



# FOREST SCHOOL

## Health & Safety Policy

Whole School including EYFS

V 1.1

*David Wilson*

Signed

(.....)

David Wilson, Chair of Governors, for and on behalf of the Governing Council

Date (*23/9/20*)

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## 1 STATEMENT OF INTENT

As governors of Forest 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 Forest School by appointing a Lead Governor (Compliance) with responsibility for overseeing health and safety and compliance.

Day-to-day responsibility for the operation of health and safety at the School is vested in the Warden. However, as Governors, we have specified that the School should adopt the following framework for managing health and safety:

- The Governor (Compliance) attends the meetings of the school's Health, Safety and Risk Management committees 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 meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Council 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 Estates 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 independent hygiene and safety audits of food storage, meal preparation and food serving areas once a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Health, Safety and Risk Management 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, or more frequently if significant changes are made to the interior of buildings, use of facilities or new buildings are bought or added. The Health, Safety and Risk Management Committee should review these risk assessments every time it is amended and submit a report to the Governing Council.
- 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 Health, Safety and Risk Management Committee.
- The School has appointed competent external contractor undertake a risk assessment for legionella every two years and a monthly water sampling and testing regime in place.
- The School has appointed a competent external contractor to conduct annual asbestos inspection surveys and additional R&D surveys where required.
- 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 Safeguarding, Fire Awareness, manual handling and unauthorised visitors. 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.

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 Warden, the Bursar and other members of the Leadership Team ("LT") 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 their line manager or Health & Safety and Compliance Director as appropriate.

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 three and four of this document.

## 2 REFERENCES

The Health and Safety Policy is supplemented by the Health and Safety Manual and policies that provides policy and procedural information to staff, pupils, visitors, contractors. These are located on the staff intranet, website or within specific offices/work stations/common rooms as appropriate.

## 3 RESPONSIBILITIES

### 3.1 The Governors:

3.1.1 Accept full responsibility for health and safety within the School;

- 3.1.2 Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people;
- 3.1.3 Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School;
- 3.1.4 Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met;
- 3.1.5 Will regularly monitor the effectiveness of the implementation of this Policy and will revise it where necessary;
- 3.1.6 Will ensure that any changes in this Policy will be brought to the attention of all employees;
- 3.1.7 Will establish a consultation and reporting procedure with employees so that their decision-making on health and safety is soundly based and is current;

### **3.2 Warden**

The Warden is responsible to the Governors for the safe functioning of all School activities. His/her duties are to:

- 3.2.1 Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report to the Governors at each of their meetings, through the Bursar;
- 3.2.2 Consult with the Bursar as nominated Safety Officer on a regular basis;
- 3.2.3 Recommend changes to the Health & Safety Policy in the light of experience and information received;
- 3.2.4 Ensure the co-operation of all staff at all levels as regards working to this Policy;
- 3.2.5 Be responsible for ensuring that all members of the Leadership Team, Heads of Department and all supervisory staff fully understand their responsibilities and are given both the time, support and encouragement to pursue them;
- 3.2.6 Take steps to ensure that any changes in curriculum and also changes in systems of work on the support side are considered for their health and safety implications.

### **3.3 The Bursar**

On a day-to-day basis, the Warden's responsibility as regards the estates and administrative side of the School will be devolved to the Bursar, and the Bursar in conjunction with the Estates Manager will:-

- 3.3.1 Monitor the effectiveness of this Policy and report back to the Warden and Governors as appropriate;
- 3.3.2 Be appointed as the School's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure;
- 3.3.3 In a line management function, be responsible for the safe operation of all non-

teaching staff;

- 3.3.4 Maintain a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's Health, Safety and Risk Management Committee;
- 3.3.5 Be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified;
- 3.3.6 Be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the School premises, and in this context liaise fully with professional consultants;
- 3.3.7 Delegate some of his/her listed responsibilities to the Estates Manager or Health & Safety and Compliance Director as deemed appropriate;
- 3.3.8 Be responsible for ensuring that members of the Leadership Team, Heads of Department and all supervisory staff under his/her control, fully understand their responsibilities and are given both the time, support and encouragement to pursue them.
- 3.3.9 Ensure all managers, supervisors responsible for completing Risk Assessments have undergone specific training and/or guidance in order to complete effectively.

#### **3.4 Health & Safety and Compliance Director will:**

- 3.4.1 Share the chairmanship of the School Health, Safety and Risk Management Committee with the lead Governor as appropriate;
- 3.4.2 Be the lead liaison with the School's external health & safety consultants and disseminate the required information and action plan;
- 3.4.3 Coordinate and manage the risk assessment process ensuring that they are completed in full and to a suitable and sufficient standard. It is the Heads of Departments responsibility to ensure they are accurate and reflect the practices carried out in such areas, that recommendations or control measures are implemented and that their employees are aware of the risk assessment and have been involved in the process;
- 3.4.4 Coordinate training for teaching and non-teaching staff as deemed appropriate by the Heads of Departments, Bursar or the Warden.
- 3.4.5 To ensure where reasonably practicable the School is complying with all relevant regulations, legislations and ACOP's. This will include, but not be limited to, Control of Asbestos, Control of Legionella, Electrical Testing, CoSHH, etc.

#### **3.5 Heads of Departments**

The Heads of Departments will be responsible to the Warden for the following:

- 3.5.1 Ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School;
- 3.5.2 Ensuring that the teachers working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of

- responsibility;
- 3.5.3 Ensuring that these teachers are aware of the degree of priority that these matters carry, and that where appropriate, they are provided with both the time and encouragement to pursue such matters;
  - 3.5.4 Notifying the Warden or Bursar of any matters within this field which they feel are beyond their competence to deal with and believe constitute actual or potential hazards;
  - 3.5.5 Reporting to the Bursar any accidents, incidents, near misses or damage for appropriate investigation;
  - 3.5.6 Ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external educational visits as detailed in the School's Health & Safety Policies and Procedures;
  - 3.5.7 Under the CoSHH Regulations, for notifying directly the Health & Safety and Compliance Director any new substances that are required to be purchased by their department, and also to adhere to the policy laid down in the School's Health & Safety Rules and Regulations;
  - 3.5.8 Ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the School's Health & Safety Policies and Procedures
  - 3.5.9 Ensuring all staff have been given adequate training in relation to their specific areas for teaching/supervision. This includes adequate Personal Protective Equipment, Work Equipment, Manual Handling, CoSHH and all relevant areas to be constantly reviewed. Refresher training must also be conducted at regular intervals where appropriate.
  - 3.5.10 Completing a written 'activity Risk Assessments' for anything other than standard teaching within a facility when deemed appropriate.

### **3.6 Non-Teaching Supervisory Staff**

This section refers to the Managers who head estates, leisure, grounds, gardening, IT, and offices.

- 3.6.1 These Managers are responsible to the Bursar for the safe running of their facilities/activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy. They are also responsible for keeping up to date with new or updated legislations, and bringing them to the attention of the Bursar with any recommendations.
- 3.6.2 They are responsible for ensuring that staff have appropriate documented training according to the needs of their work, and are supplied with the necessary clothing, footwear and equipment to undertake their duties safely and efficiently.
- 3.6.3 They must train or inform staff regards hazards posed by a hazardous substance upon completion of a CoSHH risk assessment.
- 3.6.4 They are responsible for ensuring that all agreed systems of work are followed.
- 3.6.5 Where they come across matters that they feel are not within their competence to deal with, they refer the matter to the Bursar or the Estates Manager.

- 3.6.6 They are responsible for ensuring that adequate training in the Health & Safety requirements is provided for both them and their staff as deemed necessary by the Bursar.
- 3.6.7 The Leisure Facilities Manager is responsible for ensuring all sports facilities and equipment are safe for use by both pupils (in conjunction with the PE Department) and the community. The Manager will ensure all relevant guidelines are adhered to in relation to swimming pool management, coaching, fitness equipment and standard leisure operating procedures.

### **3.7 All Employees of Forest School:**

- 3.7.1 The employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions or omissions, and must be fully aware of their duties under Sections 7 and 8 of the Health and Safety at Work Act 1974 and also under the specific Codes of Regulations.
- 3.7.2 They must wear and use all Personal Protective Equipment and safety devices provided by the management for their protection and co-operate fully with the management when the latter are pursuing their responsibilities under the above Act.
- 3.7.3 They must observe all safety rules and regulations both statutory and School and conform to any safe systems of work that may be developed.
- 3.7.4 They must report all accidents, incidents and damage to their immediate superior, the Bursar and/or the Estates Manager/Health & Safety and Compliance Director where appropriate.
- 3.7.5 They must take all necessary steps to safeguard the security of the School buildings and all fixtures, fittings and equipment.
- 3.7.6 They must make themselves familiar with the School's Health and Safety Policies and to comply with them at all times.
- 3.7.7 To report any matters relating to existing practices or procedures that might give rise to risks to the health and safety of any persons.
- 3.7.8 They shall perform and record regular safety checks on all plant and equipment in the centre where the job requires it.
- 3.7.9 They shall keep doors to class rooms, plant/boiler rooms, etc. securely locked at all times where appropriate.
- 3.7.10 They shall maintain a tidy and safe working area.

## 4 ARRANGEMENTS

### 4.1 Management of Health & Safety Regulations 1999

- 4.1.1 It is the policy of the School to comply with the Management of Health and Safety at Work Regulations 1999 and to follow HSG65 framework where practical.
- 4.1.2 The School will make a suitable and sufficient assessment of the risks to health and safety of its employees whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.
- 4.1.3 The persons responsible for carrying out the Assessment on the School's behalf are the Health & Safety and Compliance Director, Heads of Departments and non-teaching management staff.
- 4.1.4 Where the Risk Assessment identifies any appropriate Health Surveillance this will be carried out following consultation with suitably qualified and competent persons and/or occupational hygienists.
- 4.1.5 To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the School has appointed a number of Competent Persons (See Section 2.11).
- 4.1.6 Co-ordination of the necessary measures and Competent Person will be carried out on the School's behalf by the Bursar and the Health & Safety and Compliance Director.
- 4.1.7 The results of the Assessment including identified risks and any necessary preventative and protective measures will be brought to the attention of relevant employees.

### 4.2 Health, Safety & Risk Management Committee

- 4.2.1 The Committee meets once per term although members will have recourse to call for an emergency meeting should circumstances dictate.
- 4.2.2 The School has fault detection/reporting procedures in place for dealing with day to day health and safety issues. The monitoring of remedial action is carried out by Departmental Heads.
- 4.2.3 It is, therefore, considered appropriate that the Health, Safety and Risk Management Committee should address the School's overall Health and Safety Policy, accident/near miss trends, fault development trends and future strategy.
- 4.2.4 Personnel. The Committee will be formed from all sections of the School where risks have been identified or where the very nature of the department carries an inherent risk.

### 4.3 Competent Persons

- 4.3.1 Under the Management of Health and Safety at Work Regulations 1999, Regulation 6, the School has appointed the following Competent Persons to assist in undertaking the measures necessary to comply with relevant statutory provisions:
- 4.3.2 The Health & Safety and Compliance Director will act as the School's Competent Person liaising with In-House Safety as the external consultants as well as individual specialised consultants relating to fire, water management, asbestos and security.

#### **4.4 Training**

- 4.4.1 The School will comply with the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.
- 4.4.2 Before entrusting any task to an employee, the School will take into account their capabilities as regards health and safety to ensure that work demands do not exceed their ability to do the work without risk to themselves or others.
- 4.4.3 The School will provide employees with health and safety training:
- 4.4.4 During induction. This induction training will give general health and safety training on the risks associated with the School's undertaking, including arrangements for first aid, safeguarding, manual handling, fire and evacuation.
- 4.4.5 When being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology;
- 4.4.6 Training will be documented and provided periodically as refresher training, as appropriate.
- 4.4.7 Records will be maintained of all training that has been given. The person responsible for the co-ordination of training on the School's behalf is the Bursar.
- 4.4.8 It is the responsibility of Department Heads and non-teaching Managers to ensure their staff are trained to carry out their duties. This includes a combination of external and in-house training upon induction, regular refresher training and training issued upon new procedures, systems. This is to be fully documented with staff consent.

## Appendix 1

**Additional health and safety guidance**

- Safety Rules for Specific Areas (Offices, Science labs, classrooms, Leisure Centre and Swimming Pool, Theatre, Food Tech, Catering Department, Maintenance and Grounds) Workshops) – *Staff Handbooks, Health and Safety Manual*
- First Aid Policy - *Policies*
- Health & Safety on activities outside school – *Educational Visits Policy*
- Visitor and site Security – *Policies*
- Safeguarding and Child Protection - *Policies*
- Fire Policy – *Policies*
- Risk Assessments - *Policies*
- Driving and On Site Vehicle Movements – *Policies*
- Tree Management – *Policies*
- Critical Incident Plan - *Procedural*
- Control of Legionella Policy - *Policies*
- Management of Asbestos Policy - *Policies*
- Gas Safety – *Policies*
- Health & Safety Manual

Includes:

Introduction and Contents  
 HS003 Risk Assessment Guidance  
 HS004 Accident Management & RIDDOR  
 HS005 Fire and Evacuation  
 HS006 Electricity at Work  
 HS007 Science Teaching  
 HS008 Art, Design & Technology Workshops  
 HS009 Machinery Guarding & Work Equipment  
 HS010 Food Science  
 HS011 Control of Legionellosis  
 HS012 Manual Handling  
 HS013 Personal Protective Equipment  
 HS014 Noise and Vibration  
 HS015 Grounds, Gardens & Building Maintenance  
 HS016 Management of Contractors  
 HS017 Physical Education  
 HS018 Swimming  
 HS019 Field and Outdoor Sports  
 HS020 Theatre  
 HS022 School Transport & Contracted Transport  
 HS023 Road Safety  
 HS024 Display Screen Equipment  
 HS025 Studies and Staff Offices  
 HS026 Windows, Doors, Gates & Walls  
 HS028 Equalities and Reasonable Adjustments  
 HS029 Slips, Trips & Falls  
 HS030 Stress identification and Management

HS031 Commercial Arm  
HS032 CoSHH  
HS033 Safe Systems of Work  
HS034 Violence to Staff and Robbery  
HS035 Safety Signs  
HS036 Working at Heights  
HS037 Drugs and Alcohol  
HS041 Emergency Telephone Tree  
HS042 Emission of Toxic Gases  
HS043 Maximum Numbers  
HS046 Lone Working

## 5 Health and Safety Policy: COVID-19 addendum

Responsible committee: Health, Safety and Risk Management Committee

Review Date: Update as new advice is received

### **POLICY AIM:**

To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

### **POLICY OBJECTIVES:**

- To conduct all our task and activities safely and in accordance with legislative standards and in consideration of government guidance.
- To provide safe working and learning conditions.
- To ensure a systematic approach to the identification of risks and the proportionate allocation of resources to control them.
- To openly communicate on health safety and welfare.

### **POLICY STATEMENT:**

Forest School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

This addendum should be read alongside the main Health and Safety Policy, as well as main school risk assessment government guidance documents.

### **THE SCHOOL WILL:**

Apply and communicate sensible risk management and safe working practices. This will involve:

- Conducting regular assessments of hazards and associated risks.
- Implementing preventative and protective control measures against those risks to an acceptable/ tolerable level.
- Monitoring the effectiveness of those measures by senior leaders and the COVID-19 Lead
- Provision of information, instruction, training and protective equipment to staff, pupils, visitors and contractors.

- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- The Health, Safety & Risk Committee meeting more frequently to ratify any substantial changes to the risk assessment following the review of the previous appropriately selected timeframe.

Implement measures to ensure social distancing is observed across the site and in all buildings where practical and appropriate to the numbers of pupils, staff and visitors in the school.

Maintain an appropriate hand and respiratory hygiene regime to be followed by all pupils, staff and visitors.

Operate an enhanced cleaning regime for the duration of COVID-19.

Ensure that staff are informed and instructed to ensure competence in and awareness of health & safety precautions required during COVID-19.

Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.

Require all staff, and encourage and support all pupils to show a proper personal concern for their own safety and for that of the people around them.

Require staff to exercise increased due care and attention and observe safe working methods.

Communicate regularly and effectively with staff and parents about the school's response to COVID-19.

Provide for children of critical workers and vulnerable children to be accommodated alongside returning year groups where possible.

Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.

Put in place any flexible working arrangements needed to support delivery of education during COVID-19.

Put in place measures to check on staff wellbeing (including for leaders).

Draw up contingency plans for:

- Someone falling ill or demonstrating symptoms on site
- Continuation of learning for all foreseeable absences for staff, individual pupils, bubbles, year groups or the school.
- Deep cleaning in the event of an outbreak of COVID-19 on site

Provide appropriate personal protective equipment (PPE) as required for staff and pupils in line with the School COVID Risk Assessments.

Put in place arrangements for the continuing education of those children who have not yet returned to school. Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:

- The most up to date copy of the Prep or Senior School Risk assessment (as appropriate). Any updates will be circulated to staff
- First Aid and Medical procedures during COVID-19. These can be found within the First Aid Policy Addendum

The core Leadership Team currently meets daily to discuss the previous days operations and learning, with the intention to make immediate adjustments where required.

Government guidance can be found [here](#):