

# ST PAUL'S CATHEDRAL SCHOOL

## **St Paul's Cathedral School**

### **Health and Safety Policy (incl Asbestos, Legionella procedures)**

### **Policy No. 13**

*(must be read and approved alongside Fire Safety Policy (No. 14),  
Educational Visits Policy (No. 41) & Emergency Management Plan  
No. 10)*

*(September 24)*

# AIMS & PRINCIPLES

***St Paul's Cathedral School is a Christian, co-educational community which holds to the values of love, justice, tolerance, respect, honesty, service and trust in its life and practice, to promote positive relationships throughout the school community and where the safety, welfare and emotional well-being of each child is of the utmost importance.***

*The school aims to instil a love of learning through a broad curriculum. It aims to give each pupil the opportunity to develop intellectually, socially, personally, physically, culturally and spiritually. All pupils are encouraged to work to the best of their ability and to achieve standards of excellence in all of their endeavours.*

*Through the corporate life of the school, and through good pastoral care, the school encourages the independence of the individual as well as mutual responsibility. It aims to make its pupils aware of the wider community, espouses the democratic process and encourages a close working relationship with parents and guardians.*

## **Health & Safety General Policy Statement**

### **Introduction Health & Safety Policy**

St Paul's Cathedral School attaches the utmost importance to the safety, health and welfare of its employees and pupils. We will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. This policy takes into account the DfE advice 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013)'.

### **RESPONSIBILITIES**

#### **Governors**

St Paul's Cathedral School Governors have oversight of the policy and the responsibility for implementation is delegated to the Head. The Governors will ensure that sufficient financial provision is made available to support the policy. Day-to-day responsibilities are delegated to the Bursar, working under the direction of the Head.

Health and Safety is a standing item on the agenda of governing body meetings, found within the Bursar's report.

There is a H&S Link Governor who is invited to termly H&S meetings and who is alerted to audit and inspection issues throughout the year.

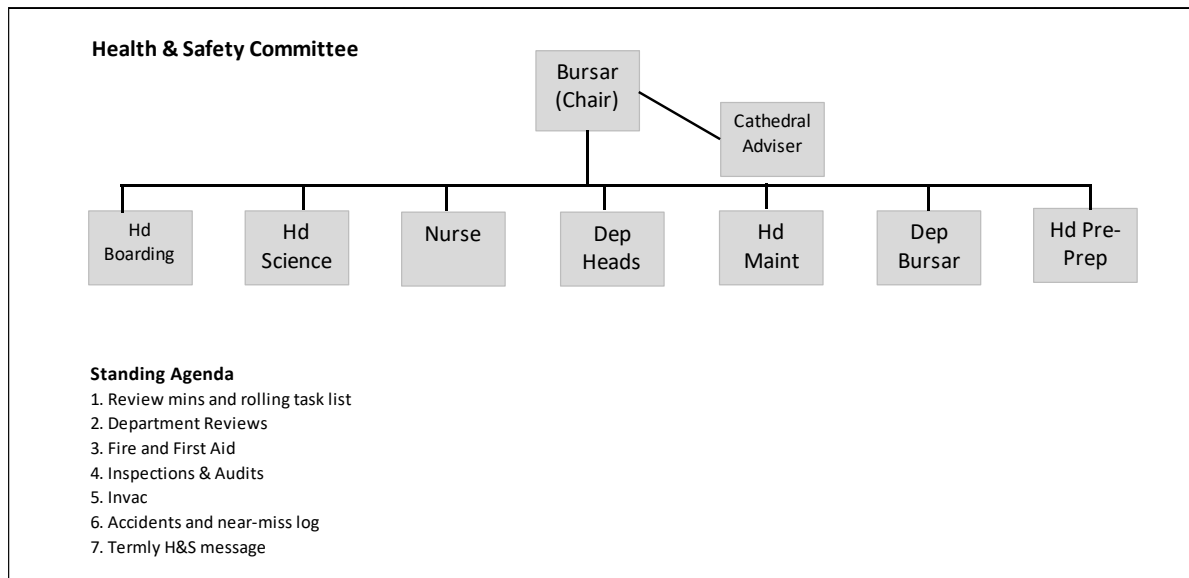
#### **Senior Leadership Team**

The Senior Leadership Team (SLT) will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The Senior Leadership Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees with regard to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

#### **Health and Safety Committee**

The SPCS Health and Safety Committee comprises representatives from the staff body. It meets once a term to discuss issues in the school and review procedures. It reports on a termly basis to the Full Governing Body via the F&R Committee. The composition and standing agenda is as follows:



Since May 24, there is an additional item of site security that is now added to the agenda.

### External Advisers

Once a term, the Cathedral's H&S Officer either joins the Committee or visits the school to offer professional advice. An external audit team (PIB management) are on contract to provide specialist H&S advice to the Committee and to conduct an annual H&S Audit.

PIB are also responsible for the Fire Risk Assessments across the school.

Other inspecting and advisory bodies are listed in the Framework 23 Self-Evaluation document, at Annex A.

### Site Responsibilities

The Governing Body delegate the day to day operation of Health & Safety at work to the Head and the Bursar within the School.

The Bursar takes the responsibility for day-to-day health and safety matters including the maintenance of the plant and equipment, the statutory inspection and the weekly site safety checks.

The Site Manager has the responsibility for weekly site safety checks (particularly fire prevention) and reports all faults to the Bursar. The Head of Maint ensures that the support team have sufficient resources to discharge their function.

Together the Bursar and Site Manager ensure that the team undertake regular Continuous Professional Development (CPD).

The Bursar, a member of SLT and if available, the H&S Link governor conduct monthly site walks / inspections to ensure that up to date information is fed in to various SLT and other committees.

The Site Manager maintains the log of site inspections and brings to the attention of the Bursar items that need to be addressed. The school is actively considering a facilities management system for fault reporting.

Currently faults are assessed at the end of the 2-weekly Bursar's Support Group meeting and then prioritized.

Other key focus areas for the school are the Science Lab (locked at all times when not in use) and the Art room which houses the kiln and art equipment. The Heads of these departments attend H&S Cttee and are responsible for these departments.

### **All staff**

All aspects of health and safety remain a Leadership responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

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

- obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments;
- exercise awareness, alertness, self-control and common sense at work;
- report promptly to their department head or the Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

All teaching staff will be required to fill out risk assessments for their areas under the supervision on the Bursar.

### **Hazardous Materials – Control and Procedures**

The school maintains an inspection cycle for hazardous materials, in addition to those inspections that are listed at Annex A. Separate management plans are available from the Bursar.

### **Legionella.**

- Water management is an operational responsibility for the Head of Maintenance who undertakes the weekly, 2-weekly and ½ termly checks of water health.
- Checks include the regular cleaning of water tanks and the correct instrumentation on the TMVs and stop valves.
- There is a water infrastructure diagram which shows the cardinal points for water testing and temperature measurement.
- URISK are employed as the external auditor for water health in the school.
- URISK produce an annual report with recommendations.

### **Asbestos.**

- The school has been surveyed in various parts over the past 10 years. In part with the new boarding house project, the GV project and a 2015 wider school asbestos survey.
- The Asbestos Register is maintained by the Head of Maintenance and comprises a list of areas where surveys have revealed NO asbestos in the school building.
- Contractors and maintenance staff must check the Asbestos register before any invasive work is done to the fabric of the school site.
- Vine Ltd (a specialist asbestos survey company) work for the Cathedral but have also been used to determine asbestos in part of the GV project that commences in late 2024.

### **Radon.**

- Risk from Radon is considered low in this part of London.

### **COSHH**

- The Site Manager and the cleaning team receive 3 yearly training from an external provider in handling COSHH. An annual refresher, verbal (tool box talk) is provided by the Head of Maintenance to the team.
- Emphasis is placed on the secure storage of COSHH.
- The COSHH data sheets are held by the Bursar and Head of Maintenance.
- COSHH handling instructions are printed for the team.
- There is a Risk assessment on the use of COSHH for those members of staff who use hazardous substances.
- Particular attention is paid to the Science and Art Departments in their handling of hazardous substances.

### **Boarding House**

The Head of Boarding is responsible for health and safety within the boarding house in consultation with the Bursar. The resident nurse and first aider assist and have particular responsibility for medical matters (see First Aid Policy and Boarding Handbook).

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

### **School Procedures**

- Staff will be trained in health and safety, including risk assessments, on a regular basis. The training will also cover aspects such as first aid, fire and action to be taken in the case of an emergency.
  - Teaching staff, including teaching assistants, will be consulted through regular staff meetings. Other support staff will be consulted and communicated to through the Bursar, caretaker and catering manager.
  - All accidents, including those reportable under RIDDOR, will be written up in the accident book. The Nurse provides a termly update of accidents and near-misses which are considered by the H&S Committee and the main Governing Body.
  - The school's Educational Visits Policy (see Appendix 1) outlines procedures for taking pupils on trips locally and abroad. The Risk Assessment Policy should also be consulted (see Appendix 2).
  - Procedures in the event of fire and emergencies can be found in the Fire Safety Policy and the Emergency Management Plan. (see Appendix 3 and 4)
  - The First Aid policy outlines procedures for medical matters.
  - The school takes the issue of employee stress seriously and has a Policy on Stress which can be found in Appendix 10 of the Staff Handbook.
  - The school has a Premises & Security Policy to provide a safe and secure environment in which our pupils can learn and live, our staff can work and our visitors can come and go in a safe and orderly fashion.
  - The Premises & Security Policy also has the aim to protect our buildings and grounds together with the equipment belonging to the school and the personal possessions of everyone in the community.
  - Violence towards staff will not be tolerated and if instigated by a pupil will be regarded as a serious incident which may result in expulsion (see Discipline and Rewards Policy). The School Code of Conduct gives clear expectations of the behaviour expected of everyone in the community.
- a) Training in manual handling is given to all appropriate staff through the Bursar and caretaker.

- b) All possible care is taken to avoid slips and trips including clear signage if, for example, floors are wet. The Health and Safety committee discuss possible risk areas and advise on risk assessments.
- c) The school has very little space for vehicle movements on its premises but every care is taken to ensure staff who drive cars onto the forecourt or who drive the two minibuses kept there are aware that children may be nearby. No child should be on the forecourt without adult supervision at any time.
- d) The school considers the risk to safety involved in the management of asbestos. A detailed survey was undertaken in January 2015 and this is made to available to all contractors before the commencement of any work. Further inspections of stonework fixings was undertaken during the recent building works (2019 -2021) and no issues were identified.
- e) The school considers the risk to safety of all hazardous substances and these are locked away and clearly labeled.
- f) Contractors are carefully selected and they are managed in line with the school's Security, Access Control and Workplace Safety Policy.
- g) The maintenance of plant and equipment is the responsibility of the Bursar, including the arrangement of annual PAT testing.
- h) All aspects of fire safety are included in the school's Fire Safety Policy.



- 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). The bursar arranges for regular external deep cleaning and pest control services, and that the bursar reports on all these aspects to the Finance and General Purposes Committee. In addition the external caterers carry out their own in house spot checks on standards of food preparation and cleanliness.
- The school has an induction procedure for all new staff which includes Fire Evacuation procedures, In vac procedures, standard first aid procedures and any specific risk aspects relating to their role e.g. the use of the science lab.
- The external fabric of the school, its plant and equipment are surveyed and inspected regularly by competent professionals.

## Focus

The school's/work programmes will adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances;
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors;
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work;
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work;
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

## Policy Review

This policy will be regularly reviewed and revised, at a minimum of one year intervals. In conducting the policy reviews, due regard will be given to the following:

**Planning** - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

**Organisation** - A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

**Control** - Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

**Monitoring and Review** - Regular safety audits will be carried out. The Health and Safety Committee will monitor and review procedures and a full report on health and safety matters will be presented to the governing body annually.

A copy of the policy will be given to all employees when they join the school. When changes have been made to the policy, copies will be placed on the school's intranet.

### **Links to other School Policies**

This policy should be read in conjunction with other key school policies and procedures:

- Fire safety
- The Management of Hazardous Materials
- Emergency Management Plan (No 10)
- Education Visits
- Risk management

Signed .....

(Chair of Governors)

Signed .....

(Head)

Date: ... September 24

(Signed copy kept on file).....

