



**ALDENHAM FOUNDATION**

# **Health and Safety Policy**

**March 2019**

**by KM**

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## 1 Related Information

This Health and Safety Policy has been reviewed to ensure compliance with the Health and Safety at Work etc. Act 1974 and subsequent statutory legislation, guidance and codes of practice.

11. The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.

## 2 General Statement of Policy

The Governors of the Aldenham Foundation recognise and accept our collective responsibility as employers for providing, so far as is reasonably practicable, safe and healthy Schools (Aldenham Senior School, Aldenham Prep School and St Hilda's School) for all our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all operations within the school 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. The Governors are committed to ensuring that the Schools operate in accordance with current legislation and, where necessary, additional resources will be provided to facilitate this.

We fulfil our responsibility as Governors of The Aldenham Foundation by appointing Mr Sligo-Young as the Governor responsible for overseeing health and safety as part of his role within the terms of reference of the Finance and General Purposes (F&GP) Committee.

All members of the Foundation staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmaster and other members of the Senior Management Teams in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any hazards or defects to the Bursar. Day to day responsibility for the operation of health and safety at the Schools is vested with the Head of each School, but, as Governors, we specify that each School should adopt the following framework for managing health and safety:

- An external health and safety consultant will review the overall arrangements for health and safety at least annually and report on actions required with recommended timescales.
- A report on health and safety covering: RIDDORs, statistics on accidents to pupils, staff and visitors; staff training; fire practices; and all new or revised policies and procedures is to be tabled at each term's Health and Safety Meeting.
- The Bursar provides a Health and Safety Report for both the full Governor and F&GP Committees. The Governor responsible for Health and Safety also raises any issues that he wishes to bring to the Governors' attention. The external fabric of each School, together with its plant, equipment and systems are to be maintained in good working order by qualified competent professionals. Each School's adherence to health and safety in the food preparation and eating areas is subject to external inspection by the EHO. An independent food safety audit of any food handling areas, is carried out in addition to regular external deep cleaning and pest control services.
- An annual fire risk assessment for boarding and residential areas is to be carried out in each School by an external competent consultant. Each School should review the risk assessment and progress any action plan, reporting to the F&GP Committee as necessary.
- A professional risk assessment for legionella and appropriate water sampling and testing regimes is arranged at each School.

- Each School is to establish and maintain a comprehensive policy for the safe storage, control and handling of substances hazardous to health and this is overseen by the Foundation's Health and Safety Adviser.
- Each School will provide training and induction for new staff in health and safety related issues. This includes both "standard" induction training and training appropriate to the individual member of staff's functions. First Aid training and minibus driver training are to be provided to members of staff who are involved with trips and visits.
- Each School will arrange for the control of the activities of contractors on site to ensure that they do not prejudice health and safety standards in the workplace.
- Any significant health and safety issues are to be reported to the Governors through the F&GP Committee and/or the Bursar.



Trevor Barton  
Chair of Governors  
March 2019

## Appendix A - Health and Safety Management within the Foundation

### 1. Management Duties for Safety

It is the responsibility of the Headmaster/CEO directly, or through delegated responsibility to other members of staff, in accordance with the law:

- A. To ensure adherence in all respects to the Health and Safety Policy of the Foundation.
- B. To plan, organise, control, monitor and review the arrangements for health and safety including the arrangements for any visitors (including contractors).
- C. To carry out general risk assessments and specific risk assessments as required by health and safety legislation.
- D. To ensure that all work procedures under his control are safe and with the least risk to health and safety.
- E. To ensure that training and instruction have been given in all procedures including emergency procedures.
- F. To post warning notices and signs and to keep them up to date.
- G. To ensure the safe disposal of hazardous waste complies with legal requirements.
- H. To investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires.
- I. To appoint qualified first aiders and to have first aid boxes checked regularly.
- J. To see that adequate firefighting equipment and appliances are provided and to take prompt action to remedy deficiencies.
- K. To ensure that fire escape routes are kept clear.
- L. To have fire drills at regular intervals.
- M. To test emergency lights, fire detection and alarm systems regularly.

### 2. Executive Responsibility for Health and Safety

The Bursar is responsible for health and safety at work at the Foundation. The Bursar will ensure so far as is reasonably practicable, that the Foundation's policy on health and safety at work is effectively implemented.

In the areas listed below, the holders of the following posts have executive authority for health and safety:

- |   |                                      |
|---|--------------------------------------|
| • School House                            | Bursar                               |
| • Woodrow House                           | Headmistress of Prep School          |
| • Wilson House                            | Headmistress of Prep School          |
| • Departmental Rooms                      | Heads of Department                  |
| • Circulation Space                       | Bursar                               |
| • Non-departmental Rooms                  | Bursar                               |
| • Sixth Form Areas                        | Head of Sixth Form                   |
| • Maintenance Department                  | Head of Estates                      |
| • Science Building                        | Head of Faculty                      |
| • Drama Theatre                           | Head of Department                   |
| • Grounds and associated work areas       | Head of Estates                      |
| • Playgrounds, footpaths and fences       | Head of Estates                      |
| • Aldenham kitchens and dining facilities | Holroyd Howe Catering manager        |
| • Coach Park                              | Head Porter                          |
| • CCF Armory                              | CCF Contingent Commander             |
| • St Hilda's School                       | Headmistress of St Hilda's School    |
| • St Hilda's School Swimming Pool         | Estates Manager of St Hilda's School |
| • St Hilda's kitchen and dining hall      | Holroyd Howe Chef Manager            |

Within this document the phrase "Head of Department" refers to both Heads of Teaching and Support Departments including contract staff in Catering and Cleaning Departments. Every Head of Department and employee with a supervisory role is responsible for ensuring, in accordance with the law, the health and safety of employees, pupils and other persons in their area of responsibility and anyone who may be affected by their work activities. Responsibilities listed below are assigned to such persons for their areas. They should ensure that:

- They notify the Bursar of any planned, new or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved.
- They report to the Bursar any breach of the safety arrangements; all such reports are to be made as soon after the event as is practicable and in writing.
- They notify the Bursar as appropriate of the arrangements for substitution of cover for Health and Safety matters made when a Head of Department or other staff with a supervisory role is absent for a period of more than 2 weeks. If this is not possible then the Headmaster or Bursar as appropriate will, after consultation, delegate the responsibility.
- Each new member of a department is given induction training necessary for safe working in that department including accident reporting, emergency procedures, fire precautions, codes of safe conduct and the location of first aid boxes. Where expertise does not exist on site or where regulations require formal certification, staff will be externally trained in the proper use of machinery and processes involving identifiable hazards.
- They keep up to date with the health and safety matters which apply in their department.
- They check that all new electrical equipment is tested under the provisions of the Electricity at Work Regulations 1989 and where appropriate make regular checks on all existing machinery to ensure that it is in safe working order. In this they should liaise with the Head of Estates who will arrange for such testing to be carried out.
- Carry out Risk Assessments within their departments and maintain a record of their findings.
- Ensure that staff are physically and mentally fit for the work they are required to do and minimise the risks of disability and loss of working time due to injury or illness.

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the Foundation on matters of health, safety and welfare. They must familiarise themselves with and conform to the health and safety at work policy, the procedures and rules of the Foundation.

### **3. Advisory Arrangements**

The above personnel have been appointed to advise / guide the Headmaster, employees and pupils on matters of health and safety within the Foundation. If their advice is not taken by an employee or pupil of the School, the Headmaster is to be advised at once. Exceptionally, if they discover any risk which requires immediate action, they are authorised to take the necessary action and inform the Headmaster subsequently.

The Bursar acts as the Health and Safety Co-ordinator and is responsible for advising the Headmaster on the measures needed to carry out work in the School with the least risk to health and safety; coordinating any safety advice given to the School by specialist advisers and those with enforcement powers; monitoring health and safety within the School and reporting any breaches of the Health and Safety Policy to the Headmaster. He is Chairman of the Schools' Health and Safety Committees.

The Bursar is also responsible for fire and emergency evacuation procedures relating to the Aldenham Senior School, Aldenham Prep School and St Hilda's School teaching areas. These include all teaching blocks across the estate. In the case of a fire practice or actual alarm he has executive authority to clear the building and to manage such roll calls or checks as may be necessary up until

the time when the practice is satisfactorily completed, or responsibility is handed over to the attending Fire Service officer. In his absence, and in the event of an actual alarm, this responsibility will be assumed by the first member of the Foundation Leadership Group at the scene or another nominated representative, who will assume the role of incident controller until responsibility is passed to the attending Fire Service officer.

#### **4. Accidents and First Aid**

All accidents, dangerous occurrences and near misses are to be reported to the Bursar via the on duty School Nurse for the Aldenham Senior School, Mrs Beech for the Aldenham Prep School and Mrs Messing for St Hilda's School. The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) is the responsibility of the Bursar. RIDDOR reports are to be made to the Health and Safety Executive (HSE) in accordance with the timescales and types of injury specified by the HSE.

The members of staff responsible for first aid in the respective schools are:

- Mrs J Carr                      School Nurse
- Ms A Seddon                    School Nurse
- Mrs Tracey Barnes            Health Care Assistant
- Mrs L Beech                    Aldenham Prep School
- Mrs R Messing                St Hilda's School

In addition, a proportion of staff hold the First Aid at Work qualification and may be approached in an emergency. An up to date list of qualified staff is to be posted on notice boards and circulated to departments. A copy of the current list may also be found on T-Drive/Health and Safety/Active Documents/First Aid Trained Staff.

First Aid boxes are available and are looked after by the Health Centre for the Aldenham Senior and Prep Schools and the school office at St Hilda's School.

During school holidays, immediate first aid should be sought from staff on site and holding first aid at work qualifications, with Watford hospital and the emergency services providing additional accident and emergency cover as necessary. Electronic registration will ensure that the respective school office and PA / Bursar have access to a list of visitors on campus as well as those holding first aid qualifications. The respective school office will act as the coordination centre in the event of an accident requiring treatment.

#### **5. Emergency Procedures**

##### **Discovering a fire or other emergency**

- The priority in the event of a fire is the safe and rapid evacuation of pupils and staff;
- If you see signs of a fire or other emergency which could place employees or pupils in danger, sound the alarm;
- If safe to do so, attempt to control the fire or other emergency, with assistance if available. Never put yourself at risk even with the smallest fire (or other emergency). Never attempt to move burning objects; and,
- Ensure that the appropriate emergency services are summoned. Dial 999 and state clearly the address of the location of the fire.

## 6. Evacuation Procedures

- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working;
- If safe to do so, close windows and doors and secure cash and confidential documents. If closed doors feel warm, do not open them; and,
- Leave the building by the nearest available exit. Do not use lifts. Ensure any visitors you have also leave the building. Do not run. Do not collect personal belongings.

### If you are cut off by a fire

- Close the door, using clothing etc to block any gaps;
- Go to the window and attract attention;
- If the room becomes smoky, stay low - it is easier to breathe;
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc;
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping;
- Make your way to your evacuation assembly point and report to the fire warden;
- Do not hinder roadways and routes that may be used by emergency vehicles;
- Do not return to the building until the all clear has been given and until instructed by your fire warden; and,
- Never assume the evacuation is a drill.

## 7. Fire wardens

The fire wardens will ensure that the premises are evacuated and will take a roll call. They will endeavor to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

In the unlikely event of a bomb threat, be **ALERT** and inspect your immediate surroundings for unusual articles - boxes, bags, packages, containers, etc. **DO NOT TOUCH**. If possible, report anything unusual before evacuating.

## 8. Fire precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exits and assembly point in case of fire;
- Familiarise yourself with the position of fire-fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment;
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions; do not wedge fire doors open;
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters;
- There is to be **NO SMOKING** on the premises; and
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.



## 9. Code of Safe Conduct

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures;
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these;
- Report all accidents, near misses, potential hazards and damage immediately;
- If personal protective equipment or clothing is provided, it must be used and properly looked after;
- Do not interfere with or misuse anything provided for the health and safety of employees;
- Do not act in a way that could endanger yourself or others; do not play practical jokes;
- Do not run, especially on stairs or steps. Use handrails; never read while walking;
- Keep your work area tidy and clear of obstructions; do not leave things lying around;
- Clean up any spilt liquids, rain water etc. immediately;
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight - take the stress in your legs, not your back. GET ASSISTANCE if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition; and
- Electrical equipment is regularly checked and is normally safe when properly used, BUT:
  - never touch electrical equipment with wet hands
  - always disconnect electrical equipment before moving it
  - never attempt electrical repairs unless authorised
  - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
  - always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the executive responsible for health and safety. Training in dealing with hazards will be conducted as appropriate.

## 10. Risk Assessments

### a) *General*

The Foundation recognises that it has a responsibility under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (and amendments), to make suitable and sufficient assessment of the risks to health and safety of employees, visitors and pupils arising from activities within the Foundation. Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant legislation, guidance and codes of practice. Specialist advice will be obtained as required and the risk assessment will be reviewed periodically and at any other time as required by legislation. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary to comply with legislation.

### b) *Generic Risk Assessment Template*

Staff are encouraged to use the following generic risk assessment templates when carrying out risk assessments of the workplace or for specific activities:

- Low Risk Space/Environments. For low risk spaces and environments, the generic Room/Space Survey form should be used. The form is similar to the electronic, web-based

classroom risk assessment published by the HSE.

- Trips and Activities. For dynamic, outdoor and higher risk activities the generic risk assessment should be used.

Examples of the above assessments may be found on T-Drive/Health and Safety/Active documents/Risk Assessments.

#### c) *Pregnant Employees*

The HR Manager is responsible for pregnant employee risk assessments and identifying the preventive and protective measures that are required under Regulation 16 of the Management of Health and Safety at Work Regulations 1999 (and amendments). Further details may be found in Section 3.7. These dynamic risk assessments should be carried out on a regular basis while an employee continues to work in the Foundation during pregnancy.

#### d) *Display Screen Equipment (DSE)*

The first line of IT Support is responsible for conducting risk assessments for those members of staff who use DSE routinely and for any other member of staff who may be identified as a User. In addition, all individuals that use IT should remember to:

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary;
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible;
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark;
- Avoid wearing light coloured clothing which can reflect light on to the screen;
- Look into the distance periodically - at something at least 20 feet away;
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work; and
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

#### e) *Independent Audit*

The Foundation has engaged the services of a Health and Safety Adviser to review the Foundation's health and safety measures. After each visit, the Health and Safety Adviser's report will form the basis of an action plan going forward.

### **11. Health and Safety Committees**

The Health and Safety Committees will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees. The Committees are to meet at least once per term but reporting of incidents and risks, and action to correct or reduce them will take place as required out of committee. An extraordinary meeting may be called in an emergency.

The Health and Safety Committees will:

- Review statistics with a view to recommending corrective action;
- Examine safety audits;
- Consider legislation, reports and information in order to determine necessary action; and,

- Keep a watch on the effectiveness of rules, systems of work, training and communication.

The members of the Aldenham Schools' Committee are:

- Bursar - Chairman
- Head of Sixth Form
- Designated Safeguarding Lead
- Head of Science
- Head of Design and Technology
- Head of Art
- Director of Sport
- Prep Non-Teaching Manager
- Head of Estates
- Common Room Representative
- Enterprise Manager
- School Nurse
- Bursary Secretary
- Health and Safety Advisor

The members of the St Hilda's School Committee are:

- Bursar – Chairman
- Head of St Hilda's Assistant Bursar
- Teaching representative / Art Co-ordinator Estates Manager
- Representative from the non-teaching / First Aid Early Years Representative
- PE Co-ordinator

Other specialist will be co-opted as necessary.

## **12. Individual responsibility**

All employees, pupils and all other persons entering onto the Foundation's premises or who are involved in the Foundation's activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the Foundation Health and Safety Policy where appropriate.

All Staff must:

- Make sure that all work is carried out in the approved way and in accordance with the Foundation's Health and Safety Policy.
- Protect themselves and others by wearing personal protective equipment where it has been provided, and by using any guards or safety devices provided.
- Obey all instructions from the Headmaster or those with delegated authority in respect of health and safety.
- Warn their immediate supervisor and ultimately the Bursar and Headmaster of any new hazards to be introduced or newly identified risks found in present procedures.
- When appropriate, give visitors (including contractors) a named contact within the school with whom to liaise and ensure they are familiar with the School's fire alarm and evacuation procedures.
- Offer any advice or suggestions to their immediate supervisor or to the Bursar that they think may improve health and safety.
- Report all fires, incidents and accidents to the Bursar.

- Familiarise themselves with the location of firefighting equipment, alarm points and escape routes, together with the fire procedures.
- Consult their Head of Department, the Bursar or, if necessary, the Headmaster if they are in doubt about any matter of health and safety.

### **13. Temporary staff, contractors and visitors**

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the Foundation's premises. They will always EITHER be accompanied by a responsible permanent employee OR will be issued with the relevant rules, procedures and specific hazard information [e.g. on back of security badge or on a card to carry with them]. There is a separate notice to contractors which should be obtained from the Head of Estates.

### **14. Occupational health**

It is the Foundation's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the Foundation's needs;
- Providing pre-employment screening and regular health supervision of all employees;
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee;
- Identifying possible health hazards within the working environment;
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance;
- Providing an efficient first aid service; and
- Ensuring that occupational health provisions are within the Foundation health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

### **15. Smoking**

This is a non-smoking site. Smoking on the premises (in any form, including the smoking of e-cigarettes) is against the Staff Behaviour Policy and disciplinary action will be taken against offenders in line with the Foundation's Disciplinary Procedure Policy.