



# Merchant Taylors' School

Ambition | Character | Excellence

# Health and Safety Policy

|               |                                   |
|---------------|-----------------------------------|
| <b>Title</b>  | <b>Health &amp; Safety Policy</b> |
| Author:       | Chair of Governors                |
| Last Amended: | July 2019                         |
| Review:       | July 2020                         |

# Merchant Taylors' Schools – Health & Safety General Policy

---

## INTRODUCTION

### HEALTH & SAFETY: STATEMENT OF GENERAL POLICY

Merchant Taylors' Schools attach the utmost importance to the safety, health and welfare of their employees, pupils and visitors. Merchant Taylors' Schools will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. Merchant Taylors' Schools' Governors recognise their responsibility to provide a safe and healthy workplace and environment. Day to day responsibilities for that provision are delegated to the Headteachers and DFO.

The Schools' Management Team (Executive Team: Headteachers and DFO) 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 Merchant Taylors' Schools' operations can work.

The Management Team will together with the DFO and the Schools' Competent Person 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 regard to health and safety issues. It will provide the necessary safety devices, protective clothing and equipment, and take all reasonably practicable steps to ensure that all third parties utilised by the Schools adopt a similar policy.

### FOCUS

Merchant Taylors' Schools' 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.
- considering 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. All staff must appreciate that their own safety and that of others depends on their own individual conduct and vigilance. In this connection the Governing Body reminds all staff of their own duties under Section 7 of the Health and Safety at Work Act:

- to take care for their own safety and that of other employees, by their acts and omissions;
- to co-operate with the Headteachers, DFO and Competent Person/Estates and Facilities Manager so as to enable them to carry out their responsibilities; and
- not to interfere with or misuse anything provided in the interest of health and safety.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom Merchant Taylors' Schools owe a duty of care, namely people who may come into contact with their work; pupils, parents, staff and visitors. To achieve this employees must:

- Obey all safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by Merchant Taylors' Schools risk assessments or instructions, or are otherwise appropriate.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or the Schools' Competent Person, Mr A Beattie, any hazards, potential hazards, defects in equipment and any shortcomings in Merchant Taylors' Schools' work systems or procedures.

Merchant Taylors' Schools will apply disciplinary procedures to any employee who is in breach of the Schools' 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 Schools' operations, and for those who may become involved in them.

## **POLICY REVIEW**

This policy will be regularly revised by the Headteachers, DFO and the Schools' Competent Person as necessary (but at a minimum of one year intervals). Following each review, the policy will be placed before the Governors for approval. 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.

Where appropriate, Merchant Taylors' Schools will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the schools' buildings, water quality, and the use of radioactive material;
- use of external contractors;
- vehicle movements within the schools' grounds;
- workplace arrangements, including housekeeping;
- school trips;
- centres licensed by the 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, ie manual handling;
- any other site specific issue, eg swimming pools.

**Organisation-** A review of the Schools' 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 Merchant Taylors' Schools 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. An annual review of health and safety provision will be carried out in June, during the Schools' Health and Safety week, and a report submitted to the Governors. 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**

Merchant Taylors' Schools' 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 Management Team during Management and Governors' meetings.

A copy of the policy will be given to all employees when they join Merchant Taylors' Schools. When changes have been made to the policy, copies will be placed on Merchant Taylors' Schools' intranet and staff will be notified.

|        |                     |                 |
|--------|---------------------|-----------------|
| Signed | Chair of Governors  | Date 17-01-2019 |
| Signed | Headmistress        | Date 17-01-2019 |
| Signed | Headmaster          | Date 17-01-2019 |
| Signed | Headmistress        | Date 17-01-2019 |
| Signed | Acting Headmistress | Date 17-01-2019 |

# Merchant Taylors' Schools' Management of Health & Safety Policy

## PART 1: ORGANISATION FOR IMPLEMENTING HEALTH AND SAFETY POLICY: STATEMENT BY THE CHAIRMAN OF GOVERNORS

As Governors of Merchant Taylors' Schools, we fully recognise our collective responsibility for providing a safe and healthy environment for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within Merchant Taylors' Schools' environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

In order to assist the Governors in discharging their responsibility for health and safety, the H&S Governor has been asked to maintain a watching brief on health and safety matters on their behalf. However the Governors' responsibility for health and safety is a collective one. Day to day responsibility for the operation of health and safety at the school is vested in the Management Team but as Governors, we have specified that that Merchant Taylors' Schools should adopt the following framework for managing health and safety:

1. The H&S Governor, attends the termly reviews of the Merchant Taylors' Schools' Health and Safety Committees and receives copies of all the paperwork.
2. A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's Health & Safety Executive Committee Meeting.
3. The minutes of the Schools' Health and Safety Committees' discussions 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 relevant Committee Chairman wishes to bring to the Board's attention.
4. The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by the Schools' Estates and Facilities Manager, together with qualified professionals as appropriate.
5. Reports under 4 above are considered by the Estates Committee and its recommendations (together with other defects) form the basis of Merchant Taylors' Schools' routine maintenance programmes.
6. The Schools' adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the local council Environmental Health Officer. In addition, that the Catering Managers arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas on an annual basis, together with regular external deep cleaning and pest control services, and that the DFO reports on all these aspects to the Operations Committee.
7. The Schools have a fire risk assessment carried out by a Competent Person which is updated annually, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The relevant Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Operations Committee.
8. Where appropriate, an external health and safety consultant will be asked to review specific arrangements.
9. The Schools have an external consultant undertake a risk assessment for legionella, every 3 years and a quarterly water sampling and testing regime in place.
10. The Schools have a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which includes Manual Handling and Working at Height training where appropriate. Health and safety training 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 nominated/appropriate members of the staff who are involved with trips and visits.

All members of staff are responsible for taking reasonable care for their own safety and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headteachers, the DFO, the Competent Person and other members of the SMT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Competent Person.

All employees are briefed on where copies of this statement can be obtained on the Merchant Taylors' Schools' 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 2 and 3 of this document.

Signed 

Date 17-01-2019

Chairman of Governors

## **PART 2: ORGANISATION FOR IMPLEMENTING HEALTH & SAFETY POLICY: STATEMENT BY THE HEADTEACHERS**

Mrs B Bell, the Chairman of Governors of Merchant Taylors' Schools, on behalf of the Governing Body, has delegated day to day responsibility for organising health and safety and welfare, and ensuring compliance with the Schools' Health and Safety Policy, to the Headteachers and DFO. The Schools' policy document consists of the General Statement of Policy by the Chairman of Governors, the statement on Organisation for Implementing Health and Safety Policy above, this description of the Organisation for Health and Safety and, lastly, detailed 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).

Some of the duties are delegated to other members of staff, but ultimate responsibility for health and safety, answerable to the Chairman of Governors, rests with the Headteachers and DFO. The areas where the duties have been delegated are:

### **Safety and Security**

- Building security (including alarms, CCTV, locking external doors and windows) → the DFO, who in turn has delegated day to day management to the Estates and Facilities Manager Mr A Beattie and Mr A Marsden Procurement Manager, for contracts. Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc → Facilities Team Leader, working in cooperation with the Heads of PE, Science and Design Technology (DT), and the teacher in charge of swimming
- Business Continuity Plan → Estates & Facilities Manager
- Controlling lone working after hours → the DFO/Headteachers
- Lone working within school hours is the responsibility of the individual and his/her line manager
- Ensuring that all visitors book in at Reception and wear visitors' badges → Reception staff and all staff
- Ensuring that all machinery used in subject specific areas (e.g. DT, Science, PE) is maintained to a safe standard and is in working order → Facilities Team Leader, Heads of PE, Science and DT, teacher in charge of swimming
- Lockdown procedures → Headteachers/DFO/Estates & Facilities Manager

### **Vehicles**

- Car parking on site and vehicles on site → Estates and Facilities Manager.
- School Bus arrangements (including notifying parents of delays) → S Kay (teacher in charge of buses) (M Bush i/c pastoral issues reported by E Lyman, Y Bonfante)
- Ensuring the school minibuses (and other vehicles) are properly maintained and roadworthy → Estates and Facilities Manager.

### **Accidents**

- Maintaining an accident record and reporting notifiable accidents to the HSE → the Schools' Nurse, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents) → the Schools' Nurse (where appropriate).
- Checking that all first aid boxes and eye washes are kept replenished → the Schools' Nurse / First Aid Staff

## Fire Prevention

- Keeping fire routes and exits clear → Estates and Facilities Manager, who in turn has delegated day-to-day management to the Facilities Team Leader.
- Electrical Safety Testing; ensuring that all the buildings at Merchant Taylors' Schools have current electrical installation certificates → Estates and Facilities Manager
- Regular portable appliance testing → Estates and Facilities Manager
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers (and panic buttons) → Estates and Facilities Manager.
- Ensuring that lightning protection is fitted where appropriate → Estates and Facilities Manager
- Ensuring that all gas appliances (including boilers, and kitchen equipment) are regularly maintained and serviced by Gas Safe Registered Engineers → Estates and Facilities Manager
- Ensuring that flammable rubbish and combustible materials are stored away from buildings → the Facilities Team Leader and Heads of Department
- Implementing termly fire practices, combined with a programme of inducting new staff and pupils in emergency escape procedures and the presence of trained staff in every building help to ensure that Merchant Taylors' Schools can be safely evacuated in the event of a fire → Headteachers
- Switching off all kitchen equipment at the end of service → the Catering Managers.
- Checking that all Scientific and DT equipment is switched off at the end of the school day → the Heads of Science and DT and if appropriate, Caretaking staff
- Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends → the ICT Director.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers → the science technicians, the Heads of Science, Art and DT, the Estates and Facilities Manager, Facilities Team Leader, Head Groundsman, Rowing Coach.
- Storing weapons used by the CCF in a securely locked, fire resistant store that is within a permanently locked room → Mrs H Irwin (following MOD procedures).

## Water

- Maintaining water quality and ensuring that a sampling regime, using external contractors, is in place → Estates and Facilities Manager
- Ensuring that drains, gutters etc are kept unblocked → Facilities Team Leader
- Ensuring all safety procedures are followed when Sailing/Rowing → teacher i/c Sailing (ref MOD), teacher i/c Rowing, Heads of PE

## Risk Assessments

- Ensuring that up to date risk assessments are maintained for:
  - Fire → Estates and Facilities Manager
  - Legionella → Estates and Facilities Manager
  - All rooms, corridors and exits → J Green / H Irwin / E Lynan / Y Bonfante
  - Catering and cleaning functions, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) → Catering Managers/ Procurement Manager
  - Grounds maintenance (including use of pesticides and COSHH) → Head Groundsman.
  - Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) → Estates and Facilities Manager.
  - Asbestos Register → Estates and Facilities Manager.
  - Reprographics machines and copiers → Reprographics Manager.
  - Ensuring that up to date risk assessments are maintained for teaching in the following areas (responsibility to J Green/H Irwin/Y Bonfante/E Lynan):
    - Science (including COSHH and flammable materials) → Head of Science/ Head Science Technician
    - All outdoor games → I McKie/E Moore/ L Barker & T Houghton/ J O'Shaughnessy
    - Swimming → M Whalley
    - Athletics → I McKie/E Moore & T Houghton/J O'Shaughnessy
    - Duke of Edinburgh Award → Duke of Edinburgh Co-ordinator (M Slemen / P Thompson)
    - Dance and gymnastics → I McKie/E Moore/L Barker & T Houghton/ J O'Shaughnessy
    - Drama → J Gill/
    - Art (including COSHH and flammable materials) → B Baker / M Gill / B Richardson / H White
    - Music → D Holroyd / S Newlove / T Roberts
    - Design Technology (including COSHH and flammable materials) → A Beddard / M Hutchins / K Bonner
    - CCF → Mrs H Irwin
    - All visits and trips -Educational Visits Officer (EVO → J Green / H Irwin / T Houghton / E.Lynan.  
Medical → School Nurse

## Training

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

- Minibus training → A Beattie
- Science-related health and safety training → HODs of Science - J Johnson / E Lynan / A Wynne
- Design and Technology related training → A Beddard / M Hutchins / E Lynan
- Health and safety training for the Catering staff → Catering Managers
- Health and safety training for the Cleaning and Caretaking staff → Estates and Facilities Manager
- Briefing new pupils on emergency fire procedures → All pastoral staff.
- Briefing new staff on emergency fire procedures → HR Dept / Deputy Heads / Estates and Facilities Manager.
- Inducting new teaching staff in health and safety → HR Dept / Deputy Heads and the Estates and Facilities Manager.
- Inducting new support staff in Health and Safety → HR dept / Estates and Facilities Manager
- Inducting new grounds staff in Health and Safety → HR Dept / Head Groundsman / Estates and Facilities Manager
- Inducting new Catering/Maintenance staff in Health and Safety → HR Dept / Estates and Facilities Manager / Catering Managers / Chartwells.
- Identifying specific health and safety training needs of staff → all Heads of Department and Line Managers or Supervisors (inc The Schools' Nurse, J Green & H Irwin)
- First aid and Manual Handling training → Schools' Nurse / Estates and Facilities Manager

## External Advisors for Health and Safety

At Merchant Taylors' Schools, we use external consultants to advise when appropriate on matters of health and safety within the School:

|  | <b>Date Updated</b>                                    |
|--|--|
| Structural Surveyors are retained to give advice on the external fabric of the school as required  | <b>January 2019</b>                                    |
| Engineers monitor and service the Schools' plant, equipment, including boilers, lifts and hoists annually.   | <b>July/August 2018</b>                                |
| All gym and fitness equipment and design machinery used in both design and technology and in the maintenance department is serviced annually.  | <b>November 2018 / November 2018</b>                   |
| The Schools' adherence to health and safety in catering (and cleaning in the Catering Department) is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:<br>An external professional to take swabs of all knives, chopping boards and other kitchen equipment, and report on those findings.<br>An independent hygiene and safety audit of food storage, meal preparation and food serving areas annually. | <b>April 2018</b>                                      |
| The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces and areas annually.   | <b>Aug 2018</b>  |
| Appropriate pest control measures are in place when required.  | <b>Monthly/on demand</b>                               |
| The Schools have a fire risk assessment which is reviewed annually, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. (improvements are currently being implemented)   | <b>January 2019</b>                                    |
| In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers (and panic buttons) are tested bi- annually by a qualified contractor.  | <b>September 2018 / April 2019</b>                     |
| The Schools have a risk assessment for legionella every 2 years and a quarterly water sampling and testing regime in place.  | <b>April 2018</b>                                      |
| The school maintains an asbestos register and the DFO and Estates and Facilities Manager are responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Estates and Facilities Manager is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.  | <b>January 2019</b>                                    |
| The Schools' Radiation Protection Supervisors (RPS): Heather Heaton, Tony Moore and Mark Toney are responsible for liaison with the Radiation Protection Advisor of Sefton Council for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.                       | <b>January 2018</b>                                    |
| The Schools have current electrical test certificates for all buildings. They use NICEIC qualified Electrical Engineers to inspect and maintain their electrical installations and meet the requirements of BS7671 IEE wiring regulations.   | <b>Refer to Estates and Facilities Manager records</b> |
| All work on gas boilers and appliances is carried out by registered Gas Safe Engineers<br>All domestic boilers are serviced annually and all domestic properties have current Landlord's Gas Safety Certificates.  | <b>Annual<br/>July / Aug 2018</b>                      |
| All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.  | <b>August 2018</b>                                     |
| A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken.  | <b>As necessary</b>                                    |

**Competent Person:** Mr A Beattie is Merchant Taylors' Schools' Competent Person, and is responsible for advising on any measures that may be needed in order to carry out maintenance work without risks to health and safety. He also co-ordinates the advice given by specialist safety advisors, and produces action plans. He has overall responsibility for monitoring health and safety within Merchant Taylors' Schools and for reporting any breaches. He is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at Merchant Taylors' School

#### **The Schools' Health and Safety Committees**

Merchant Taylors' Schools' Health and Safety Committees meet once a term on the two main sites under the chairmanship of Mr A Beattie. Our H&S Governor who has a watching brief for health and safety on behalf of the Governing Body, attends a review of these meetings at the Executive Committee once per term. The other members of the Committee are:

|   | <b>MTBS<br/>(inc MTBJS)</b>   | <b>MTGS<br/>(inc MTPS)</b> |
|---|-------------------------------|----------------------------|
| Estates and Facilities Manager/Competent Person | A Beattie                     | A Beattie                  |
| Head of D&T                                     | A Beddard                     | M Hutchins                 |
| Head of Science                                 | I Buschman<br>S Hardy         | J Johnson                  |
| Head of PE                                      | I McKie                       | E Moore                    |
| The EVO   | J Green                       | H Irwin/E Lynan            |
| The Officer Commanding the CCF                  | H Irwin                       | H Irwin                    |
| The Head Groundsman                             | D Bradshaw                    | as app                     |
| The Facilities Team leader                      | T.Callaghan                   | T. Callaghan               |
| The School Nurse                                | A Dalton                      | A Dalton                   |
| The Catering Managers – via Chartwells          | R Davies                      | S Ford, M Hughes           |
| The Head of Drama or Theatre Technician         | J Gill                        | E Gregson-Burt             |
| A Technician from: Science, Art, and DT         | A Moore                       | J Johnson/S Lacey          |
| The ICT Director                                | N.Price                       | N Price                    |
| Ian Robinson Sports Centre                      | J Coombes                     | n/a                        |
| Management                                      | D Wickes, J Thomas,<br>L.Hill | C Tao, E Lynan<br>L.Hill   |

The role of the Committee is to:

- Discuss matters concerning health and safety, and any relevant changes in regulations.
- Monitor the effectiveness of health and safety on that site.
- Review accidents and near misses and discuss preventative measures
- Review and update risk assessments,
- Discuss training requirements

- Monitor the implementation of professional advice
- Review the Schools' Safety Policy guidance and recommend updating or amending it where appropriate.
- 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.

### **Emergencies**

- Urgent health and safety matters should be reported at once to the Headteachers, DFO or Estates and Facilities Manager/Competent Person and the relevant head of department advised as soon as possible thereafter. Emergencies include any incident that could have had serious consequences to health unless resolved for example a fault on a minibus that has the potential to cause an accident, or working practices that are likely to result in an injury to staff, pupils or others.

### **Use of Premises by Outside Agencies**

- Where any of the Schools' premises are being used for purposes not under the direction of the Headteachers, eg hire by outside agencies, the person in charge of the activities for which the premises are being used will have responsibility for health and safety practices.
- The DFO will seek to ensure that safety requirements are met at all times when premises are hired to persons outside the employment of the Schools and that there is adequate insurance cover in force. It will be a condition for all hirers that they comply with safety directives issued by the Governors and that they will not without the consent of the Governors alter fixed installations, alter or remove fire or safety notices or equipment or otherwise take any action which may create hazards for any persons using the premises.

### **External Contractors**

- Only external contractors approved by the DFO or Estates and Facilities Manager, whose activities have been approved in accordance with the Schools' procurement procedures, may carry out any work on any of the Schools' sites. Prior to any works taking place, working practices and methods must be agreed with the contractor and any areas of potential risk identified. If required, formal risk assessment is to be carried out and a copy given to the contractor.
- Where the scale of works is such that they come within the Construction, Design, and Management Regulations applicable at the relevant time, a sufficiently qualified CDM Planning Supervisor will be appointed.

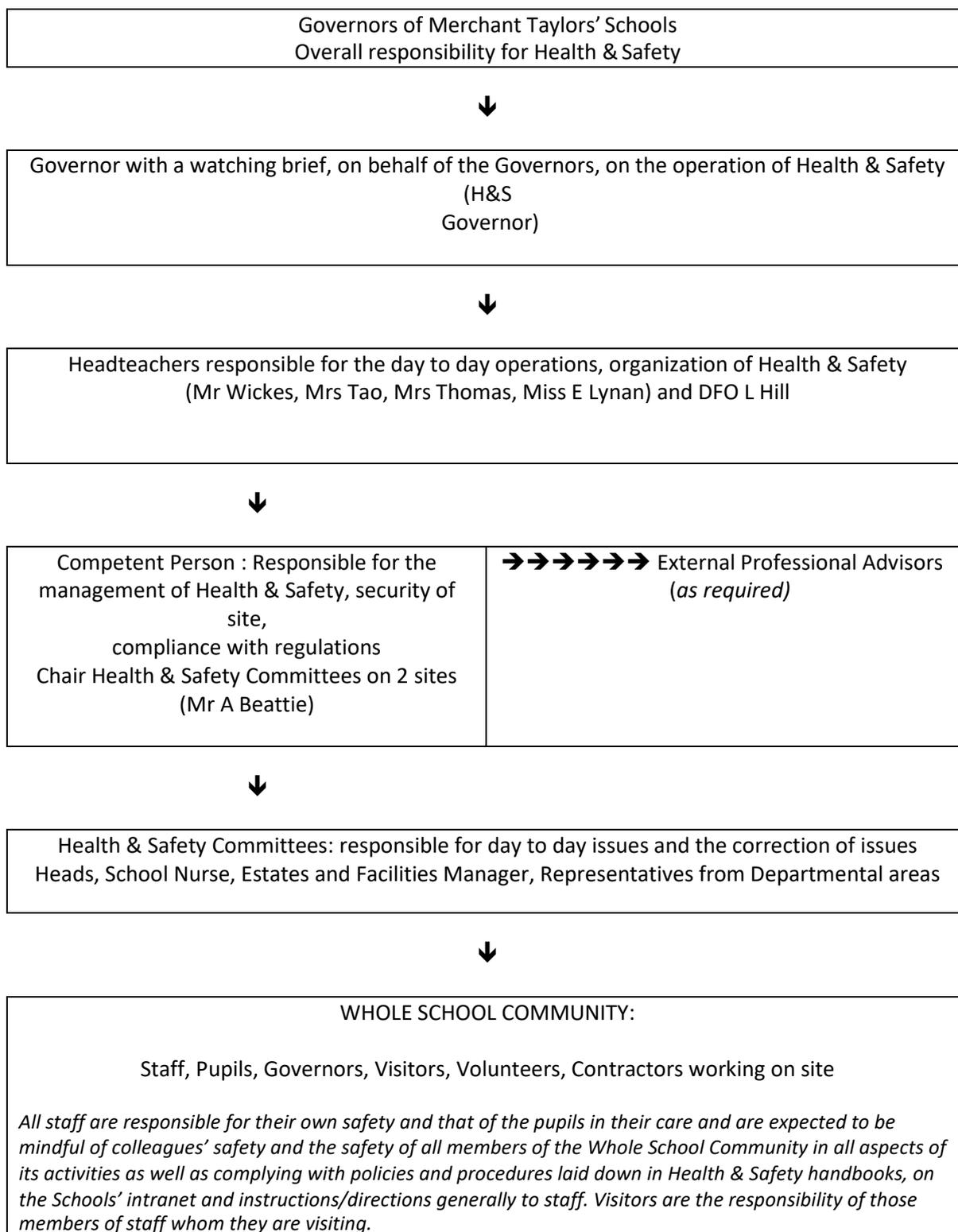
Signed

*Beverly Bell*

Date 17-01-2019

Chairman of Governors

## HEALTH & SAFETY ORGANISATION CHART



### **PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY**

The following areas/activities present identified and significant risks in Merchant Taylors' Schools. As a consequence, pupils are not allowed unsupervised access to:

- Specific: where the Head of PE keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics and dance. Records of training and qualifications in lifeguarding and other subject specific training are kept.
- CCF: where The Commanding Officer keeps risk assessment for all activities and for the secure use and storage of weapons and ammunition.
- Science: where the Heads of Science keep risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
- Design and Technology: where the Heads of DT keep risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- Art: where the Heads of Art keep risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
- Drama: where the Heads of Drama keep risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
- The Catering Departments: where the Catering Managers keep risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed entry to the Maintenance, Caretaking and Grounds Departments: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Whole school policies and risk assessments supplement these departmentally based risk assessments, covering:

|  | <b>MTBS<br/>(inc MTBJS)</b> | <b>MTGS<br/>(inc MTPS)</b> | <b>Checked/Date</b> |
|--|-----------------------------|----------------------------|---------------------|
| Accessibility Plan   | A Beattie                   | A Beattie                  | January 2019        |
| Accident Reporting (RIDDOR)                                | Nurse                       | Nurse                      | Feb 2018            |
| Anti-Bullying Policy                                       | Heads                       | Heads                      | April 2016          |
| Asbestos Register, Asbestos Plan, Control of Asbestos      | A Beattie                   | A Beattie                  | December 2018       |
| Catering and Food Hygiene - Chartwells                     | R Davies                    | S Ford, M Hughes           | Sept 2016           |
| Contractors  | A Beattie & DFO             | A Beattie & DFO            | Ongoing             |
| Control of Substances Harmful to Health (COSHH)            | Dept Heads/HODs             | Dept Heads/HODs            | June 2017           |
| Critical Incident Policy / Disaster Recovery Plan          | A Beattie & Heads           | A Beattie & Heads          | Jan 2019            |
| Design and Technology                                      | A Beattie                   | M Hutchins, E Lynan        | Sept 2016           |
| Disability Policy – SENDA                                  | Heads                       | Heads                      | Sept 2016           |
| Display Screen Equipment                                   | A Beattie                   | A Beattie                  | January 2019        |
| Educational Visits   | J Green<br>Y Bo             | H Irwin/ E Lynan           | December 2018       |
| Electrical Safety (incl. lightning Protection PAT testing) | A Beattie                   | A Beattie                  | January 2019        |
| Fire / Bomb Evacuation Procedures                          | D Williams,<br>J Thomas     | M Bush, E Lynan            | Oct 2016            |
| Fire Policy  | D Williams,<br>J Thomas     | M Bush, E Lynan            | Feb 2017            |
| Gas Safety   | A Beattie                   | A Beattie                  | January 2019        |
| Hazards  | A Beattie                   | A Beattie                  | January 2019        |
| Health & Safety in Corridors and General Classrooms        | A Beattie                   | A Beattie                  | January 2019        |
| Health & Safety General Policy                             | A Beattie                   | A Beattie                  | January 2019        |
| Health and Safety Notices                                  | A Beattie                   | A Beattie                  | January 2019        |
| Human Flu Pandemic   | Nurse                       | Nurse                      | Dec 2017            |
| ICT Acceptable Use Policy                                  | N Price                     | N Price                    | December 2018       |
| Induction of new teaching staff at separate schools.       | HR                          | HR                         | Sept 2016           |
| H&S Induction Training                                     | A Beattie                   | A Beattie                  | January 2019        |
| Kitchen and Catering Staff - Chartwells                    | R Davies                    | S Ford, M Hughes           | Sept 2016           |
| Legionella and water quality                               | A Beattie                   | A Beattie                  | January 2019        |
| Letting and Hiring   | A Beattie & A Marsden       | A Beattie & A Marsden      | January 2019        |
| Lone Working   | A Beattie                   | A Beattie                  | January 2019        |

|  |   |   |              |
|--|---|---|--------------|
| Machine Inspections  | A Beattie   | A Beattie                                 | January 2019 |
| Manual Handling & Awareness protocol                                       | Nurse   | Nurse – can be undertaken with e-training | Oct 2016     |
| Medical Policy for Anaphylaxis   | Nurse   | Nurse                                     | June 2017    |
| Medical Policy for Asthma  | Nurse   | Nurse                                     | June 2017    |
| Medical Policy for Automated External Defibrillators (AEDs)                | Nurse   | Nurse                                     | June 2017    |
| Medical Policy for Diabetes  | Nurse   | Nurse                                     | Nov 2017     |
| Medical Policy for Epilepsy  | Nurse   | Nurse                                     | Dec 2017     |
| Medical Policy for First Aid   | Nurse   | Nurse                                     | Jan 2018     |
| Medical Policy for First Aid for School Trips, Outings and Sporting Events | Nurse   | Nurse                                     | Dec 2017     |
| Medical Policy for First Aid Information                                   | Nurse   | Nurse                                     | Feb 2017     |
| Medical Policy for Head Injuries   | Nurse   | Nurse                                     | June 2016    |
| Medical Policy for Headlice  | Nurse   | Nurse                                     | Nov 2017     |
| Medical Policy for a Medical Emergency                                     | Nurse   | Nurse                                     | Dec 2017     |
| Medical Policy for Physical Intervention                                   | Nurse   | Nurse                                     | Dec 2017     |
| Medical Policy for School Medicines including EYFS                         | Nurse   | Nurse                                     | Dec 2017     |
| Medical Policy For School Nurse's Confidentiality                          | Nurse   | Nurse                                     | Nov 2017     |
| Medical Protocol for the Administration of Medicines                       | Nurse   | Nurse                                     | Dec 2017     |
| Medical Protocol for Safe Storage of Medicines in School                   | Nurse   | Nurse                                     | Dec 2017     |
| Medical Protocol for Safe Disposal of Medicines in School                  | Nurse   | Nurse                                     | Nov 2017     |
| Medical Protocol for Safe Disposal of Sharps                               | Nurse   | Nurse                                     | Nov 2017     |
| Medical Protocol for Needlestick / Splash Injuries                         | Nurse   | Nurse                                     | Dec 2017     |
| Medical Protocol for Disposal of Medical Waste                             | Nurse   | Nurse                                     | Dec 2017     |
| Medical Protocol for the Misuse of Medicines                               | Nurse   | Nurse                                     | Dec 2017     |
| Medical Protocol for Contamination from Blood/Bodily Fluids                | Nurse   | Nurse                                     | Dec 2017     |
| Medical Confidential Medical Information Questionnaire                     | Nurse   | Nurse                                     | Nov 2017     |
| Medical Procedure for Injuries to Sensitive body areas- For Pupils         | Nurse   | Nurse                                     | Dec 2017     |
| Medical Policy for Self Harm (& info for Designated Safeguarding staff)    | Nurse   | Nurse                                     | Dec 2017     |
| Medical Policy: agreement for use of crutches on school premises           | Nurse   | Nurse                                     | Dec 2017     |
| Medical Policy: Pregnancy  | Nurse   | Nurse                                     | Dec 2017     |
| Minibus Use / Driving for Work   | A Beattie   | A Beattie                                 | January 2019 |
| Occupational Health  | HR  | HR  | Sept 2016    |
| Office Staff   | HR  | HR  | Sept 2016    |
| Personal Protective Equipment  | DFO A.Beattie & HODs (academic and Support staff) |   | January 2019 |

|   |                     |                  |               |
|---|---------------------|------------------|---------------|
| Policy for Drugs and Drug Testing                               | Exec Committee      | Exec Committee   | Sept 2016     |
| Pupil Supervision   | J Green, Y Bonfante | M Bush, E Lynan  | November 2018 |
| Radioactivity   | M Toney             | H Heaton         | February 2018 |
| Risk Assessment Checklist and Review Record                     | J Green             | H Irwin, E Lynan | Sept 2016     |
| Risk Assessments: Conducting & Writing                          | J Green             | J Green          | Nov 2016      |
| Safer Working Practice – Code of Conduct                        | Heads               | Heads            | Sept 2017     |
| Safety of Caretaking, Cleaning Staff, Grounds men & Technicians | A Beattie           | A Beattie        | January 2019  |
| School buses  | S Kay               | S.Kay            | Oct 2016      |
| CCTV policy   | DFO / A.Beattie     | DFO / A.Beattie  | December 2018 |
| Slips and Trips   | A Beattie           | A Beattie        | January 2019  |
| Stress  | HR                  | HR               | Sept 2016     |
| Sun Protection (EYFS pupils)                                    | n/a                 | C Watkin         | Sept 2016     |
| Swimming Pool: Emergency Procedure                              | DFO & J Coombes     |                  | December 2018 |
| Swimming Pool: Normal Operating Procedure                       | DFO & J Coombes     |                  | December 2018 |
| Temporary Staff and Contractors                                 | Exec & DFO          | Exec & DFO       | Oct 2016      |
| Vehicles and On-Site Movements                                  | A Beattie & DFO     | A Beattie & DFO  | January 2019  |
| Violence to Employees at Work                                   | Exec                | Exec             | Nov 2016      |
| Waste Management  | A Beattie           | A Beattie        | January 2019  |
| Work Experience for Pupils                                      | Heads               | Heads            | Sept 2016     |
| Working at Height   | A Beattie           | A Beattie        | March 2018    |
| Young Carers' Policy  | N/A                 | M Bush           | Nov 2016      |