



Brentwood School

Health & Safety Policy

Document Owner:	Bursar		
Relevant to:	Whole School (3-18)		
Relevant Legislation/Guidance:	The Independent School Standards Regulations (2014) Health & Safety at Work Act (1974) Fire Safety (England) Regulations (2022) The Regulatory Reform (Fire Safety) Order (2005) The Control of Substances Hazardous to Health Regulations (2002)		
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Related & supporting Policies:	Administration of Medicines	Fire Safety Policy & Procedures	First Aid Policy
	Procedure for Controlling Access to High Risk areas	Reducing the Risk of Respiratory Infection	Risk Assessment Policy
	Safeguarding Policy	Security Statement	Smoke Free Policy
	Standard Operating Procedures (Annex A)	Trips & Visits Policy	Vaccination Policy

HEALTH & SAFETY POLICY

Contact Details:

For URGENT Health & Safety matters please contact the Health & Safety Officer (01277 243380) or the Bursar (01277 243250). During out of school hours please contact the Duty Porter (07990 660023)

If any member of the school community has any questions regarding the policy or has a specific Health & Safety concern, please contact the Headmaster at the following email address:

headmaster@brentwood.essex.sch.uk

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PART ONE

HEALTH AND SAFETY POLICY STATEMENT

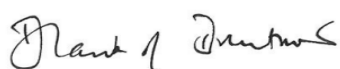
Brentwood School ("the School") fully recognises its collective responsibility for providing a safe and healthy school for all its employees, pupils, parents and visitors. The School attaches the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The School is also committed to promoting the welfare of all in our community so that effective learning can take place. The School's health and safety objectives are to:

- Comply fully with all health and safety legislation.
- Establish and maintain a safe and healthy environment throughout the school, including while on trips and visits.
- Establish and maintain safe working procedures among staff and pupils.
- Seek to ensure the provision of sufficient information, training, instruction and supervision to enable all staff to reduce exposure to hazards and contribute positively to their own safety and health at work and to the safety and health of pupils and visitors.
- Manage risks to health in connection with the use, handling, storage and transport of articles and substances hazardous to health (COSHH).
- Ensure that all plant and equipment is maintained properly and that adequate training is provided and recorded for operation of plant and equipment.
- Maintain a safe and healthy place of work and safe access and egress from it. Formulate effective procedures for fire and other emergencies and for the evacuation of school premises.
- Lay down procedures to be followed in case of an accident.
- Provide and maintain adequate welfare facilities and ensure the wellbeing of staff and pupils.
- Maintain an accurate written record of all matters related to health and safety.

All members of staff are responsible for taking 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 Senior Leadership Team (SLT) in order to enable the School to comply with its health and safety responsibilities. Finally, all members of staff are responsible for reporting any hazards or defects that have not been adequately guarded against to their Head of Department, copied to the Health and Safety Officer, and the Bursar.

All employees are briefed on where copies of the Health and Safety Policy, including this statement, can be obtained on the school's website. They will be advised as and when it is reviewed, added to or modified. The policy document consists of three parts: the Health and Safety Policy Statement; the description of the Organisation and Responsibilities for Health and Safety; and, the Arrangements for Health and Safety. Specific Health and Safety procedures are set out in a series of Standard Operating Procedures (SOP).

The Governors are committed to the provision of appropriate resources for the management of health, safety and welfare.

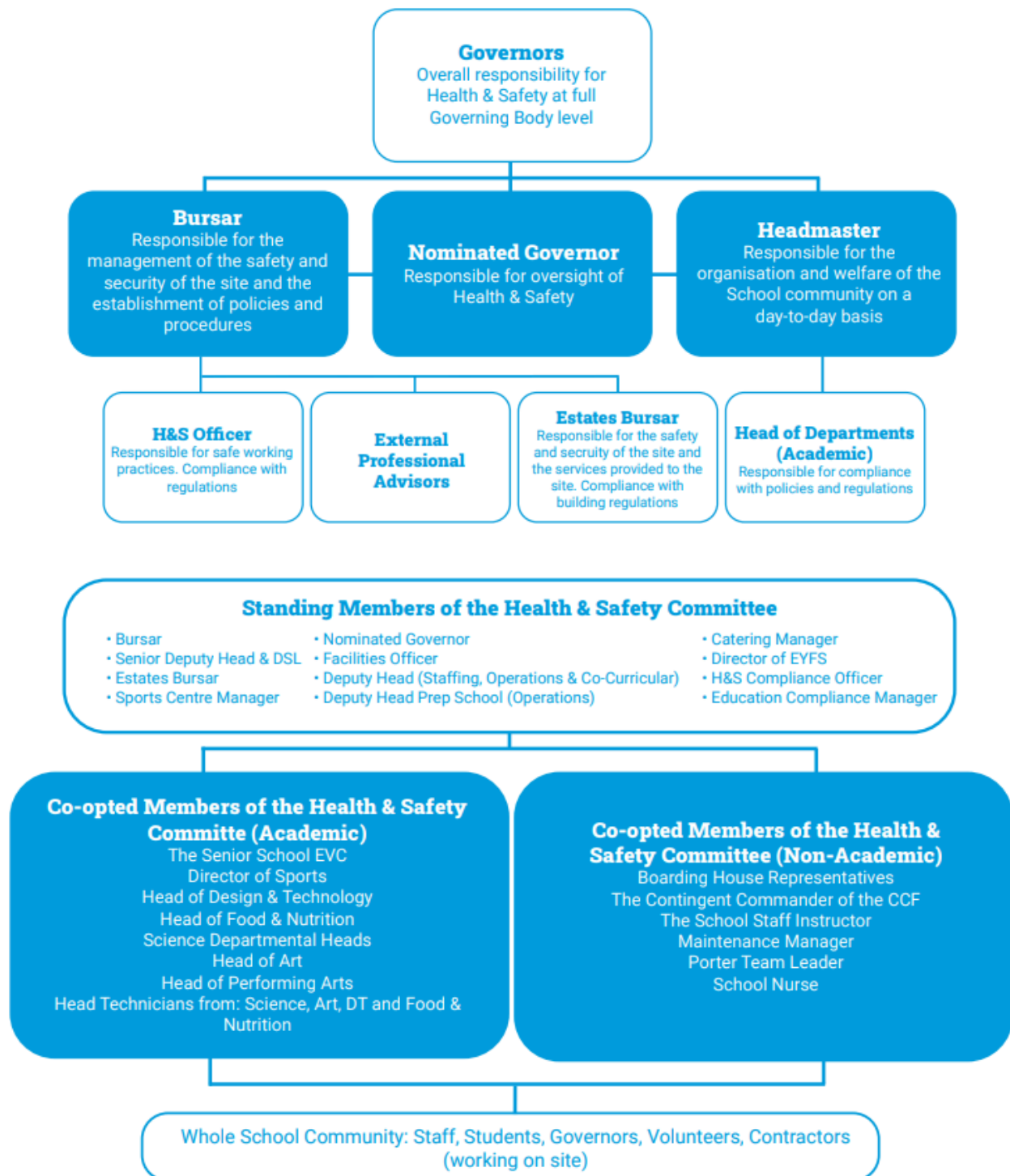


Lord Black of Brentwood
Chairman of Governors
March 2024

PART TWO

ORGANISATION AND RESPONSIBILITIES

2.1 Organisational Chart



2.2 Responsibilities

The Governing Body

The Governing Body has oversight of the management of health and safety at the School and sets direction for effective health and safety management. It will seek to ensure so far as reasonably practicable the provision of all necessary resources for the management of health, safety and welfare.

A nominated Governor takes on a liaison role, assisting the Governing Body by reporting back on health and safety matters. This Governor attends the termly meetings of the School's Health and Safety Committee and receives copies of all the relevant paperwork. A report on health and safety matters is tabled at each Executive Committee meeting and at each term's Governing Body meeting covering accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures. Minutes of the Health and Safety Committee's meetings are tabled at each meeting of the Governing Body, together with any other issues on health and safety that the Bursar wishes to bring to the Governing Board's attention.

Headmaster

The Headmaster, supported by the SLT and the Health and Safety Committee, is jointly responsible with the Bursar to the Governing Body for the safe functioning of all school activities. The Headmaster has a particular responsibility for the organisation and welfare of the school community on a day to day basis, including academic, moral, pastoral and co-curricular aspects of health and safety.

The Bursar

The Bursar, supported by the Health and Safety Officer and working closely with the SLT and the Health and Safety Committee, is jointly responsible with the Headmaster to the Governing Body for the safe functioning of all school activities. The Bursar, supported by the Health and Safety Officer and Estates Bursar, has a particular responsibility for the management of the safety and security of the site and the establishment of policies and procedures in order to comply with current legislation.

The Bursar will:

- Seek to ensure that the external fabric of the School, its plant, equipment and systems are surveyed and inspected as and when necessary.
- Consider the findings of the surveys and inspections and seek to ensure that resulting recommendations are adequately accommodated as part of the School's maintenance programmes.
- Seek to ensure that the School has a fire risk assessment, carried out by a Competent Person, which is reviewed annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are added.
- Seek to ensure the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas; including that the Catering Manager has obtained an independent hygiene and safety audit of food storage, meal preparation

and food serving areas annually. This is in addition to monthly internal safety audits and periodic, unannounced inspections by the Environmental Health Agency together with regular external deep cleaning and pest control services.

- Seek to ensure that, at appropriate intervals, external health and safety consultants deliver training and review the overall arrangements for health and safety, including fire safety, the general state of the School, and provide reports on actions required with recommended timescales.
- Seek to ensure that the School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which includes basic Manual Handling 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.
- Ensure First Aid training and minibus driver training are offered to any member of the teaching staff who is involved with trips and visits.
- Monitor the effectiveness of procedures concerning health and safety, with authority to modify policy where appropriate.
- Report back to the Governing Body on all these aspects as appropriate.

The Senior Leadership Team (SLT)

The SLT has responsibility for strategic planning, leadership and delivery of health and safety performance in accordance with this Policy at the School.

Health and Safety Officer

The Health and Safety Officer is responsible to the Bursar and supports the Headmaster, the SLT and the Health and Safety Committee in the implementation of health and safety measures at the School as well as providing direction and guidance and the co-ordination and promulgation of health and safety policies and procedures.

The Health and Safety Officer will stay up to date with relevant legal requirements and standards and seek to ensure that any relevant areas of competence in guiding the School on health and safety matters is provided either by himself/herself or by suitably competent specialist contractors.

The Health and Safety Officer receives and reviews copies of risk assessments for all school activities including Off Site Visits.

Estates Bursar

The Estates Bursar is responsible to the Bursar and supports the Headmaster, the SLT and the Health and Safety Committee in ensuring the safety and security of the site and the services provided to the site. The Estates Bursar is responsible for ensuring compliance with building regulations.

Health and Safety Committee

The Health and Safety Committee meets termly and is responsible for monitoring and reviewing the School's Health and Safety policy at least annually. It provides a forum to review aspects of the policy, promotes health and safety awareness, identifies, implements, reviews and responds to areas of specific concern.

The Bursar chairs the Health and Safety Committee. The Health and Safety Committee considers fire safety termly. The Fire Policy is reviewed at least annually by the School Fire Officer and changes are endorsed by the Health and Safety Committee.

Heads of Department/Staff in Charge

Heads of academic and bursarial departments, house parents together with staff in charge of games/extra-curricular activities/off site visits are responsible for ensuring the health and safety of staff, pupils, visitors and contractors:

- Exercising responsibility for the implementation of the School's Health and Safety policy, its associated SOPs, and the Fire Safety Policy and Procedures.
- Establishing and maintaining safe working procedures.
- Conducting Risk Assessment and COSHH Assessments and reviewing these at least annually. Those Departments using CLEAPSS are to follow CLEAPSS guidance.
- Ensuring that equipment necessary for the work of the department, game or activity is maintained in compliance with current regulations, and that appropriate hazard notices are displayed.
- Resolving, where possible, health and safety problems or reporting them to the Health and Safety Officer.
- Carrying out appropriate safety inspections and audits as necessary.
- Providing sufficient information, instruction, training and supervision to enable other members of staff, pupils and members of the public to contribute positively to their own safety and/or health at work and to be in a safe environment.
- Seeking to ensure the health and safety of staff, pupils and others, especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs.

School Fire Officer

The Facilities Officer is the designated School Fire Officer, and is responsible together with the Bursar and Health & Safety Committee for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the SLT.
- The Fire Safety Policy is promulgated to the school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.

- Fire training is provided to new and existing staff through online training providers; records of this are maintained by the Compliance Manager, the Health and Safety Officer and the Facilities Officer.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons learned.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire drills.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept by the Estates Department.

Fire Wardens

Fire wardens are nominated for each building. They are responsible for:

- Ensuring staff and pupils are aware of and follow fire procedures within that building and do not compromise fire safety.
- Coordinating evacuations when required.
- Championing fire safety within their building and identifying areas where improvements can be made.

All Staff and Employees

All staff and employees are responsible for the safety of pupils. The safety of pupils whilst under the supervision of staff, and those engaged in games/extra-curricular activities/off site visits, is the immediate responsibility of the member of staff or teacher in charge.

It is the duty of every employee at work to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Complete all allocated Health and Safety training within the time specified.
- Observe all health and safety rules and procedures as laid down by the School and use all safety equipment provided correctly.
- Alert management to any potential hazard or defect that has not been adequately guarded against, that they have noticed; and report all accidents, near misses and dangerous occurrences that have led to or may lead to injury, loss or damage.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

- Alert the Head of HR and the Facilities Officer if their medical status changes in such a manner as to affect their ability to work safely in the school environment. For example, pregnant women, injuries and illnesses.
- (For those living in staff accommodation) Alert the Facilities Officer if they suspect fire or electrical equipment is faulty, if fire exits are blocked and if parking behaviours of staff or others is unsafe.

Pupils

Pupils are responsible for:

- Looking after their own health, safety and welfare and that of others who may be affected by what they have or have not done.
- Following health and safety instructions, and practices and procedures of which they have been made aware.

2.3 Specific Responsibilities

Responsibility for Health and Safety is delegated as follows

Safety and Security

- Building security (including alarms, CCTV, locking external doors and windows) – the Facilities Officer, who in turn delegates day-to-day management to the School Marshal and Head Porter. It is the responsibility of all school staff to ensure that buildings are safe and secure at the end of the school day (closing windows and doors and moving obstructions).
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, performance areas, the design technology rooms, the food technology rooms, the Armoury, the Maintenance Yard, Grounds Department, Kitchens etc – The Heads of PE, Science, Drama, Art, FT and DT, the Estates Bursar, Facilities Officer, the SSI and the Sports Centre Manager working in cooperation with the School Marshal and Head Porter.
- Preventing unauthorised access to the Boarding Houses – The Deputy Head Pastoral, delegated to the Houseparents.
- Controlling lone working after hours (including pupils and visitors) – Heads of Department.
- Ensuring that all visitors to the School sign in at Reception and wear visitors' badges – The Deputy Head Pastoral, delegated to the Senior School Receptionists, the Courage Hall Receptionists, the Head Porter and the secretaries in the Prep School.
- Ensuring that all maintenance contractors entering the School via the Maintenance Yard sign in and wear visitors' badges – the Estates Bursar, delegated to the Head of Maintenance and Head Groundsman.
- Ensuring that all pressure systems on site have a written scheme of examination by a competent person – the Maintenance Manager.

Vehicles

- Car parking on site and vehicles on site – the Facilities Officer, delegated to the Head Porter and the School Marshal.
- School Bus arrangements (including notifying parents of delays) – the Sports Centre Manager.
- Ensuring the school minibuses are properly maintained and roadworthy – the Facilities Officer, delegated to the Head Porter.

Fire Prevention

- Keeping fire routes and exits clear - the Facilities Officer, delegated to the Heads of Department of appropriate buildings.
- Electrical Safety Testing. A five-year rolling programme undertaken to ensure that all the buildings at Brentwood School have current electrical installation certificates – the Estates Bursar and Facilities Officer.
- Regular portable appliance testing – the Head of Maintenance.
- Testing all fire alarms weekly (and recording all tests) - the Facilities Officer.
- Arranging an annual service of fire alarms, smoke detectors, emergency lights, call points and fire extinguishers – the Facilities Officer.
- Ensuring that lightning protection is in place on the basis of an assessment of risk and arranging for annual testing – the Estates Bursar.
- Arranging for all gas appliances to undergo an annual gas soundness test and ensuring that boilers and non-academic gas equipment are regularly maintained and serviced by Gas Safe Registered Engineers – the Estates Bursar, the School's appointed Contract Caterer and Head of Maintenance.
- Arranging for an annual Gas Equipment test for any specialised equipment within Academic Departments – Departmental Heads of Science, Head of HADC.
- Ensuring that Landlord's gas safety certificates are held for all school domestic accommodation – the Facilities Officer.
- Ensuring that all catering appliances are maintained and serviced annually by external contractors – the School's appointed Contract Caterer.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – Heads of Department.
- Arranging termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures to ensure that the school can be safely evacuated in the event of a fire – the Facilities Officer.
- Arranging termly fire practices, of which at least one per annum will be at night, and fire awareness training in the Boarding Houses – the Boarding Houseparents.

- Switching off all catering equipment at the end of service – the School's appointed Contract Caterer.
- Switching off all appliances at the end of Food and Nutrition lessons – the Head of Food and Nutrition.
- Switching off all electrical equipment and appliances at the end of opening hours at Courage Hall – the Sports Centre Manager.
- Checking that all Scientific and DT equipment is switched off at the end of the school day – the Heads of Science and Technology.
- Setting IT equipment to switch off, where practicable, during holidays and weekends; to automatically enter power save mode when appropriate; and, encouraging staff to manually turn off equipment – the Head of ITSS.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers – The Heads of Science, Art and DT, the Head of Maintenance, the Head Porter, the Head Groundsman, the Head Gardener, Boarding House Masters.
- Securing flammable cleaning materials in designated yellow metal cupboards – the Facilities Officer.
- Storing weapons and ammunition used by the CCF in a securely locked, fire resistant, MOD approved armoury – the Contingent Commander who delegates responsibility for weapons to the School Staff Instructor and for ammunition to the Assistant School Staff Instructor.

Water, Drainage etc

- Maintaining water quality and ensuring that a sampling regime is in place – the Estates Bursar, delegated to the Head of Maintenance.
- Cleaning and dosing of water supply tanks - the Estates Bursar, delegated to the Head of Maintenance.
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear (using external contractors where inaccessible to maintenance staff) – the Head of Maintenance.

Risk Assessments

- Ensuring that up to date risk assessments are maintained for buildings and services in the following areas:
 - Fire – the Facilities Officer.
 - Legionella - the Estates Bursar.
 - All rooms, corridors and exits - the Facilities Officer.
 - COSHH – Departmental Heads, Sports Centre Manager

- Manual Handling – Departmental Heads, the Facilities Officer
- Working at Heights – the Estates Bursar, the Facilities Officer
- Catering and cleaning functions (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) – the School’s appointed Contract Catering Manager and Sports Centre Manager.
- Grounds maintenance (including use of pesticides and COSHH) – the Estates Bursar/Head Groundsman.
- Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Estates Bursar/ Maintenance Manager.
- Asbestos Register - the Estates Bursar.
- Boarding Houses – the Boarding Houseparents.
- Reprographics machines and copiers – the Head of ITSS.
- Ensuring that up to date risk assessments are maintained for teaching, in the following areas:
 - Science (including COSHH and flammable materials) – Departmental Heads of Science / Head Science Technicians.
 - All indoor and outdoor games and sporting activities – the Director of Sport.
 - Duke of Edinburgh Award - Duke of Edinburgh Centre Manager.
 - Drama – Head of Drama.
 - Art (including COSHH and flammable materials) – Head of Art.
 - Design Technology (including COSHH and flammable materials) – Head of Design Technology.
 - Food Technology (including Food Hygiene) - Head of Food and Nutrition.
 - CCF – Contingent Commander.
 - All visits and trips - Educational Visits Coordinator (EVC).
 - EYFS (identifying indoor and outdoor hazards) – Head of Early Years and KS1.

Heads of Department are responsible for ensuring safe working practices within their department and that adequate controls are in place, clearly documented and understood by each member of the Department and by other staff who may be affected by the risk. They must ensure the Estates Bursar is given adequate prior notice of any external contractor working on the school site, that a Risk and Method Statement (RAMS) is prepared, that adequate safeguarding checks are completed in each case and that

contractors are correctly signed in through the Maintenance Yard. Only contractors with indemnity insurance of a minimum of £5m may be used. For major works the school's insurers will be consulted, via the Finance Director.

Training

Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – Head Porter and the Facilities Officer.
- Science-related Health & Safety training – the Departmental Heads of Science.
- Design and Technology related training – the Head of Design Technology.
- Food Hygiene training for the Catering, Boarding House, Sports Centre and Food Technology staff – the School's appointed Contract Caterer, Heads of Department.
- Health & Safety training for the Catering and Cleaning staff – the School's appointed Contract Caterer.
- Briefing new pupils on emergency fire procedures – Form Tutors, Form Teachers, Class Teachers.
- Briefing new staff on emergency fire procedures - the Facilities Officer.
- Inducting new teaching staff in Health & Safety, including department-specific guidance – Deputy Head (Pastoral); Deputy Head (Operations, Staffing and Co-Curricular) and Departmental Heads, Health and Safety Officer.
- Specialist industry standard training to meet current legislation (Electricians, Gas Safe Engineers) – the Estates Bursar/Head of Maintenance.
- Identifying and recording specific Health & Safety training needs of staff – all Heads of Department and Line Managers.
- First aid training - the Facilities Officer.
- Lifeguard training – the Sports Centre Manager.

External Advisors for Health & Safety

Brentwood School uses external consultants to advise on matters of Health & Safety within the School.

- Structural Surveyors are consulted when appropriate to give advice on the external fabric of the school as required and after consideration by the Property Management Committee.
- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists annually.
- The Director of Sport and Sports Centre Manager ensure that all gym and fitness equipment is serviced annually by external contractors.
- Heads of Departments ensure that all machinery under their control is serviced

annually and records kept for inspection.

- The School's adherence to Health & Safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the School's appointed Contractors arranges for:
 - An annual professional deep clean of all equipment and a high level clean of all cooking, food preparation and storage surfaces areas.
 - Appropriate pest control measures to be in place.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and call points are tested at least annually by a qualified/competent contractor.
- The IT Department is responsible for the maintenance and servicing of security alarms and CCTV by external contractors.
- External Health & Safety consultants provide advice on specific risk areas as determined by the Bursar.
- The Estates Bursar arranges for a periodic professional risk assessment for legionella, water sampling and tank testing. Frequent temperature checks and monitoring are undertaken.
- The school maintains an asbestos register and the Estates Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal by a qualified contractor before any work takes place. He and the Maintenance Manager are responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work on School premises.
- The School's Radiation Protection Supervisor (RPS), the Head of Physics, is responsible for liaison with the School's Radiation Protection Advisor to ensure compliance with the Ionising Radiation Regulations 2017 (IRR17) and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substance Regulation 2011 (RSR11) and exemption certificates granted under them.
- The School has a rolling programme to achieve electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- All domestic boilers are serviced annually and all properties have current Landlord's Gas Safety Certificates. All work on gas boilers and appliances is carried out by a registered Gas Safe Engineer.
- All commercial boilers are serviced annually by a registered Gas Safe Engineer.
- All catering appliances are inspected annually by a competent registered Gas Safe external contractor.
- All lightning protection and earth straps are tested periodically by a specialist contractor to ensure that it conforms to BS EN 62305.

- The Estates Bursar ensures compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken and ensures appropriate advisors are appointed.
- Specialist H&S Consultants are engaged as required to review the School's H&S procedures and compliance.

PART THREE

ADMINISTRATIVE ARRANGEMENTS

3.1 Health And Safety Objectives

The School's health and safety objectives are set out in the Health and Safety Policy Statement.

3.2 Health And Safety Committee

Brentwood School has a Health & Safety Committee, which meets once a term. The Committee is made up of:

1. Bursar (Chair)
2. Nominated Governor
3. Senior Deputy Head & DSL
4. Deputy Head (Staffing, Operations and Co-Curricular)
5. Head of Early Years and KS1 (with effect from Michaelmas 2023)
6. Deputy Head (Operations) Prep School
7. Estates Bursar
8. BSE Commercial Manager
9. Catering Manager
10. Health & Safety Officer
11. Facilities Officer
12. Compliance Manager
13. Maintenance Manager

The committee is responsible on behalf of the Governing Body for ensuring the School provides a safe and healthy environment for pupils, staff and visitors. The Committee shall:

1. Review and amend the Health & Safety Policy annually for ratification by the

Governing Body.

2. Ensure that the procedures mentioned in the School's Health and Safety Policy and SOPs are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with their contents.
3. Ensure that the Health & Safety Policy and SOPs contain rigorous and comprehensive systems for proactive monitoring (including auditing health and safety management systems, inspections, risk assessments and safe systems of work) and reactive monitoring (accident/incident investigation) and ensuring identified faults are remedied.
4. Ensure there is appropriate provision in staffing, facilities and resources to allow the School to meet its legal and moral obligations with respect to health, safety and welfare.
5. Advise the Headmaster where deemed necessary to act to ensure the health safety and welfare of all pupils, staff and visitors.
6. Advise the Governing Body on priorities regarding Health, Safety and welfare.
7. Consider improvements or replacements to the buildings and grounds that are necessary or desirable with regard to Health and Safety for recommendation to the Governing Body via the Finance and Executive Committee.
8. Implement and monitor procedures that ensure the health, safety and welfare of outside users of the school premises, including contractors.
9. Ensure that staff well-being is given due consideration.
10. Keep under review the Accessibility Plan.
11. Review and ensure the security requirements of the School premises.
12. Review the accident, incidents and near misses register termly reporting to the Governing Body as appropriate any identified trends.
13. Annually identify, review, implement and monitor the Health & Safety training delivered across the School via each head of department.
14. Promote a positive Health & Safety culture by proactively leading by example.
15. Make minutes of each meeting available within 14 calendar days of the meeting.
16. Closely monitor all safeguarding aspects of the School for pupils, staff and visitors.

An agenda is published in advance of each meeting, and the minutes are recorded and available for all staff to read. Information about these meetings is made available to employees through their representative committee member. Employees are welcomed and encouraged to bring forward a concern through their departmental head to these meetings.

3.3 Promulgation

The Health and Safety Officer is responsible for:

- Promulgating advice on the practical implementation of the Health and Safety Policy, and for updating this Policy and SOPs annually.
- Bringing Health and Safety policies and SOPs to the attention of staff and ensuring that relevant instructions/ guidance is issued.

The SLT, HODs, Houseparents, and Staff in Charge of games/extra-curricular activities/off site visits and Department Heads, together with members of the Health and Safety Committee, are responsible for the promulgation of information within their department/ area of activity.

Announcements are made at the weekly staff briefings and Bursary meetings of Health and Safety issues and training. This information is promulgated to staff not in attendance by Departmental Managers.

3.4 Consultation with Staff

Staff are consulted with directly in compliance with the Health and Safety (Consultation with Employees Regulations 1996 (as amended)). This is achieved through meetings, newsletters, surveys and noticeboards. Representatives of the Teaching Staff Consultation Committee and Operational Staff Consultation Committee are invited to attend all Health and Safety Committee Meetings.

3.5 Training

The Health and Safety Officer is responsible for ensuring that operational staff receive appropriate regular Health and Safety training and induction training, including for relevant staff basic manual handling and working at height training. Academic Heads of Department are responsible for ensuring that academic staff receive regular Health and Safety training and induction training that is appropriate to an individual member of staff's functions. Specialist training, including First Aid and minibus driver training, should be provided to any member of staff whose duties require this expertise.

3.6 Fire

Brentwood School recognises the need to have detailed fire safety procedures in place in accordance with the Regulatory Reform (Fire Safety) Order 2005 as a means to reduce the risk from any potential fire and explosion.

The SLT is responsible for ensuring the fire organisation and procedures for the school are enacted. The Health and Safety Committee monitors and reviews these procedures and makes recommendations to the SLT. The School Fire Officer coordinates this on behalf of the Health and Safety Committee.

3.7 Control of Activities

The following areas and activities present identified and significant risks at Brentwood School. As a consequence, pupils are not allowed unsupervised access to:

- PE: where the Director of Sport keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics, dance, fencing, etc. Equivalent records are maintained by the Prep School. Records of training and qualifications in life-guarding and other subject specific training are kept by the Sports Centre Manager.
- CCF: where the Contingent Commander keeps risk assessment for all activities and for the secure use and storage of weapons and ammunition.
- Science: where the Departmental Heads of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards 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 and maintenance of all science equipment. Equivalent records are maintained by the Prep School.
- Technology: where the Heads of the Technology Departments keep risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training and equipment maintenance are kept.
- Art: where the Head of Art keeps risk and COSHH assessments for the ceramic studio, including kilns, the use and safe storage of oil based paint and other flammables. Records of staff training and equipment maintenance are kept. Equivalent records are maintained by the Prep School.
- Drama: where the Technical Manager, Performing Arts keeps risk assessments for the use of the Memorial Hall stage equipment, the use of the Huddleston Drama Studio equipment, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept. Equivalent records are maintained by the Prep School.
- The Catering Department: where the Catering General 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.
- Maintenance, Gardens and Grounds Departments: where each department 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.
- Areas undergoing maintenance or building works: these are clearly marked and access is restricted. Warning notices are to be observed by all staff, pupils and visitors.

The specific and detailed control measures in place in the following departments are examined by the Health and Safety Officer on an annual basis with reports made to the Health and Safety Committee :

Academic Departments:

- Art
- Drama
- Early Years
- Physical Education
- Science
- Technology (including Design Technology and Food Technology)

Operational Departments:

- Boarding Houses
- Brentwood School Enterprises
- Catering
- Cleaning
- CCF
- Estates Development
- Gardens
- Grounds
- Information Technology
- Laundry
- Maintenance
- Porters
- Reprographics

3.8 Emergency Procedures

CRITICAL INCIDENTS

Please refer to the Critical Incident Plan

UTILITIES EMERGENCIES

Please call Maintenance (Ext 258/358 or 07483 051150) in the first instance.

In the event of emergencies outside of the normal working day, call the Duty Porter (07990 660023).

INTRUDERS

Suspicious or threatening behaviour by intruders in the school grounds should be reported to the Duty Porter or the Police. If it is believed that there is an immediate threat to persons or property, a blue Lockdown Alarm point should be activated the matter should be reported directly to the Police and the School Reception informed.

EMERGENCY SERVICES 999

SCHOOL RECEPTION 01277 243243

3.9 Medical And First Aid

Brentwood School will ensure that first aid arrangements will be managed in compliance with the Health and Safety (First-Aid) Regulations 1981 (as amended).

Further information is contained in the First Aid Policy

3.10 Reporting of Accidents and Near Misses

All accidents and near misses must be reported to the Health and Safety Officer using the online 'Incident Reporting' system. The Health and Safety Officer is responsible for reviewing incident reports to determine if patterns can be identified and improvements can be made. In the event of an accident or serious near miss, the School will conduct an investigation (a) to determine the need for any remedial action and (b) in appropriate cases where litigation is anticipated to arise, the dominant purpose may be to act upon legal advice and investigate in order to prepare for the conduct of such litigation. The person responsible for deciding who shall carry out the investigation is the Bursar. For serious incidents, the Bursar should obtain specialist health and safety legal advice before commencing any investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.

The Health and Safety Officer is responsible for recording and reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The School's insurers are informed of all RIDDOR reportable incidents through the Health & Safety Officer.

3.11 Risk Assessment/ Specific Safety Policies

Risk Assessments must be carried out by Department Heads/Staff in Charge or the competent person/s to assess the risks to all persons who could be affected by activities within their area in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999. Assistance is available from the Health and Safety Officer or the School's Health and Safety consultant in the completion of Risk Assessments. Where deemed necessary by the School's Health and Safety Committee, separate Health and Safety Policies will be produced for identified high-risk activities.

Further information is contained in the Risk assessment Policy.

ANNEX A TO H&S POLICY

A1 STANDARD OPERATING PROCEDURES (SOP)

Detailed procedures and guidance related to Health and Safety issues are contained in the School's Standard Operating Procedures (SOPs), which include links to risk assessments where appropriate. The SOPs are:

SOP 01 Senior School Fire Safety Arrangements and Procedures

SOP 02 Prep School Fire Safety Arrangements and Procedures

SOP 03 Lockdown Procedure

SOP 10 Waste Management

SOP 12 Electrical Safety

SOP 13 Display Screen Equipment

SOP 14 Personal Protective Equipment

SOP 16 Artificial Optical Radiation

SOP 17 Young Persons at Work

SOP 18 Alcohol and Drugs

SOP 19 Stress Management

SOP 36 Transport

SOP 46 Swimming Pools

SOP 47 Legionella

SOP 48 Work Equipment

SOP 49 Lone Working

SOP 51 Hazardous Chemical Spills

SOP 52 Infection Control

SOP 53 Smoking

SOP 54 Health and Safety Training

SOP 58 Plant & Vehicle Maintenance

SOP 77 Management of Asbestos

SOP 78 Working at Height

SOP 79 Manual handling

SOP 80 Noise