

Health and Safety Policy



Yehudi
Menuhin
School

Health and Safety Policy

Part 1: General Statement of Health and Safety Policy

The governors of the Yehudi Menuhin School fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In their role as employer, they attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

The governors of the Yehudi Menuhin School fulfil their responsibility by appointing a governor with responsibility for overseeing health and safety as part of their role as Chair of the Health & Safety Steering Committee.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head.

The school adopts the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's Health and Safety Steering Committee termly and receives copies of all relevant paperwork. The Health & Safety Steering Committee reports into the Risk Committee.
- A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Health & Safety Steering Committee meeting.
- 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.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) 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.
- 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 Environmental Health Officer (EHO). In addition, the catering manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually, together with regular external deep cleaning and pest control services, and that the Estates Manager reports on all these aspects to the Health & Safety Steering Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Steering Committee should review this risk assessment every time it is amended and submit a report to the Finance and General Purposes Committee.
- 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.

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- The school has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime in place.
- 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 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, the bursar and other members of the Senior Leadership Team to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.
- All employees are briefed on where copies of this statement can be obtained. 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 two and three of this document.

Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the school, which is shown at the end of this section.

1. Board of Governors ("the board")

The Board has overall collective responsibility for health and safety within the school. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the school. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Head to account in respect of the requirements set out in this policy.

2. Head

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the school. The Head will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of an Emergency Plan.

3. Bursar and Estates Manager

The Bursar, with the support of the Estates Manager, will have delegated by the Head the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training

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- The appointment of competent contractors

The Bursar, with the support of the Estates Manager, will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Head on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring health and safety within the school and raising concerns with the Head;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

4. All other members of the Leadership team

The Leadership Team will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control.

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

5. Estates Manager

The Estates Manager will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, radon gas
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

6. External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the school. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers and lifts.
- Equipment and machinery used the maintenance department are serviced annually.

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- The school's adherence to health and safety in catering subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:
 - an external professional to take swabs of all knives, chopping boards and other kitchen equipment annually and report on those findings.
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - professional advice from a dietician on healthier food, menu planning and special diets as needed.
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when 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.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a regular water sampling and testing regime in place.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan.
- 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 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.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.

A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

7. School health and safety steering committee

The Committee will meet once a term and will be chaired by the Estates Manager. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- the Head
- the Deputy head (Pastoral)
- the Bursar, who also acts as secretary
- Menuhin Hall Director and Head of Commercial Activities

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;

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- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- 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.

8. The School Nurse

The School Nurse will be responsible for:

- Maintaining a log of accidents and incidents.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.
- Management of first aid training.

9. Staff

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify the School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to: -

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully to enable the duties upon them to be performed;
- carry out all reasonable instructions given by their line managers or senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

10. Consultation with Staff

Staff and pupils are encouraged to raise health and safety issues in different forums:

- The minutes from the Health & Safety Operations Committee are made available to all staff;
- Staff may bring up Health and Safety issues at weekly staff meetings, INSET days or with any individual member of the Leadership Team or the Estates Manager at any time;
- Boarding staff may also bring up issues at the Boarding Staff Meetings;
- Maintenance requests logged on Every Compliance portal allow for identification of any issues that pose a risk to health and safety.

11. Engagement with pupils

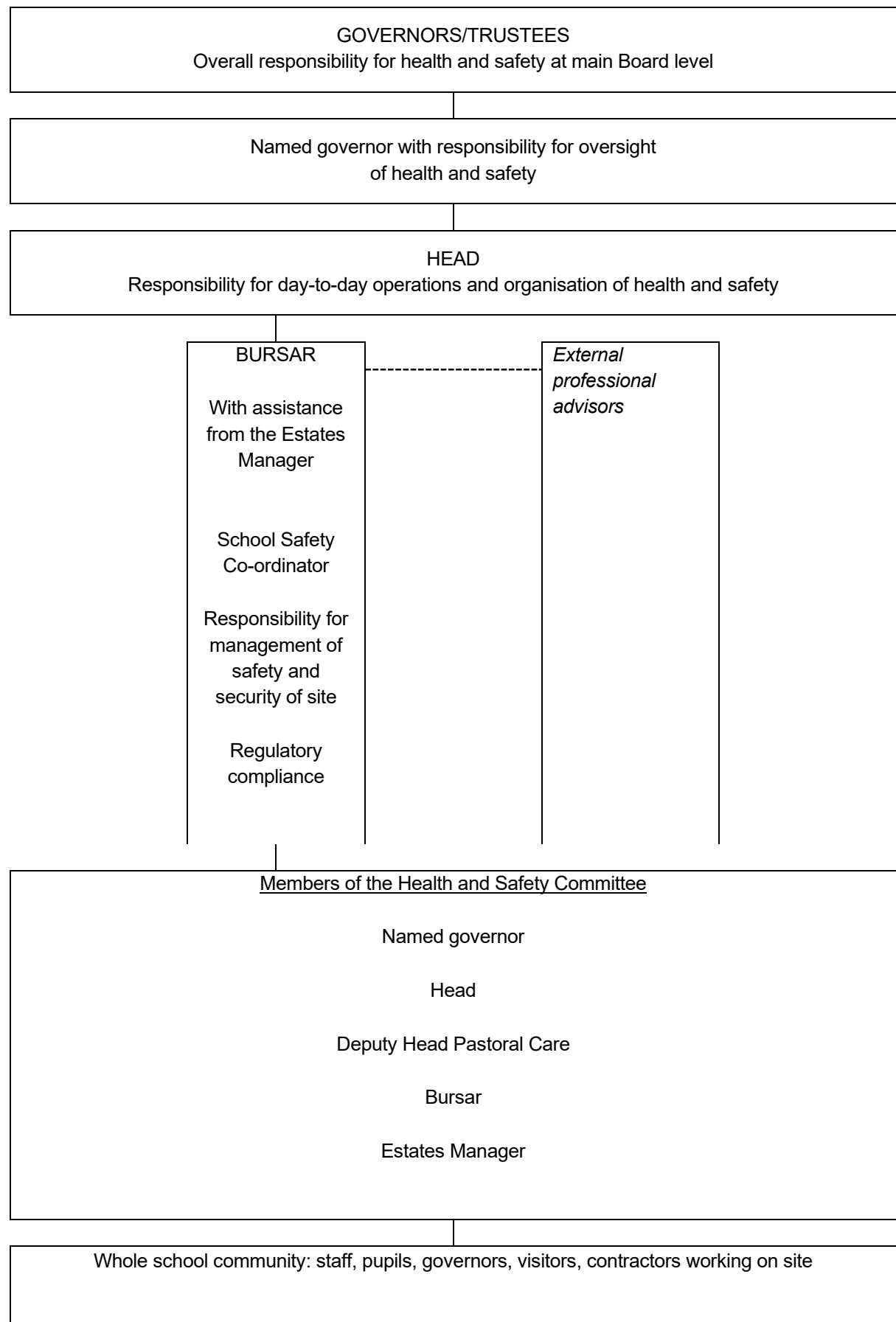
We encourage pupils to be aware of health & safety issues via PSHE lessons, house meetings and via the School Council. Pupils are encouraged to raise any matters relating to Health & Safety with boarding house staff, Deputy Head (Pastoral) or direct to the Head.

Boarding, housekeeping, facilities, and maintenance staff are expected to remain vigilant to potential risks in pupils' bedrooms, which are not routinely accessed by other staff. These risks may be introduced by pupils themselves and can include trailing wires, overloaded extension sockets, or leaving decorative lights on throughout the day. When such issues are identified, staff should take immediate steps to make the area safe and boarding staff should engage with the pupils to improve their understanding.

12. Training

- Health and safety training is critical in order that all members of staff understand how to manage the potential hazards associated with their roles. It is provided for all new members of staff as part of the induction process.
- All school staff can access a wide variety of Health & Safety training via an online portal, EduCare. Staff are directed to complete courses in line with their role. The school keeps records of all training and arranges required refresher training at regular intervals.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



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