuring good hygiene;
- maintaining appropriate cleaning regimes;
- keeping occupied spaces well ventilated;
- following public health advice on testing, self-isolation and managing confirmed cases.

The Trust has risk assessments and procedures in which are kept under regular review and these can be found [insert]. Like all risk assessments, these documents are 'living documents' and will be reviewed and updated as the circumstances and the public health advice changes.

The Trust will assess risk reduction measures in the following priority order:

- elimination;
- substitution;
- engineering controls (e.g. design measures that help mitigate risk);

- administrative controls (e.g. floor markings or signage).

Having gone through this process, personal protective equipment (PPE) should be used in line with UK Health Security Agency guidance.<sup>1</sup>

The Trust will actively monitor whether the controls in place are effective and working as planned.

## **15 Educational Visits**

For further information, see Safety During Educational Visits Policy.

## **16 Repairs to Premises and Equipment**

Any member of staff who notices a fault in any plant, machinery or equipment should immediately inform the COO and Facilities Manager. All staff have a statutory duty to report faults immediately.

## **17 Vehicle safety**

The Trust will ensure that there is adequate segregation of pedestrians, including pupils, staff and visitors, and vehicular traffic on the School sites.

## **18 Electrical Safety**

The Facilities Manager is responsible for advice to the COO on all matters relating to the policy on electrical safety.

A fixed electrical installation inspection is carried out annually on relevant electrical circuits. Portable Appliance Testing is carried out by outside contractors annually.

## **19 Fire Safety**

The Facilities Manager is responsible for advice to the COO and Heads on all matters relating to Fire Safety.

The Schools have place appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which are in good working order.

Fire drills are carried out regularly and fire exits are clearly identifiable, and fire doors free of obstruction.

For detailed information, including the identity of the Fire Marshalls at the Schools, see the separate Fire Safety Policy.

## **20 Radiation Protection**

The Radiation Protection Adviser is responsible for advising on all aspects of radiation.

Francis Holland School Regent's Park has appointed Oxford Safety and Risk Management, 152 Manor Road, Witney, OXON OX8 6SS Tel 01865 270810 as its health and safety advisers on radiation protection.

Francis Holland School Sloane Square has appointed Guys and St Thomas' Medical Physics Department, 1<sup>st</sup> Floor, Tabard House, Guy's Hospital, London SE1 9RT as its health and safety advisers on radiation protection.

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<sup>1</sup> See paragraph 5.1 of DfE guidance (April 2022) Health and safety: responsibilities and duties for schools - GOV.UK ([www.gov.uk](http://www.gov.uk))

There is a dedicated separate storage area for radioactive sources.

## **21 Manual handling**

The Trust seeks to avoid the need for Manual handling (defined for the purpose of this policy as the transporting of loads by hand or using bodily force) wherever possible.

Where Manual handling cannot be avoided, we will seek to reduce the risks related to Manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992.

## **22 Catering, Cleaning and Contractors**

The Facilities Manager monitors Health and Safety policies for all contractors working at the School and ensures their insurance is up to date and sufficient.

## **23 Smoking**

Smoking is not allowed anywhere on school premises under the terms of legislation in force since July 2007. There are notices to this effect displayed prominently around the school buildings.

## **24 Legionella Control**

The Facilities Manager is responsible for advice to the COO on all matters relating to Legionella control.

The Trust has a Water Management System in place. This includes a weekly flushing regime for low use outlets to prevent the stagnation of water, particularly during periods of low occupancy such as school holidays.

## **25 Asbestos Control**

The Facilities Manager is responsible for advice to the COO on all matters relating to Asbestos control.

Asbestos surveys are carried out as needed and the Trust has a comprehensive Asbestos Management Plan and Asbestos Register in place for each School.

The condition of known asbestos containing materials is carefully monitored, measures are in place to ensure that anyone working on or near the asbestos containing materials is made aware of them, and emergency procedures are in place should any asbestos be accidentally disturbed.

## **26 Control of Substances Hazardous to Health (COSHH)**

Facilities department: COSHH Risk assessments have been carried for all chemicals used by the school maintenance team.

Science: The Science department use CLEAPSS Hazcards as the basis for assessing the risk for all chemicals they use. These form part of the risk assessments for each lesson. The department has suitable storage facilities in place for hazardous substances including separate metal cabinets for flammable substances, oxidising agents, acids and alkalis.

Art: The Art department has COSHH information at the point of storage for all chemicals that are used. COSHH risk assessments are in place for these.

Cleaning: The cleaning company (Xenon) carries out COSHH risk assessments for the chemicals they use on site.

Catering: The kitchen has a separate storage area for all cleaning chemicals. Accent, the catering company, carries out COSHH assessments for these.

### **27 Display Screen Equipment (DSE) safety**

Please refer to the separate DSE policy within the Employment Manual.

The Trust provides appropriate DSE training where relevant. DSE assessments are undertaken as required, with reasonable adjustments made and specialist equipment provided as needed.

### **28 Work at height**

The Trust will take all reasonable steps to ensure the health and safety of any person working at height in accordance with the Working at Height Regulations 2005.

### **29 Monitoring**

We establish and monitor health and safety both actively and reactively. The Governing Body accepts overall responsibility for monitoring health and safety performance and for ensuring that the Schools meet the required health and safety standards.

At an operational level the Heads are responsible for, establishing, monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations regularly and, at least annually.

Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches and such reviews are reported to the COO. This allows the Trust to evaluate its performance to ensure that it is effectively managing risks.

As part of the monitoring process, the Trust will ensure that appropriate corrective action is being taken in response to any review and that learning has been shared and necessary improvements put in place.

### **30 Internal investigation**

The COO is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. He may delegate such investigations to School staff, such as the Facilities Manager, Heads etc as appropriate. Such investigations may be required to discover the root causes of an accident, to prevent a recurrence, to discipline employees or pupils, to brief lawyers for the purpose of obtaining legal advice or to aid litigation and / or to actively monitor the effectiveness of this policy.

The Trust will not sanction any internal investigation which may prejudice the investigations of outside agencies.

Where appropriate, the Trust will seek legal advice from solicitors before commencing an internal investigation. No admission of liability on the Trust's behalf shall be made without legal advice (if required) and prior agreement from insurers.

In the event of an accident or incident the COO will consider whether it is appropriate to investigate and then give authority to commence an investigation and decide when the investigation will start.

Any internal investigation will be conducted fairly and objectively taking a systematic and structured approach to investigating the processes and systems.