

PART 1: HEALTH AND SAFETY POLICY STATEMENT BY THE CHAIRMAN OF GOVERNORS

As Governors of St Faith's 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, parents and visitors. In our role as employer and facility provider, we attach the highest priority to delivering all operations within the school environment, both educational and support, in a manner that is safe and healthy for all, in compliance with the Health and Safety Act 1974 and with Health and Safety at Work 1999 regulations. 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 St Faith's school by appointing a governor, Mr C Kirker, with the responsibility for overseeing health and safety.

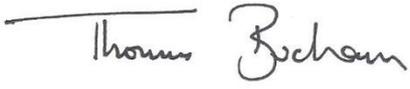
Day to day responsibility for the operation of health and safety at the school is vested with the Headmaster. But as Governors, we have specified that the school should adopt the following framework for managing health and safety:

- That the Governor responsible for Health and Safety is invited to attend the twice termly meetings of the school's Health and Safety Committee and receives copies of all the paperwork.
- That a health and safety summary covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at St Faith's Committee meetings.
- That the minutes of the Committee's discussion on health and safety are tabled annually at a meeting of the full Foundation Governors' meeting, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Foundation Governors' attention.
- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- That their reports are considered by the St Faith's Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- That 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 EHO. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the St Faith's Committee.
- That an external health and safety consultant audits 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 governor responsible for Health and Safety. These external audits are to be conducted every 2 years.
- That the school has a fire risk assessment, carried out by a competent person which is updated every 2 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Bursar, Health and Safety Coordinator and Operations Manager should review this risk assessment every time it is amended and the Bursar submit a report to the St Faith's Committee.
- That the school has a professional risk assessment for legionella and a quarterly water sampling and testing regime in place.

- That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic Manual Handling and Working at Height training. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training and/or minibus driver training are provided to any member of the staff who is involved with trips and visits or with school travel arrangements.
- That continuing professional development in health and safety matters is provided for key staff, including the Bursar, Operations Manager, Health and Safety Coordinator, Heads of Department, Fire Wardens, technicians and Maintenance Team.

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 cooperating with the Headmaster, the Bursar 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 Site Manager, Operations Manager, Health and Safety Coordinator or Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's network. 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 in Parts 2 and 3 of this document.

Signed	 The Rev'd Canon Tom Buchanan, Chairman of Governors The Leys and St Faith's Schools Foundation
Dated	14 th September 2020



RESPONSIBILITIES

PART 2: ORGANISATION FOR HEALTH AND SAFETY: STATEMENT BY THE HEADMASTER

Mr Tom Buchanan, the Chairman of Governors of The Leys and St Faith's Schools Foundation, has delegated day to day responsibility for organising health and safety and welfare to me, as Headmaster of St Faith's. That role gives me the responsibility for ensuring compliance with the school's Health and Safety Policy. The policy document consists of three parts, the General Statement by the Chairman of Governors, 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 those who have special educational needs).

I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which I am answerable to the Chairman of Governors, rests with me.

Co-ordination

D Johnson is the school's Health and Safety Coordinator, and has overall responsibility for monitoring health and safety within the school and for reporting any breaches to me. Her responsibilities are described in more detail in Part 3.

The Bursar is responsible for advising me 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 is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all in the school.

School Health and Safety Committee

The school has a Health and Safety Committee which reports to me and meets once a term under the chairmanship of the Health and Safety Coordinator. Mr C Kirker, the school's Health & Safety Governor also attends these meetings, as do I. The other members of the Committee, who may send an agreed representative, are:

Senior Management	Academic Staff	Support Staff
Deputy Head	Head of Engineering	Operations Manager
Head of Pre Prep	Head of Science	H&S Coordinator
Bursar	Head of Art	Site Manager
	Head of Sports Faculty	School Lead Nurse
	Activities Co-ordinator	Chartwells General Manager
	Head of Drama (as required)	

The Committee's Terms of Reference and meeting agenda are at [Annex A](#).

Policies and Procedures relating to welfare, health and safety

The following policies support the effective management of welfare, health and safety at St Faith's. The overall responsibility for the management of policies rests with the Bursar.

Policy / Procedure	Responsibility
Teaching Staff Handbook	Headmaster
Support Staff Handbook	Bursar
Safeguarding Children Policy	Director of Pastoral Care
Staff Behaviour Policies: teaching- and support staff handbooks	Headmaster
Pastoral, Behaviour and Discipline Policy	Headmaster
Accessibility Policy	Bursar
Recruitment and Selection Policy	Bursar
Whistleblowing Procedures	Bursar
Educational Visits Policy	Health and Safety Coordinator
Risk Assessment Policy	Health and Safety Coordinator
First Aid Policy	Director of Pastoral Care
Fire Safety Policy	Bursar
Asbestos Management Plan	Bursar
Visitor Management	Bursar
Allergen Policy	Bursar
Legionella Policy	Bursar
Staff induction	Deputy Head

Delegation of Responsibilities

The areas where my duties have been delegated are shown below.

Risk Assessments

Ensuring that up to date risk assessments are maintained for:

Aspect / Area	Responsibility
Fire	Bursar and Operations Manager
Legionella	Operations Manager and Site Manager
All rooms, corridors and exits	Bursar
Maintenance functions including: <ul style="list-style-type: none"> Working at height, electricity, manual handling Building work, use of power tools COSHH and flammable materials 	Operations Manager and Site Manager
Grounds maintenance including: <ul style="list-style-type: none"> Use of pesticides and COSHH 	Site Manager
Catering and housekeeping functions including: <ul style="list-style-type: none"> Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness Control of Substances Hazardous to Health (COSHH) procedures 	Chartwells General Manager
Reprographics machines and copiers	Bursar and IT Manager
Display Screen Equipment	Health and Safety Coordinator
Workplace Assessments	Health and Safety Coordinator
Allergens	Bursar and Deputy Head
Safeguarding	Director of Pastoral Care
First Aid	Bursar
Use of collective transport (minibuses, coaches)	Operations Manager
High risk areas	Operations Manager
Lettings activities	Operations Manager

<i>Lone working and home working, particularly during the C-19 pandemic crisis</i>	<i>Bursar and Deputy Head, assisted by the Operations Manager and Health and Safety Coordinator</i>
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Ensuring that up to date risk assessments are maintained for teaching in the following areas:

Aspect / Area	Responsibility
All outdoor lessons	Deputy Head Academic
Pre Prep	Head of Pre Prep
All visits and trips	Health and Safety Coordinator
Art, including: <ul style="list-style-type: none"> • COSHH, flammable materials and kiln use 	Head of Art
Drama, including: <ul style="list-style-type: none"> • Dance activities • Productions 	Head of Drama
Engineering, including: <ul style="list-style-type: none"> • COSHH and flammable materials • Use of spray paint, power tools 	Head of Engineering
Music, including: <ul style="list-style-type: none"> • Acoustics • Music events and productions 	Director of Music
Science, including: <ul style="list-style-type: none"> • COSHH and flammable materials 	Head of Science
PE, Sports, Water-based Sports, and Games	Head of the Sports Faculty

Safety and Security

Aspect / Area	Responsibility
Building security, including: <ul style="list-style-type: none"> • Alarms, CCTV, Salto access control • Locking external doors and windows) 	Bursar, with day to day management delegated to the Operations Manager and Site Manager
Preventing unsupervised access by pupils to potentially dangerous areas, such as the science laboratories, the Engineering rooms etc	Site Manager, working in cooperation with the Heads of the Sports Faculty, Science and Engineering
Controlling lone working after hours	Bursar
Visitor management	Bursar and Headmaster's Secretary
Managing execution of the Personal Protective equipment Policy	Operations Manager
Safer recruitment	Bursar and HR Adviser
Emergency evacuation / lockdown	Bursar

Welfare

Aspect / Area	Responsibility
Workplace risk assessments	Operations Manager and occasionally Health and Safety Coordinator
Staff: Individual risk assessments (e.g. working while pregnant)	Health and Safety Coordinator

Pupils: Individual risk assessments (e.g. specific needs when teaching)	Heads of department with input from Health and Safety Coordinator
Admissions and Attendance	Headmaster's Secretary

Vehicles

Aspect / Area	Responsibility
Traffic control, including: <ul style="list-style-type: none"> Car parking on site and vehicles on site Daily drop-off and pick-up arrangements 	Bursar and Operations Manager
School transport arrangements	Operations Manager
Ensuring the school minibus and other vehicles are properly maintained and roadworthy	Operations Manager and Site Manager

Accidents

Aspect / Area	Responsibility
Maintaining an accident book and reporting notifiable accidents (RIDDOR) to the HSE	Health and Safety Coordinator
Keeping statistics of accidents and preparing summary reports for the Health and Safety Committee	Health Centre Lead Nurse
Ensuring that there is a suitable escort for all persons requiring emergency attention at hospital, in accordance with the St Faith's First Aid policy (and informing parents)	Health Centre staff
Checking that all first aid boxes, body fluids spillage kits and eye washes are kept replenished	Health Centre staff

Near Misses

Aspect / Area	Responsibility
Maintaining a record of incidents that might have caused injury, and reviewing procedures in the light of this experience	Health and Safety Coordinator

Fire Prevention

Aspect / Area	Responsibility
Keeping fire routes and exits clear. Termly formal review and weekly monitoring. Reporting to termly Fire Warden meetings.	Fire Wardens, reporting to Health and Safety Coordinator.
Electrical Safety Testing. All the buildings at St Faith's school have current electrical installation certificates	Operations Manager
Regular portable appliance testing	Site Manager
Fire alarms and detection systems, including <ul style="list-style-type: none"> Testing all fire alarms weekly, and recording all tests Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers 	Site Manager
Ensuring lightning protection is in place for all buildings and subject to annual checks	Site Manager

Aspect / Area	Responsibility
Ensuring all gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers	Site Manager
Ensuring landlord's gas safety certificates are held for all school domestic accommodation	Operations Manager
Ensuring the storage of flammable rubbish and combustible materials away from buildings	Site Manager
Ensuring termly fire practices and drills. Combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure safe evacuation of the school in the event of a fire	Health and Safety Coordinator
Switching off all kitchen equipment at the end of service	Catering Manager
Checking that all Scientific and Engineering equipment is switched off at the end of the school day	Heads of Science and Engineering
Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends	IT Administrator
Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers	Heads of Science, Art and Engineering, and the Site Manager
Ensuring that all plant rooms are kept clear of flammable materials and are not used as storage areas	Site Manager

Water, Drainage etc.

Aspect / Area	Responsibility
Maintaining water quality and ensuring that a sampling regime, using external contractors, is in place.	The Bursar, together with the Operations Manager and Site Manager
Ensuring that drains, gutters etc. are kept unblocked and that all drain runs are clear	Site Manager

Training

Aspect / Area	Responsibility
Staff induction	Deputy Head and HR Adviser
Minibus training	Operations Manager
Science-related health and safety training	Head of Science
Engineering related training	Head of Engineering
Health and safety training for Catering and Cleaning staff	Chartwells General Manager
Briefing new pupils on emergency fire procedures	Tutors
Briefing new staff on emergency fire procedures	Health and Safety Coordinator
Inducting new staff in health and safety	Health and Safety Coordinator
Identifying specific health and safety training needs of staff	Heads of Department and line managers or supervisors
First aid training	Health Centre lead nurse
Continuing professional development for key staff including the Bursar, the Operations Manager, Health and Safety Coordinator, fire wardens, technicians and maintenance team	Bursar, who may further delegate the task to the Health and Safety Coordinator

External Advisors for Health and Safety

We use external consultants to advise on matters of health and safety within the school.

Aspect / Area	Responsibility
Structural. Surveyors may be retained to give advice on the external fabric of the school	Bursar
Plant equipment. Engineers will be contracted to monitor and/or service the school's plant equipment, including boilers, lifts and hoists annually	Operations Manager
Other equipment and machinery. All gym and fitness equipment and machinery used in both Engineering and in the Maintenance department are serviced annually.	Operations Manager
Environmental Health. Adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO)	Chartwells General Manager
Food hygiene. An annual independent hygiene and safety audit of food storage, meal preparation and food serving areas	Chartwells General Manager
Menu planning. Professional advice from a dietician on healthier food, menu planning and special diets as needed.	Chartwells General Manager
Deep cleaning of kitchen equipment. The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc	Chartwells General Manager
Pest control. Ensuring appropriate pest control measures are in place	Chartwells General Manager
Fire risk assessment. The school has a professional fire risk assessment which is updated every 2 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.	Operations Manager
Fire alarms, fire detection and associated equipment. In addition to weekly fire alarm tests, the alarm system, all smoke detectors, emergency lighting and fire extinguishers are tested annually by external contractors.	Operations Manager
Health and safety audit. An external health and safety consultant reports biannually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.	Bursar
Legionella. The school has a professional risk assessment for legionella and a quarterly water sampling and testing regime in place	Bursar and Operations Manager
Asbestos. The school maintains an asbestos register which updated annually following a survey. The Bursar is responsible for any sampling or removal before major works takes place. The Bursar/Operations Manager/Site Manager are responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work	Bursar and Operations Manager
Electrical certification. The school has current electrical test certificates for all its buildings. Qualified NICEIC electrical engineers are contracted to inspect and maintain electrical installations (all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations).	Operations Manager

Aspect / Area	Responsibility
Gas equipment. All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.	Operations Manager
Lightening protection. All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305, and is tested annually by a specialist contractor.	Operations Manager
CDM regulations. 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.	Bursar

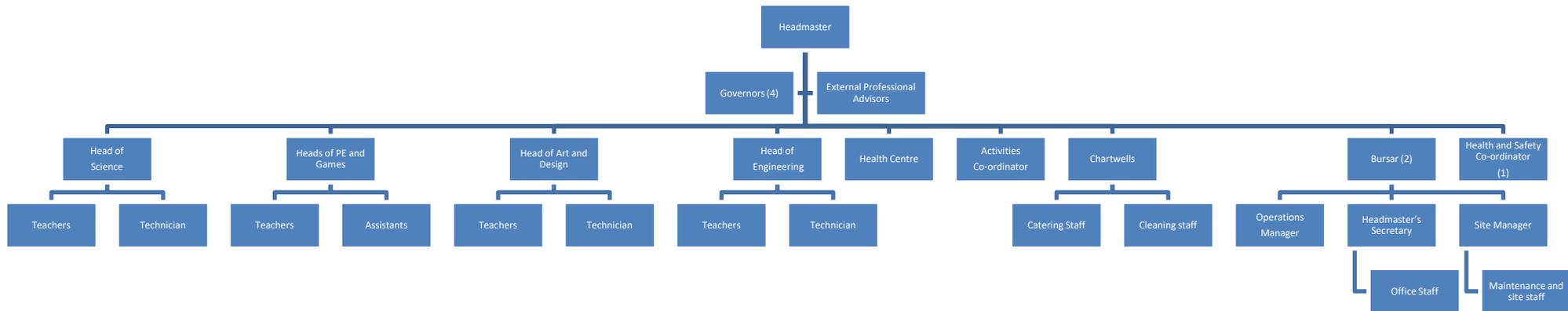
Signed	Mr N L Helliwell, BEd, MA (London), Headmaster
Dated	

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY WITHIN ST FAITH'S

Level 1

Level 2

Level 3



Notes:

- (1) Chairman of the Health and Safety Committee.
- (2) Chairs the Health and Safety Committee in the absence of (1).
- (3) Mr C. Kirker represents the Governors on the Health and Safety Committee.

PROCEDURES

PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

Control

The Health and Safety Committee under the chairmanship of the Health and Safety Coordinator will plan for the school to be able to implement the Health and Safety Policy by setting Health and Safety objectives and performance standards for the school. This is to promote a positive safety culture within the school and to assist in the identification, control and management of all risks.

The Health and Safety Coordinator will ensure, on behalf of the Headmaster and in the context of the Health and Safety Committee, that individual members of staff are meeting appropriate health and safety standards and objectives. For example, Heads of Department should be engaged in identifying likely problems and in assessing the associated risks in order to be able to formulate satisfactory health and safety arrangements. Risks must be assessed at the level of activity organiser, be quantified and action taken, on the basis of qualified priority, to control or reduce the likelihood and/or severity of any consequential occurrence. Staff will rely upon appropriate published legislation, standards, codes of practice, statutory guidance, whole school policies and recommendations produced by the Health and Safety Coordinator to assist them in this task.

The Health and Safety Coordinator, working with the Operations Manager, must also ensure, within the context of the Health and Safety Committee, that there are sufficient and satisfactory arrangements and procedures for achieving safety in the following key areas:

- General fire safety, emergency evacuation procedure (to include bomb threat and lock-down procedures, if appropriate) and fire precautions.
- First-aid provision, including the number and location of first-aid facilities and trained first-aid personnel.
- Incident reporting procedure (by whom and to whom).
- Health and Safety Committee (composition and Terms of Reference).
- Safety training (recognition of needs, arrangements for training and record keeping).
- Playground safety (supervision and any specific School rules).
- Games, PE, sport and swimming.
- After-school activities.
- Holiday activities
- Educational visits.
- Departmental local safety rules (laboratory, Art and Design and Engineering departments, etc.)
- Dealing with violence to staff.
- Manage the reporting of incidents, diseases and dangerous occurrences (RIDDOR)
- Any other issues of Health and Safety that may be specific to individuals.

The Operations Manager, working with the Health and Safety Co-ordinator, must also ensure, within the context of the Health and Safety Committee, that there are sufficient and satisfactory arrangements and procedures for achieving safety in the following key areas:

- Safety audits (consideration of action points and recommendations by the Health and Safety Committee). Safety representatives (recognition and facilities). Safety inspections (of premises and facilities).
- Waste disposal provision (laboratory materials such as chemicals, broken glass, etc. and clinical waste).

- Maintenance, both planned and that required by statutory regulations (Electricity at Work - Portable Electrical Appliance Testing, PE equipment, and the Control of Substances Hazardous to Health (COSHH) Regulations).
- School transport.
- Vehicle access and movements within school premises (e.g.: when are they allowed/not allowed/restricted to staff/parents/others).
- Contractors on site (local rules as to what the school expects of them). Work experience arrangements
- Letting school premises to outside hirers (local rules, i.e.: what the school expects of the hirer and what the hirer can expect from the school).
- Any other issues of health and safety that may be specific to individuals.

Monitoring

The Health and Safety Coordinator and the Operations Manager, within their respective areas of operation, are to monitor the achievement and effectiveness of the health and safety arrangements and their overall performance to ensure, for example, that:

- Physical controls are in place and working satisfactorily; and;
- Staff are carrying out procedures and the functions allocated to them.

Methods of monitoring and checking performance include:

- Collecting accident/incident data (check, categorise and analyse accident reports).
- Overseeing the carrying out Health and Safety inspections of the premises by members of the Safety Committee and presenting a report to that Committee for analysis and discussion.
- Examining and acting upon specialist Audit Reports and, where appropriate, ISI Reports where these relate to Health and Safety issues.
- Checking maintenance records/reports (e.g. efficiency of fume or dust extraction systems and the integrity of electrical appliances).
- Monitoring complaints of hazards reported by staff, pupils, parents, etc.
- Examining Health and Safety committee meeting minutes and the effectiveness of follow-up procedures.

The Headmaster requires that monitoring arrangements are in place similar to those outlined above and that reports of such monitoring are reported to him periodically. The setting up of a Health and Safety Committee, with Terms of Reference at Annex A, as part of St Faith's Health and Safety management structure satisfies this requirement. This is further reinforced by a termly summary of school trips, which is sent to the Senior management Team for review.

The Headmaster requires that he is also kept informed of any reports resulting from Health and Safety Executive (HSE), Fire Authority or Environmental Health Officer visits or inspections and of any other guidance or advice which may affect local policy.

The following areas/activities present identified and significant risks in St Faith's School. As a consequence, the heads of these departments are members of the Health and Safety Committee, and pupils are not allowed unsupervised access to department areas:

- Sport: where the Head of the Sports Faculty keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance. Records of training and qualifications in coaching and other subject specific training are kept.
- Science: where the Head of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazard Cards 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, as part of their INSET training minutes and formal training courses are recorded by the School's HR manager.

- Engineering: where the Head of Engineering keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff awareness training are kept as part of the minutes of start-of-term meetings and formal training courses are recorded by the School's HR manager.
- Art and Design: where the Head of Art and Design keeps risk and COSHH assessments for the materials used in teaching and the use and safe storage of oil based paint and other flammables. Records of staff awareness training are kept as part of the minutes of start-of-term meetings and formal training courses are recorded by the School's HR manager.
- Drama: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery props and staging. Formal training courses, such as lighting courses, are recorded by the School's HR manager.
- The Catering Department: where the Catering Manager keeps 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 as part of Chartwell's CPD recording.
- Pupils are not allowed entry to the Maintenance Department: where the Site Manager 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 in the 'Operations' section of Department Share folder and formal training courses are recorded by the School's HR manager.

Staff will rely upon appropriate published legislation, standards, codes of practice, statutory guidance, whole school policies and recommendations produced by the Health and Safety Coordinator working with the Operations Manager, to supplement these departmentally-based risk assessments:

Signed	 D Johnson, Health and Safety Co-ordinator
Dated	29 th June 2020

SUMMARY

The organisation and arrangements of St Faith's Health and Safety policy forms the basis by which the performance and standards of Health and Safety management may be measured. It is important, therefore, that sufficient time and care is allocated to its compilation; that Governors and Managers involve the knowledge and expertise of their staff at local level and appropriate specialists, where necessary, to assist them in their task. Above all, it is important that everyone in the school or department, full or part-time, temporary or permanent and in particular new-starters, are made aware of the policy and are instructed on its contents and understand it. It is important also that the policy is not considered a finality and is regularly reviewed, and where necessary amended to reflect all changes likely to alter its effectiveness.

Health and Safety Committee

1. Terms of Reference.

- Discuss matters concerning health and safety, changes in regulations and priorities.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses and discuss preventative measures
- Review and update the system of risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review and update Safety Policy guidance.
- 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.
- Monitor the reporting of incidents, diseases and dangerous occurrences (RIDDOR)

2. Committee Agenda.

Item	Discussion	Responsibility
1	Introduction and apologies for absence	Chairman
2	Minutes of the previous meeting and actions	Chairman
3	Top 10 H&S risks	Bursar
4	H&S priorities	Bursar
5	Policies, procedures and legislation	Chairman
6	Committee reports <ul style="list-style-type: none"> • Deputy Head (curriculum matters) • Operations Manager (non-curriculum matters) • Site Manager (estates matters) • Chartwells General Manager (catering / HK matters) • Health Centre Lead Nurse (medical matters) 	
7	Welfare	Deputy Head Head of Pre Prep
8	Any other business	Chairman

3. **Annual Health and Safety Planning Cycle.** The Committee will monitor and follow the school's annual H&S cycle at Appendix 1.

Annual H&S Planning Cycle

Summer Holiday	Michaelmas Term
<ul style="list-style-type: none"> • Update H&S policy, including sign off by Chairman • Bi-annual fire risk assessment • Review of fire risk assessment recommendations • New staff induction • Update school insurance policy • Verify all notices etc updated in classrooms etc • Review classroom and support areas risk assessments 	<ul style="list-style-type: none"> • Termly H&S Committee meetings • Bi-annual external audit • Review of surgery statistics • Review of accident statistics • Review of educations visits and evaluations • Verify all classroom risk assessment follow-up complete • H&S statistics to St Faith's Committee • Fire warden checks of areas of responsibility
Summer Term	Lent Term
<ul style="list-style-type: none"> • Termly H&S Committee meetings • Review of surgery statistics • Review of accident statistics • Review of fire risk assessment recommendations • End of year H&S review • Review of educations visits and evaluations • H&S statistics to St Faith's Committee • Annual H&S report to St Faith's Committee • Bi-annual security audit • Fire warden checks of areas of responsibility 	<ul style="list-style-type: none"> • Termly H&S Committee meetings • Review of surgery statistics • Review of accident statistics • Conduct classroom and support areas risk assessments • Review of educations visits and evaluations • End of year H&S review • H&S statistics to St Faith's Committee • Annual H&S report to St Faith's Committee • Fire warden checks of areas of responsibility

Other routine activities:

- Workplace assessments
- INSET training; fire extinguishers, evac-chair, first aid, allergy kits and injectors etc
- Termly fire drills

PART 4: COVID-19 ADDENDUM

The response to Covid-19 requires the addition of specific Addendums to certain policies, additional risk assessments, and the provision of appropriate procedures and protocols:

1. The overall effect on policies [is at this link](#), together with the responsibilities.
2. Specific C-19 risk assessments [are in this folder](#).
3. The main protocol, from which procedures flow, is available [at this link](#).

Other changes and new procedures are summarised in this document; collectively these serve to *ensure a safe operating environment for the school community*.

ENSURING A SAFE OPERATING ENVIRONMENT FOR THE SCHOOL COMMUNITY 	
St Faith's has adopted a layered approach to ensuring a safe operating environment for the school community	
Government policy / guidance <i>Ensuring compliance</i>	<ul style="list-style-type: none"> All government policy / guidance for the reopening of schools has been carefully analysed and adopted
Policies and procedures <i>Ensuring compliance</i>	<ul style="list-style-type: none"> Policies and procedures have been reviewed and updated
Protocols <i>Providing clear guidance</i>	<ul style="list-style-type: none"> A number of protocols have been implemented to ensure a safe operating environment All staff are required to sign a declaration of compliance with protocols
Risk assessments <i>Understanding and managing risk</i>	<ul style="list-style-type: none"> Risk assessments are in place for the operation of the site Risk assessments are also in place for all school activities Personal risk assessments are in place for staff
Restricted site access <i>Restricting access to reduce the risk of Covid-19 on site</i>	<ul style="list-style-type: none"> Site access restricted to essential personnel only, including contractors Maximised remote working where possible No parents on site; remote meetings with staff by default
Housekeeping <i>Ensuring a clean, safe site</i>	<ul style="list-style-type: none"> Daily cleaning of all spaces, with a focus on high touch surfaces Housekeeping packs in all classrooms; gel, tissues, wipes Specialist, proven C-19 cleaning materials in use across the site Cleaning of teaching resources, including toys, keyboards etc
Visitors <i>Reducing the risk of transmission</i>	<ul style="list-style-type: none"> Strict control of approved visitors to the school site Temperature screening of all visitors, including contractors on arrival
Atomised groups <i>Reducing social contact</i>	<ul style="list-style-type: none"> Staff and children will operate in atomised groups whilst on the school site Smaller class sizes for all year groups
Temperature testing <i>Ensuring no one with symptoms comes onto the school site</i>	<ul style="list-style-type: none"> Parents are requested to temperature test their children before sending them to school Temperature testing on site at random times in the day
Thermal imaging <i>Ensuring no one with symptoms comes onto the school site</i>	<ul style="list-style-type: none"> Front Office for visitors Main entrance points for children and staff Anyone with a higher than normal temperature subjected to further investigation to ensure no C-19 symptoms
Social distancing <i>Reducing the risk of transmission</i>	<ul style="list-style-type: none"> Social distancing enforced for staff and pupils Social spaces restricted to prevent compromise of social distancing
Hygiene <i>Reducing the risk of transmission</i>	<ul style="list-style-type: none"> Parents are requested to ensure that children have thoroughly washed their hands before leaving home Classrooms equipped with wipes, gels and tissues
First aid capability <i>Ensuring an on-site capability</i>	<ul style="list-style-type: none"> Health Centre fully staffed and equipped Isolation room in the unlikely event of a positive Covid-19 case onsite
Personal protective equipment <i>Reducing the risk of transmission</i>	<ul style="list-style-type: none"> Personal protective equipment available for those that need it/for activities that require it
Quarantine of deliveries <i>Reducing the risk of transmission</i>	<ul style="list-style-type: none"> Strict quarantine of all deliveries, and post that arrives on site Strict protocols for dealing with deliveries including handling