



THE BUCHAN SCHOOL



KING WILLIAM'S COLLEGE

King William's College, The Buchan School and The Buchan Nursery

Health and Safety Policy

28 July 2020
Next Review: 07/2022
John Oatts (Bursar)

PART 1: HEALTH AND SAFETY GENERAL POLICY STATEMENT

Introduction

Health & Safety Policy

The school attaches the utmost importance to the safety, health and welfare of its employees and pupils. The school will comply with: the provisions of the Health and Safety at Work Act 1974 as applied to the Isle of Man by the Health and Safety at Work Order 1998; the Health and Safety Work Act 1977 as it applies UK Legislation and codes of practice to the Isle of Man and all subsequent regulations, including those implementing EC Directives; all applicable Manx law as it applies to Health and Safety; the Regulation of Care Act 2013 in so far as it is applicable to King William's College and The Buchan School, but specifically to 'boarding' and The Buchan Nursery; and the requirements of the Department for Education (2017) Statutory Framework for the Early Years Foundation Stage. The School Governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Principal and the Bursar. In addition there are delegated responsibilities to the Head at The Buchan and the Manager of the Buchan Nursery.

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 safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Focus

The 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 egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- the consideration of the safety of pupils, parents, contractors and any 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 reasonably practicable 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 the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their Department Head 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 revised by the Senior Leadership Team as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

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.

If appropriate, the school will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- dealing with any pandemic involving, for example a coronavirus (eg Covid-19), complying with all Government directives and best practice advice as issued;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- school trips;
- centres licensed by the appropriate Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;
- pupils with special needs;
- any other site specific issue, e.g. swimming pools, astro-turf pitches, gym equipment, outdoor play equipment, hockey and rugby goal posts, and all sports surfaces.

Organisation - Ongoing 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.

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.

Monitoring and Review - All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. As part of the risk assessment review process, regular safety audits will be carried out, and 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's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available 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 Health and Safety Committee, which meets at least once a term, with further reporting to the management team and the Board of Governors, as necessary.

A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the school's notice boards.

Signed
(Chairman of Governors)

Signed.....
(Bursar)

Signed
(Principal)

Date.....

PART 2: ORGANISATION AND ARRANGEMENTS FOR HEALTH & SAFETY

The Chairman of Governors of King William's College, has delegated day to day responsibility for organising health and safety and welfare to the Principal. That role gives the Principal responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of two parts: firstly, the General Statement, signed by the Chairman of Governors, the Principal and the Bursar, and secondly, this description of the Organisation and 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.

The Principal delegates some of his duties to other members of staff; but overall responsibility for health and safety rests with the Principal, who is ultimately answerable to the Chairman of Governors. The areas where responsibility has been delegated are:

Safety and Security

- Building security (including alarms, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Estates Manager, Domestic Bursar and the Porters.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – the Bursar, working in co-operation with the appropriate Heads of Department.
- Ensuring that all visitors sign in at either the Main Reception or The Bursary for King William's College, at the School Office for The Buchan, and at the Buchan Nursery Office for The Buchan Nursery; and that they wear a Visitor's Badge – the Bursar.
- Ensuring the safety of all pupils, staff and visitors on both sites, and providing information relative to this – the Bursar.

Vehicles

- Car parking on site and vehicles on site – the Bursar and the Estates Manager.
- School Coach arrangements – the Bursar.
- Ensuring the school minibuses, van and school pick-up are properly maintained and roadworthy – the Transport Manager.
- Ensuring all grounds machinery is safe and well-maintained – the Head Groundsman.

Accidents

- Maintaining a record of accidents, as reported to the King William's College Medical Centre or the Buchan Medical Room – the School Nurses at each site. For accidents reported to The Buchan Nursery, these will be recorded by the Nursery Duty Manager in the Buchan Nursery Office.
- Ensuring that all accidents are recorded, as appropriate, using a RIDDOR form as the usual accident record (even if not 'notifiable') – the Bursar, who on a day-to-day basis delegates this to all staff.

- Reporting ‘notifiable’ accidents to the Health & Safety at Work Inspectorate (in addition to serious accidents, all injuries to pupils which involve a broken bone, or being kept in hospital overnight, or being off school for three days or more, are reportable under RIDDOR, as directed by the Health and Safety at work Inspectorate) – the Bursar.
- Noting any ‘regular pattern’ of accidents and reporting this to the Health and Safety Committee – the School Nurses, the Buchan Nursery Manager and the Bursar, as identified in Health and Safety Committee meetings.
- Escorting/transporting pupils to hospital (and informing their parents) – the School Nurse/Head of Boarding/Housemother (or such other member of staff as necessary at the time).
- Checking that all first aid boxes and eye washes are kept replenished - the School Nurses.

Fire Prevention

- Keeping fire routes and exits clear - the Estates Manager, in conjunction with the Domestic Bursar.
- Regular portable appliance testing – the Estates Manager.
- The regular testing and servicing of fire alarms, smoke detectors, emergency lights and fire extinguishers (weekly checks of each fire alarm panel and one detector or ‘break glass’ unit; quarterly checks of 25% of the system relating to each panel; annual check of the whole system for each panel; emergency lights tested monthly; fire extinguishers checked visually monthly and serviced annually) - the Estates Manager.
- The regular testing and maintenance of gas appliances (boilers, kitchen equipment etc) by appropriately registered engineers – the Estates Manager/the Domestic Bursar. This includes gas safety checks for staff accommodation.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Domestic Bursar.
- Termly fire practices, which will include the familiarisation of new staff and pupils with emergency escape procedures – the Estates Manager in conjunction with the Fire Officer, and liaising with the Deputy Head, Pastoral and Head of Boarding at the College, the Fire Officer (Deputy Head) at The Buchan, and the Manager of The Buchan Nursery, as appropriate.
- Ensuring pupils, staff and visitors on site are advised of action to take in the event of a fire – The Fire Officer, in conjunction with the Bursar.
- Switching off all kitchen equipment at the end of service – the Domestic Bursar, who in turn delegates this to senior Catering Staff at the College and The Buchan.
- Checking that all Scientific and D T equipment is switched off at the end of the school day – the Heads of Science and D T.
- Ensuring flammable materials used in teaching or maintenance are safely and securely stored locked in purpose-made, flame-proof containers – The Heads of Science, Art and D T, the Domestic Bursar and the Head Groundsman.
- Storing weapons and ammunition used by the CCF in a securely locked armoury – the CCF Contingent Commander.
- Making contact with the emergency services – all Staff, as necessary, including specifically the Fire Service, if alarm not activated (both sites now directly linked to the Fire Control Centre).
- Monitoring training and experience of key staff in Fire Procedures – the Bursar, in conjunction with the Fire Officer.

Water, Drainage etc

The Estates Manager, together with the Domestic Bursar, are responsible for:

- Maintaining water quality.
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear (using external contractors where necessary).

Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
 - Fire – the Bursar/ Estates Manager /Fire Officer.
 - All teaching and administration areas at King William’s College, The Buchan and The Buchan Nursery (Departmental Risk Assessments are carried out at least every three years of classrooms, and annually for Boarding Houses – items of concern raised by this process are then addressed by the Estates Team, as appropriate) - the Bursar/Head of Boarding/ Estates Manager /Heads of Department/Manager of The Buchan Nursery.
 - Visits and Trips – Member of Staff in charge of visit/trip.
 - Catering and cleaning functions, including inspections by the Environmental Health Officer – the Bursar in conjunction with the Domestic Bursar and the Cleaning Manager.
 - Portable Appliance Testing for electrical safety – Estates Manager
 - Control of Substances Hazardous to Health (COSHH) procedures in teaching areas – Departmental Heads/Domestic Bursar.
 - Grounds maintenance (including use of pesticides and COSHH in that area) - the Head Groundsman.
 - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Estates Manager.
 - Asbestos Records and Removal - the Bursar/ Estates Manager.
 - Ensuring all school sites are ‘No Smoking’ areas – Bursar and Estates Bursar.

Training

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

- Appropriate training for the Estates Manager in relation to Health & Safety – the Bursar
- Minibus training – Deputy Head, Pastoral/ Transport Manager.
- Science-related health and safety training – the Head of Science.
- Design Technology related training – the Head of D T.
- Health and Safety training for the Catering staff – the Domestic Bursar.
- Health and Safety training for the Cleaning staff – the Bursar.
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Ensuring new staff are familiar with emergency fire procedures by setting up a fire practice - the Estates Manager and the Fire Officer at College, in conjunction with the Deputy Head, Pastoral, the Fire Officer (Deputy Head) at The Buchan and the Manager of The Buchan Nursery.

- Ensuring new staff are aware of Health and Safety requirements – the Deputy Head, Pastoral, Deputy Head at The Buchan, the Manager of The Buchan Nursery, and the Bursar.
- Identifying specific Health and Safety training needs of staff – all Heads of Department at the College and The Buchan, the Manager of The Buchan Nursery, the Estates Manager and the Domestic Bursar.
- First aid training- the School Nurses/Deputy Head, Pastoral, and the Manager of The Buchan Nursery.

External Advisors for Health and Safety

At King William’s College, external consultants are used regularly as follows:

- Structural Surveyors are used whenever there is a problem with the safety of the structure of any of the buildings.
- Engineers monitor and service the school’s plant and equipment, including boilers 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 professional deep cleaning of catering equipment, food preparation and storage surfaces and areas on a regular basis.
 - Appropriate pest control measures to be in place.
- School fire risk assessments are carried out by the Estates Manager in consultation with the School Fire Safety Officer. The school has regular contact with the Fire Brigade, and the main College buildings are linked automatically to the Fire Service call monitoring system. From time to time the Fire Service carry out training exercises using the main College building, which helps familiarise them with that building. Any new buildings are inspected by the Fire Brigade.
- In addition to regular fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and fire extinguishers are tested regularly by appropriate personnel.
- The school has engaged a specialist contractor to produce an ‘Asbestos Register’ for both College and The Buchan, and this is regularly reviewed. The school’s procedure, if any work is planned in an area of the buildings where the presence of asbestos is suspected, is to engage an Asbestos Surveyor to carry out a survey prior to work commencing. The Estates Manager keeps details of all asbestos removal and surveying.
- A Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.
- The School Medical Officer, who is a local GP, advises as required on any issues that may affect the medical welfare, and by implication the health and safety, of pupils. She is also a member of the Health and Safety Committee.

School Safety Co-ordinator

The Bursar is the School’s Safety Co-ordinator, assisted by the School’s Health and Safety Consultant, and he is responsible for ensuring that appropriate measures are implemented in order to carry out maintenance work without risks to health and safety. He has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Principal. 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

We have a School Health and Safety Committee which meets at least once a term under the chairmanship of the Bursar. The members of the Committee are:

- The Bursar – Chairman
- The Deputy Head - Pastoral
- The Estates Manager
- The Fire Officer/Health & Safety Consultant/Traffic Manager
- The Domestic Bursar
- Commercial Lets Manager
- The Head of Boarding
- The Head of Science
- The Deputy Head at The Buchan School
- The Manager of The Buchan Nursery
- The Director of Sport
- A representative from the Medical Centre at KWC or the Nurse at The Buchan
- The School Medical Officer

The role of the Committee is to:

- Discuss matters concerning Health and Safety and changes in regulations.
- Monitor the effectiveness of Health and Safety within the School.
- Monitor the risk assessment process.
- Monitor Fire Procedures.
- Monitor PAT electrical appliance testing.
- Review accidents (including ‘near misses’) and any ‘pattern’ involving frequent accidents of a similar nature. Discuss preventative measures.
- 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.
- Review and monitor procedures for major health risks such as a pandemic (eg Covid-19).
- Raise any issues that have a Health and Safety implication for the College, The Buchan, or The Buchan Nursery.
- Monitor site security.

Signed..... Principal

Dated.....

Signed.....Bursar

Dated.....



DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

