

HEALTH AND SAFETY POLICY



CATERHAM
SCHOOL



CATERHAM
PREP

HEALTH AND SAFETY POLICY- PART B- ORGANISATION

CATERHAM SENIOR AND PREPARATORY SCHOOL (CATERHAM SCHOOL)

HARESTONE VALLEY ROAD CATERHAM SURREY CR3 6YA

Peter Curtis, Director of Estates

September 2023

ORGANISATION FOR HEALTH & SAFETY

**CATERHAM PRE PREPARATORY, PREPARATORY AND SENIOR SCHOOL
(CATERHAM SCHOOL)**

INTRODUCTION.

This document sets out the designation of responsibility for health and safety within the school and overall management arrangements.

RESPONSIBILITY

The Trustees

The Trustees of Caterham School are the employer under the terms of the Health and Safety at Work Act and have a statutory duty to ensure health and safety on the premises.

The Trustees will:

- Accept full responsibility for health and safety within the School.
- Provide adequate resources to ensure that the objectives of the health and safety policy are met.
- Ensure their decisions reflect the aims of the health and safety statement of intent.
- Ensure that the health and safety policy is reviewed annually.
- Provide leadership in delivery of effective health and safety management.
- Ensure that they receive suitable and accurate reports on health and safety compliance and accidents.

Headmaster

The Headmaster is responsible for ensuring that the School operates in a healthy and safe environment, and has responsibility to monitor, establish and review the overall effectiveness of the School Health and Safety policy.

He does this through the provision of adequate resources and delegation to competent personnel.

Bursar

The Bursar will:

- Ensure there is adequate resource for health and management
- Chair the Health & Safety Committee.
- Report on health & safety to the Compliance Committee

Director of Estates

The Director of Estates acts as the Health and Safety Coordinator for the school. He will;

- Plan, organise, control, monitor and review the arrangements for Health and Safety including the arrangements for any visitors (including contractors).
- Ensure that general risk assessments and specific risk assessments as required by Health and Safety legislation are carried out.
- Ensure that training and instruction have been given in all procedures including emergency procedures.
- Investigate and keep a record of all cases of ill health, accidents and hazardous incidents.
- Report accidents via RIDDOR as appropriate
- Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided to the me early in each academic year and that a copy is made available on the shared area for all staff to access
- Maintain a safe school site
- Ensure that fire risk assessments are completed and management plans in place
- Oversee transport
- Ensure there is a current asbestos management plan
- Oversee Legionella management and control
- Ensure there is a clear maintenance plan for the school site
- Be the main contact for our appointed health and safety advisor
- Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.
- Monitor that line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, test and inspections.
- Monitor the formal defect reporting procedure
- Liaise with HSE/Local Authority/Fire Service as appropriate
- Act as clerk to the health and safety committee.

The health and safety coordinator will advise the Headmaster and those with delegated duties on the measures needed to comply with the policy, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters

Headmaster of Caterham Preparatory School

The Headmaster of the Preparatory School is responsible for ensuring compliance with the General Statement on Health and Safety policy and arrangements within the Preparatory School.

Head of Pre-Prep/Early years coordinator

In addition to those of a Department Head, the head of Pre-Prep is responsible for ensuring the school meets the specific EYFS safety requirements for this age group.

Deputy Head – (Co-curricular and Operations)

The Deputy Head (Co-curricular and Operations) is the Educational Visits Coordinator (EVC) for the school. She is responsible for ensuring the arrangements for school trips are in place and checking detail of individual trips.

Heads of Department

Every Head of Department and every employee with a supervisory role is responsible for ensuring as far as is reasonable and practical the safety of staff, pupils and other persons in their area of responsibility.

- Ensure that the departments and areas under their control are managed and run-in accordance with the health and safety policy and arrangements.
- Complete risk assessments for all areas and activities within their control.
- Notify the Headmaster or Director of Estates of any health and safety concerns.
- Ensure that staff in their department understand the operational requirements of the health and safety policy.
- Ensure adequate supervision of pupils.
- Enable staff to attend or complete the necessary health and safety training.
- Ensure that agreed safe systems or work are followed by staff within their control.
- Ensure the means of escape in their areas are kept clear.

When managers are absent for significant periods, adequate delegation of duties must be made.

Head of Physics

In addition to the departmental responsibilities above, the Head of Physics fulfils the responsibility of Radiation Protection Supervisor. The Radiation Protection Supervisor (RPS) is responsible for liaison with the Radiation Protection Advisor at United Learning and for ensuring compliance with the Ionising Radiation Regulations and Local Rules made to comply with these Regulations.

Health Centre Manager

The Health Centre Manager is responsible for first aid and for checking the first aid facilities, including first aid kits, defibrillators and eye wash stations, at least termly. The list of qualified first aiders can be found on the shared area under Health & Safety - First Aiders.

Lettings Manager

The Lettings Manager ensures that robust contracts are in place between the school and hirers and that relevant safety information is both obtained from the hirer and provided to the hirer by the school as necessary.

All Staff

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures, risk assessments and associated documents.
- Protect his or herself and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices.
- Adhere to training and instructions.
- Inform their immediate line manager, head of department or supervisor of any new hazards identified.
- Offer any advice and suggestions that they think may improve health and safety.
- Report all accidents, ill health, fires, incidents or near misses.
- Report all defects or maintenance issues as soon as possible. Be familiar with the location of fire procedures, fire alarm call points, fire escape routes, assembly points and fire-fighting equipment.
- Must cooperate with management, thereby enabling managers to carry out their obligations in respect of health and safety
- Inform the School of any medical condition which may affect their ability to carry out their work safely.

If any individual is in doubt about any safety matter, they must consult their line manager, Director of Estates or if necessary, the Headmaster.

Pupils

All pupils have a duty to act in a safe manner, not to endanger themselves through their acts and omissions. They must always follow safety procedures and notify relevant members of staff if they see any hazards.

Health and Safety Advisor

The school has appointed the support of a competent health and safety advisor, Assurity Consulting.

Assurity Consulting will:

- Complete a full School review (Safe School Assessment) at least every 3 years
- Provide access to their online compliance and reporting system, Assurity Plus
- Provide support as detailed within their contract
- Provide any additional support or training if required

Consultation and Communication of Health and Safety

The school has a Health and Safety Committee, which meets termly and is attended by Heads of Department (higher risk departments) and staff with a specific health and safety responsibility. Its task is to oversee and monitor the effective implementation of the safety policy, regularly review the contents of the safety policy, consult with employees on matters concerning health and safety, to discuss any significant accidents, incidents, cases of ill health and to monitor progress on recommendations from an authoritative source.

The members are:

- The Bursar (Chair)
- The Director of Estates
- Deputy Head (Pastoral and Wellbeing)
- Deputy Head (Co-Curricular)
- Deputy Head Prep School
- Head of Science
- Director of Sport
- Assistant Grounds Manager
- Security Officer
- Sports Centre Manager
- Catering Manager
- Technical Theatre Manager
- Domestic Services Manager
- Health Centre Manager

The date of the next meeting and detailed minutes are available on the shared area under Health & safety Meetings-Minutes

The following methods are also utilised for communication of health and safety information within the School:

- Staff meetings (at least once per team)
- Inset days
- Email
- Noticeboards
- Department meetings

Any employee who has a health and safety concern should raise this with their health and safety representative, line manager or Estates Bursar.

Training

The School will provide employees with the following health and safety training:

- Induction training is provided to every new employee by the Director of Estates and includes general health and safety information, our policies and risks associated with the role. Training will also include arrangements for accident reporting, first aid and fire.
- Specific training as detailed in the training matrix.
- Additional health and safety training as they take on new responsibilities or are exposed to or manage additional risk.
- Refresher training as required.

A central training matrix is coordinated by the Director of Estates. It is the responsibility of Heads of Department to identify through the risk assessment process what training is necessary within their departments and maintain a local matrix and records accordingly. The school subscribes to the eLearning provider iHasco and this system is used to provide some training as eLearning.

Compliance Management and record keeping

The electronic compliance system Assurity Plus is used to manage recommendations from our Health and Safety Advisor.

The fire compliance system FC live is used for fire safety management.

Records relating to health and safety will be saved centrally either electronically on the U: drive or in paper files in the Director of Estates office or Maintenance Manager's office to ensure they are easily retrievable for review and audit. Department specific procedures and records are held locally.

Review

A schedule of internal checks and audits will be completed to ensure that the policy is followed successfully throughout the School.

An external review of health and safety management across the whole school is completed at least every 3 years by our chosen provider.

SPECIFIC ARRANGEMENTS

Part C of the health and safety policy details the specific arrangements covering areas and activities where significant risks have been identified. In broad terms, these describe the arrangements for matters outside the specific risks of an individual department. For example, this specifies details on fire prevention, the use of the School minibuses, electrical safety etc. In addition - and these are just as important and relevant as the more general arrangements - the specific local arrangements and rules for individual Departments are prepared by the Head of the Department and can be obtained from that department and on the school U Drive

Signed



Ceri Jones, Headmaster

Dated

