



THE BUCHAN SCHOOL

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KING WILLIAM'S COLLEGE

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

## **Health and Safety Policy**

**Issue date: July 2020**

**Last reviewed: March 2023**

**Next review: March 2024**

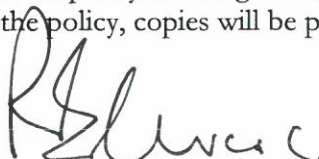
**Moira Mackie (Chief Operating Officer)**

## 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) 16/06/2023

Signed  .....  
(Principal) 16/03/23

Signed  .....  
(Chief Operating Officer)

Date 16.3.23 .....

## **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 Chief Operating Officer, and secondly, this description of the Organisation and Arrangements for health and safety.

Every member of staff 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 Chief Operating Officer, who in turn has delegated day to day management to the Estates Manager and her team.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc – the Chief Operating Officer, working in co-operation with the appropriate Heads of Departments.
- Ensuring that all visitors book in at Reception and wear visitors' badges – the Chief Operating Officer.
- Ensuring the safety of all pupils, staff and visitors on both sites, and providing information relative to this – the Chief Operating Officer.

### **Vehicles**

- Car parking on site and vehicles on site – the Chief Operating Officer and the Estates Manager.
- School Coach arrangements – the Chief Operating Officer.
- Ensuring the school minibuses and van 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 Medical Centre – the School Nurses.
- Ensuring that all accidents are recorded, as appropriate, using a RIDDOR form as the usual accident record (even if not 'notifiable') – the Chief Operating Officer, 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 Chief Operating Officer.

- Noting any 'regular pattern' of accidents and reporting this to the Health and Safety Committee – the School Nurses.
- 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 all Heads of Departments.
- 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 Catering Manager. This includes gas safety checks for staff accommodation.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Estates Manager.
- Termly fire practices, which will include the familiarisation of new staff and pupils with emergency escape procedures – the Fire Officer (Estates Manager) in conjunction with the Deputy Head, Pastoral and Head of Boarding at the College, and the Fire Officer (Deputy Head) at The Buchan.
- Ensuring pupils, staff and visitors on site are advised of action to take in the event of a fire – The Fire Officers at College and The Buchan, in conjunction with the Chief Operating Officer.
- Switching off all kitchen equipment at the end of service – the Catering Manager, who in turn delegates this to the Catering Staff.
- 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 catering Manager and the Head Groundsman.
- Storing weapons and ammunition used by the CCF in a securely locked armoury – the CCF Contingent Commander.
- Contacting 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 the Fire Officers – the Chief Operating Officer.

### Water, Drainage etc

The Estates Manager, together with the Chief Operating Officer, 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 Chief Operating Officer/ Estates Manager /Fire Officers
  - All teaching areas (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 Chief Operating Officer/Head of Boarding/ Estates Manager /Heads of Department.
  - Visits and Trips – Member of Staff in charge of visit/trip.
  - Catering and cleaning functions, including inspections by the Environmental Health Officer – the Catering Manager.
  - Control of Substances Hazardous to Health (COSHH) procedures in teaching areas – Departmental Heads/Catering Manager.
  - 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 Chief Operating Officer/ Estates Manager.

### Training

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

- Appropriate training for the Estates Manager in relation to Health & Safety – the Chief Operating Officer
- Minibus training – the 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 and Cleaning staff – the Catering Manager.
- 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 Fire Officer at College, in conjunction with the Deputy Head, Pastoral and the Fire Officer (Deputy Head) at The Buchan.
- Ensuring new staff are aware of Health and Safety requirements – the Deputy Head, Pastoral, Deputy Head at The Buchan and the Chief Operating Officer.
- Identifying specific Health and Safety training needs of staff – all Heads of Department at the College and The Buchan, the Estates Manager and the Domestic Chief Operating Officer.
- First aid training- the School Nurse/Deputy Head, Pastoral.



### 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 (College Fire Officer) in consultation with the School Fire Safety Consultant. 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 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 Chief Operating Officer is the School's Safety Co-ordinator, assisted by the School's Health and Safety Consultant, and is responsible for ensuring that appropriate measures are implemented in order to carry out maintenance work without risks to health and safety. The Chief Operating Officer has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Principal. The Chief Operating Officer 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 meets at least once a term under the chairmanship of the Chief Operating Officer. The members of the Committee are:

- The Chief Operating Officer – Chairman
- The Deputy Head - Pastoral
- The Estates Manager
- The Catering Manager
- The Cleaning Manager
- The Head of Boarding
- The Head of Science
- The Head at The Buchan School
- The Director of Sport
- A representative from the Medical Centre
- 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 Work place.
- Encourage suggestions and reporting of defects by all members of staff.
- Review procedures for major health risks such as a flu pandemic.
- Raise any issues that have a Health and Safety implication for either school.
- Monitor site security.

Signed.......... Principal

Dated.....16/03/23.....

Signed..........Chief Operating Officer

Dated.....16/03/2023.....

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**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**

