



# FOREST SCHOOL

## Health & Safety Policy

Whole School including EYFS  
V 1.1

Signed  

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

Date 24/10/23

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## 1 STATEMENT OF INTENT

As governors of Forest School, we recognise fully our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all our employees, pupils, contractors, visitors (including parent/carers) 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 (the Chair) 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 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 circulated ahead of each term's meeting.
- The minutes of the Committee's discussion on health and safety are circulated prior to each meeting of the full Governing Council together with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Finance and 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 estate, 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 appoints a competent external contractor to undertake a risk assessment for legionella every two years and a monthly water sampling and testing regime is 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 does 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.

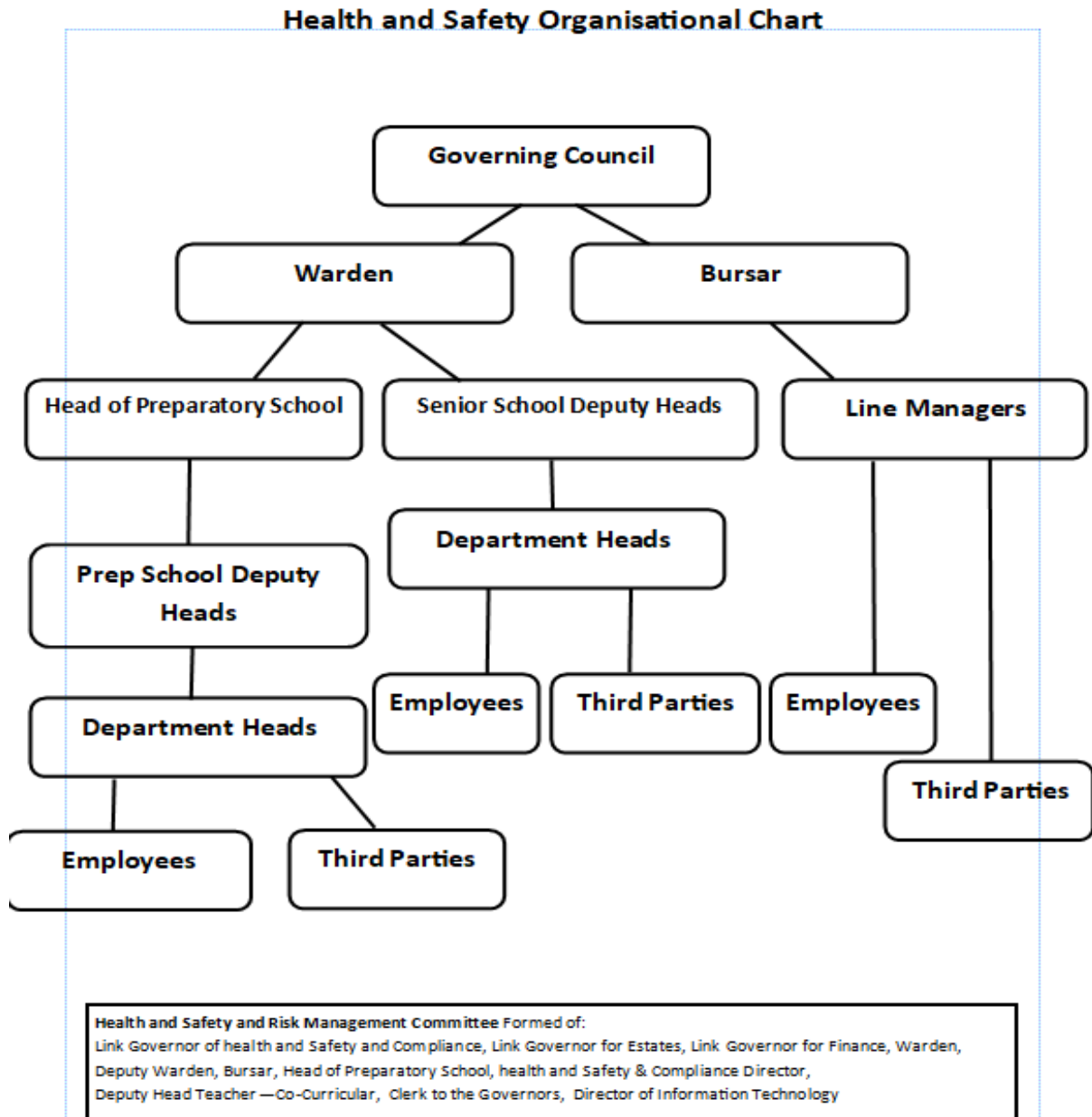
All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Warden, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the 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 policy 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 implementing 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 other policies that provides policy and procedural information to staff, pupils, visitors, contractors. These are located on the staff intranet, website or within specific offices/workstations/common rooms as appropriate.

### 3 RESPONSIBILITIES



#### 3.1 Governors

- 3.1.1 The Governing Council, via the Health, Safety and Risk Management Committee, oversee health, safety and welfare matters and will seek to ensure, insofar as is reasonably practicable, that the necessary resources are provided;
- 3.1.2 One of their primary objectives is to provide the best possible safe and healthy working conditions for employees 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 Will regularly monitor the effectiveness of the implementation of this Policy and will revise it where necessary;
- 3.1.5 Will ensure that any changes in this Policy will be brought to the attention of all employees;
- 3.1.6 Will establish a consultation and reporting procedure with employees so that their decision-making on health and safety is soundly based and is current;
- 3.1.7 At least one identified Governor will chair the Health, Safety and Risk Committee Meeting.

### **3.2 Warden**

The Warden is responsible to the Governors for the safe functioning of all School activities. their 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 Bursar**

On a day-to-day basis, the Warden's responsibility as regards the estates and administrative areas 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 their 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 Will work closely with the School's Health, Safety and Risk Management Committee and the lead Governor/Chair 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. Heads of Departments are responsible for ensuring RAs are accurate and reflect the practices carried out in their areas, and that recommendations or control measures are implemented and relevant staff 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, Head of Prep School or the Warden.
- 3.4.5 To ensure where reasonably practicable that the School is complying with all relevant regulations, legislations and Approved Code of Practices. This will include, but not be limited to, Control of Asbestos, Control of Legionella, Electrical Testing, Control of Substances Hazardous to Health (CoSHH), etc.
- 3.4.6 To conduct full accident/incident investigations, including near-misses or appoint competent external agencies to ensure all potential causations are identified and any recommendations are passed to the relevant member of the SLT and Department Manager and/or Governors where appropriate.

#### **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 which 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 which they believe constitute actual or potential hazards;
- 3.5.5 Reporting to the Health and Safety & Compliance Director 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 directly notifying 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 specific departmental handbook or the health and safety manual
- 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, use of machinery 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 necessary.

### **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 about 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 consider 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 (SLC) is responsible for ensuring all sports facilities and equipment are safe for use by both pupils (in conjunction with the PE Department) and the School community/general public. 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 regarding 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/use all Personal Protective Equipment and safety devices provided by the management for their protection and co-operate fully with the management to support its adherence to the responsibilities set out in the above Act.
- 3.7.3 They must observe all safety rules and regulations, both statutory and those set by the 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 suite 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 compromise 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.

### **ARRANGEMENTS**

### **3.8 Management of Health & Safety Regulations 1999**

- 3.8.1 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.
- 3.8.2 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.
- 3.8.3 The persons responsible for carrying out the Risk Assessments on the School's behalf are the Health & Safety and Compliance Director, Heads of Departments and non-teaching management staff, as appropriate.



- 3.8.4 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.
- 3.8.5 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
- 3.8.6 Co-ordination of the necessary measures will be carried out on the School's behalf by the Health & Safety and Compliance Director, Bursar, Warden, Head of Preparatory School, Heads of Departments and non-teaching management staff as appropriate.
- 3.8.7 The results of the Risk Assessment, including identified risks and any necessary preventative and protective measures, will be brought to the attention of relevant employees.

### **3.9 Health, Safety & Risk Management Committee**

- 3.9.1 The Committee meets once each term (more when necessary)
- 3.9.2 The School has fault detection/reporting procedures in place for dealing with day to day health and safety issues. The monitoring of the remedial action is carried out by Departmental Heads.
- 3.9.3 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.
- 3.9.4 Personnel. The Committee will be formed of Governors appointed to oversee risk, compliance and their financial implications and selected members of the Senior Leadership Team (Refer to Appendix 2), and other relevant staff will be in attendance at each meeting. Other members of School staff may also be invited from time to time to demonstrate how their department manages health and safety.

### **3.10 Competent Persons**

- 3.10.1 In accordance with the Management of Health and Safety at Work Regulations 1999, Regulation 6, the School has appointed the Health & Safety and Compliance Director to act as the Competent Person to support the measures necessary to comply with both in-house safety and to liaise with specialist consultants to meet the following statutory provisions: fire, water management, construction, asbestos and security.

### **3.11 Training**

- 3.11.1 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.
- 3.11.2 Before entrusting any task to an employee, the School will take into account their health and safety capabilities and their capacity to ensure that their workload does not impact their ability to undertake this extra responsibility thoroughly and safely.
- 3.11.3 The School will provide employees, contractors, supply staff and volunteers with relevant health and safety training:

- Induction training will give general health and safety training on the risks associated with the School's activities and function, including arrangements for first aid, safeguarding, lockdown, manual handling, fire and evacuation.
- Exposure to new or increased risks due to change of responsibilities or the introduction of new/changed work equipment or technology;
- Young employees (16-18) will have an appropriate level of supervision and more focused training in lines with the young person's risk assessment.

3.11.4 Training will be refreshed as appropriate: either at the request of an employee or upon recognition that additional training may be required to keep the employee/others safe.

3.11.5 Records will be maintained of all training that has been given. Department heads should provide these records to the HR department.

3.11.6 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 at induction, regular refresher training and training on new procedures/systems. This must all be fully documented (with staff consent – why is this needed?).

## 4 Consultation arrangements

Staff are able to raise any concerns relating to health and safety directly with the Health and Safety & Compliance Director or Co-ordinator, SLT or Heads of Department. Concerns relating to maintenance of the premises, facilities and equipment can be reported through [estates@forest.org.uk](mailto:estates@forest.org.uk)/ 020 8509 6518 (Estates helpdesk). Health and Safety is a regular item on staff meeting agendas and at departmental meetings, and staff can use these as a forum to discuss concerns. The Health and Safety & Compliance Director will communicate information about Health and Safety to staff via staff meetings, briefings, Health & Safety Newsletter and INSET days, as well as by email. These occasions will also be used for health and safety training.

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– *Department 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  
HS047 Lifting Operations

Appendix 2 – Members of the Health, Safety and Risk Committee

- Warden
- Bursar
- Head of Preparatory School
- Deputy Head Pastoral (Senior School)
- Health and Safety & Compliance Director
- Information Director
- Deputy Head Staff and Operations (Senior School)
- Deputy Head Co-Curricular (Senior School)
- Simon Perry, Link Governor (Chair)
- William Fuller, Governor
- Paul Sampat, Governor