



Bournemouth Collegiate School

Health and Safety Policy

2018/19



Bournemouth Collegiate School

Health and Safety Management Policy

Contents

Bournemouth Collegiate School	2
Health and Safety Management Policy	2
1 Overview	3
2 Approach.....	3
3 Structure of the Health and Safety Policy.....	3
Health and Safety Policy: Part 2.....	6
1 Introduction	6
2 Executive Directors	6
3 Headmaster.....	6
4 Health and Safety Coordinators.....	7
5 Health and Safety Committee.....	7
6 Educational Visits Coordinators	8
7 Local Governing Bodies.....	8
8 Governor with Health and Safety Portfolio	8
9 Line Managers.....	8
10 Employees	9
Bournemouth Collegiate School Health and Safety Policy: Part 2a	10
Bournemouth Collegiate School Health and Safety Policy: Part 3 Arrangements.....	11
11 Review.....	11
12 Health and Safety Policies and Procedures.....	12

1 Overview

This document details the management arrangements in place for the protection and promotion of excellent standards in health and safety.

This document supersedes the previous arrangements which were framed within United Learning however following sale to Bright Scholar the structures, controls and processes as outlined below remain in place, building on the United Learning best practice.

This policy covers both the Senior and Prep school sites and both sites are required to work to the Health and Safety Policies/Procedures and local procedural statements as necessary.

Effective health, safety and welfare management is not about ticking boxes, or filling out forms. It is about providing a work environment in which people are happy, safe, and healthy; all of which help to make BCS an employer of choice.

2 Approach

A full list of health and safety policies is shown in Part 3. These documents are reviewed and updated annually, and staff advised of any updates at annual Health and Safety training in September or as required by email, copy to the health and safety noticeboards.

3 Structure of the Health and Safety Policy

The Health and Safety Policy is divided into the three following areas:

Part 1 – Statement of Intent

This is the declaration by the Local Governing Body and Executive Board regarding the commitment made to the health, safety, and welfare of employees, students/pupils and any other premises users.

Part 2 – Organisation

This section contains details of each individual employee's role and responsibilities in relation to health and safety.

Part 3 – Arrangements

The arrangements section details the monitoring and review arrangements that are in place for health and safety. This section also references the standalone Health and Safety Policies and Procedures as applicable.

At the end of Part 3 is a declaration to be signed by the Headmaster and Executive Chair.



Bournemouth Collegiate School General Statement of Health and Safety Policy

As governors of Bournemouth Collegiate School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we 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.

We fulfil our responsibility as governors of Bournemouth Collegiate School by appointing a Health and Safety Governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

The Health and Safety Governor attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.

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 and Safety 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 reviewed and issues or defects incorporated into the School's Estates Development Plan presented annually to Governors for approval together with an agreed action plan.

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 Facilities Manager arranges hygiene inspections, together with regular external deep cleaning and pest control services, and that the Business Manager reports on all these aspects to the H&S 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 Committee should review this risk assessment every time it is amended.

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 H&S Committee.

The school has a competent person undertake a risk assessment for legionella, every three 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 the teaching 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 Headmaster, the Business Manager and other members of the Senior Management Team ("SMT") in order 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 on the school's intranet. 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.

Signed  [Date] 29/11/2018 Chair of the BS Executive Committee

Health and Safety Policy: Part 2

1 Introduction

The following details for the organisation of health and safety roles and responsibilities follow on directly from the BCS Health and Safety Policy Statement (Part 1) and its supporting principles.

2 Executive Directors

The Directors of Bright Scholar (BCS) Management Limited are responsible for:

- a) Ensuring compliance with:
 - (1) The Health and Safety at Work etc. Act 1974 (and its subsidiary Regulations),
 - (2) The Regulatory Reform Fire Safety Order 2005,
 - (3) The School Premises (England) Regulations 2012 and Part 5 of the Education (Independent School Standards) Regulations 2010.
- b) Holding overall responsibility for the health and safety of employees
- c) Providing resources where necessary to ensure that health, safety, and welfare requirements of their directorate are complied with.
- d) Ensuring that specific risk assessments are completed where appropriate.

3 Headmaster

The headmaster has control of the day-to-day operations of their school and are directly responsible for the following non-delegable responsibilities:

- a) Ensuring compliance with this health and safety policy.
- b) Ensuring that the necessary resources for implementation are available for all health and safety functions to be adequately discharged so far as is reasonably practicable.
- c) Attending the school Health and Safety Committee meetings.
- d) Reporting to Executive Directors on health and safety matters

The following duties may be delegated to individual members of staff, but the headmaster retains the responsibility for their discharge.

- e) Developing and publishing health and safety policies and procedures.
- f) Investigating significant accidents or health and safety incidents with the authority to instruct all associated employees as necessary to facilitate the investigation.
- g) Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by work activities.
- h) Assess risks and commit the significant findings of these assessments to writing.

- i) Ensure that work in all its aspects is safe and without risks to health, so far as is reasonably practicable.
- j) Ensure that sufficient information, training, instruction, and supervision is provided to school staff as necessary.
- k) Make proper provision for occupational and pupil health.
- l) Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires.
- m) Post warning signs and notices.
- n) Appoint first aid personnel and have first aid provision checked regularly.
- o) Ensure that the conditions of licences are observed.
- p) Ensure the safe disposal of hazardous wastes.
- q) Ensure that the findings of all risk assessments are acted upon as necessary.

4 Health and Safety Coordinators

The school will appoint a Health and Safety Coordinator (a deputy Health and Safety Coordinator must also be appointed). It is this individual's duty to:

- a) Be familiar with the contents of the Health and Safety Policies and make them available to all employees.
- b) Together with others, identify health and safety training needs and co-ordinate as necessary.
- c) Monitor that line managers prepare and review local management arrangements, prepare and review risk assessments and carry out thorough examinations, test and inspections.
- d) Monitor the formal defect reporting procedure.
- e) Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made.
- f) Liaise with HSE/EHO/Fire Service/Ofsted/ISI as appropriate.
- g) Attend the school's health and safety committee.
- h) Advise the headmaster and those with delegated duties on the measures needed to comply with the Health and Safety Policies, co-ordinate any advice given by specialist safety advisors and those with enforcement powers, monitor health and safety matters and report back to the headmaster.

To ensure the position carries appropriate authority to discharge the duties above, the lead H&S Coordinator is required to be a member of the senior management team.

5 Health and Safety Committee

The Health and Safety committee meets termly and will be chaired by the Headmaster of H&S Coordinator. The role of the Health and Safety Committee is as follows:

- a) to consult with employees on matters concerning health and safety;
- b) to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports;

- c) to monitor progress on recommendations from an authoritative source;
- d) to monitor the effective implementation of Health and Safety Policies

6 Educational Visits Coordinators

The School is required to appoint at least one Educational Visits Coordinator. It is this individual's duty to:

- a) Oversee the planning, arrangement and delivery of safe and effective educational visits.
- b) Ensure the competency of visit leaders.
- c) Report any issues to their line manager or the Headmaster.

Further guidance on educational visits is provided in the standalone 'Educational Visits Policy'.

7 Local Governing Bodies

All local governing bodies and their members shall ensure that they operate in accordance with Health and Safety Policies

LGB members hold no direct accountability for health and safety matters, but they should use their authority as the school's 'critical friend' to challenge and support the positive development of health and safety standards in the school.

8 Governor with Health and Safety Portfolio

The School appoints a governor who takes responsibility for oversight of health and safety.

As non-employees, their duties are to:

- a) Attend the school's Health and Safety Committee meetings.
- b) Provide the 'critical friend' role and challenge and support the work of the Headmaster.
- c) Liaise regularly with the school's Health and Safety Coordinator on developments in the school's health and safety systems.

9 Line Managers

All employees who hold a line management position are directly responsible for:

- a) The health, safety, and welfare of those employees who report to them.
- b) Inducting new members of staff to their department and the relevant emergency arrangements e.g. fire safety.
- c) Identifying health, safety, and welfare training needs of their employees at appraisal and when such matters come to their attention at any other time.
- d) Ensuring those under their management have completed health, safety, and welfare induction training.

- e) Ensuring those under their management have completed additional health and safety training where required as part of their role.
- f) Carrying out risk assessments and documenting the significant findings as relevant to their team's activities.
- g) Attempting to resolve any health, safety, or welfare issues affecting their employees.
- h) Notifying their school's H&S Coordinator of any health, safety, or welfare issues that they are unable to resolve locally.

10 Employees

All employees are directly responsible for:

- a) Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- b) Co-operating fully with their manager or other responsible person on all matters pertaining to their health and safety at work.
- c) Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc that have been provided in the interests of their health and safety at work.
- d) Reporting promptly, in the first instance to their manager or Responsible Person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill health.
- e) Report to their line manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- f) Wearing any protective clothing or equipment and using any equipment that has been provided for their health and safety while at work.
- g) Observing safety rules, complying with codes of practice, corporate health and safety policy and guidance, and adhering to safe working procedures at all times.
- h) Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- i) Employees are empowered to challenge any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they may stop work, and raise their concerns with their line manager.
- j) Showing respect for fellow workers and managers by accepting constructive intervention in a positive manner when any member of staff, regardless of position, acts to stop an unsafe act.

Bournemouth Collegiate School Health and Safety Policy: Part 2a

Headmaster	Mr Russell Slatford
Date	November 2018

The following 'delegated leads' identify the relevant member(s) of staff with responsibility for the management of the given topic area.

Topic Area	Delegated Lead (Name and Position)
Health and Safety Coordinator	Robin Foster, Business Manager
Deputy Health and Safety Coordinator	Neil Bower, Facilities and Transport Manager
Radiation Protection Supervisor	Stephen Pumphrey, Physics Teacher
Educational Visit Coordinator	Alison Davies, Deputy Head
Governor with Health and Safety Portfolio (incl. email)	Jane Kelly via School
Asbestos Management	Neil Bower, Facilities and Transport Manager
Catering	Sam Pearce, Catering Manager
Construction Projects	Robin Foster, Business Manager
Contractor Management	Neil Bower, Facilities and Transport Manager
Electrical Safety	Neil Bower, Facilities and Transport Manager
Fire Safety	Neil Bower, Facilities and Transport Manager
First Aid	Vanessa White, Senior Nurse
Training Coordinator	Robin Foster, Business Manager
Water Hygiene	Neil Bower, Facilities and Transport Manager
Traffic Management	Neil Bower, Facilities and Transport Manager

Bournemouth Collegiate School Health and Safety Policy: Part 3 Arrangements

11 Review

The Health and Safety Policy (this document) will be reviewed corporately no less frequently than annually and at any other time that it is found to no longer accurately reflect the School's approach to health and safety management.

The standalone Health and Safety Policies and Procedures (detailed below) will be reviewed no less frequently than annually and at any other time that they are found to no longer accurately reflect legislative requirements or the school's approach to the management of risk for these topic areas.

Schools are responsible for the reviewing and updating of their localised version of this document, local risk assessments, departmental policies and other health and safety associated documentation. This should be carried out no less frequently than annually or whenever they are found to no longer accurately reflect Health and Safety Policy requirements.

12 Health and Safety Policies and Procedures

Standalone Policies and Procedure documents are available for the following topic areas.

These documents have been issued as standalone policies and procedures to facilitate their review and communication in a manner that does not become burdensome.

General

- Accidents and Incidents
- Consultation
- Contractor Management
- Document Retention
- Event Safety
- Health and Safety Committee
- Local Departmental Arrangements
- Legal Register
- Monitoring
- New and Expectant Mothers
- Risk Management
- Training
- Young Persons

Premises

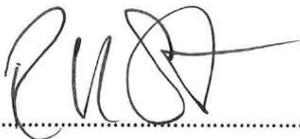
- Asbestos
- Construction Projects
- Defect Reporting
- Electrical Safety
- Fire
- Gas Safety
- Water Hygiene

Operations

- Administration of Medicines
- Catering
- Confined Spaces
- Control of Substances Hazardous to Health
- Driving for Work
- Display Screen Equipment
- Educational Visits
- First Aid
- Ionising Radiation

- Lone Working
- Manual Handling
- Noise at Work
- Pressure Systems
- Slips, Trips and Falls
- Stress
- Supervision
- Swimming
- Traffic Management
- Violence at Work
- Work at Height
- Work Experience
- Workplace Equipment

Bournemouth Collegiate School hereby adopt the Health and Safety Policy and its associated Policy and Procedure documents detailed above.

Signature  [Date] 28/11/18

Headmaster

Endorsed by  [Date] 29/11/2018

Chair of the Bright Scholar Executive Committee