

Each day, discovery.



ELTHAM COLLEGE

**11/16a Health and Safety Policy
Statement**

Last Reviewed: September 2023



Health and Safety Policy Statement

As Governors of Eltham College Family of Schools, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, safe and healthy schools for all our employees, students, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the Schools' environment, both educational and support, are delivered in an appropriate manner and comply with the relevant Health and Safety Acts and 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 Eltham College Family of Schools by appointing the Chair of our Estates and Safety Committee as a Governor with responsibility for overseeing health and safety as part of their general responsibilities for overseeing the upkeep and maintenance of the fabric of all estates and buildings.

Day-to-day responsibility for the operation of health and safety at Eltham College is delegated to the Headmaster (for Eltham College Senior & Junior Schools) and to the Head at Blackheath Prep and through them to the Bursar. However, as Governors, we have specified that the Schools should adopt the following oversight framework for managing health and safety:

- Operational Health and Safety Committees for the Eltham College and Blackheath sites, meeting termly, chaired by the Chief Operating Officer.
- Strategic Health and Safety Oversight Forum, meeting termly, chaired by the Bursar.
- Oversight through the Governors' Estates and Safety Committee

The Governor overseeing health and safety attends the termly Strategic Health and Safety Oversight Forum meetings and receives copies of all relevant paperwork.

A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each termly Strategic Health and Safety Oversight Forum. The minutes of the two Operational H&S Committees are also considered by this forum.

The minutes of the Strategic Health and Safety Forum meeting discussions are tabled at each meeting of the Governors Estates and Safety Committee. In reporting the work of that Committee to each meeting of the main Board of Governors, the Chair of the Committee will raise any issues on health and safety that he or she wishes to bring to the Board's attention.

The external fabric of the Schools, their plant, equipment and systems of work are surveyed and inspected annually by competent professionals. These reports are considered by the Operational Health and Safety Committees and their recommendations (together with other defects) form the basis of each Schools routine maintenance programmes.

The Schools' adherence to health and safety in catering and cleaning of the food preparation and eating areas is the responsibility of our contractors, Chartwells and Holroyd Howe and is subject to external inspection by the Environmental Health Officer (EHO). Chartwells and Holroyd Howe report regularly to the Chief Operating Officer on these issues. In addition, Chartwells and Holroyd Howe arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas at least once a year, together with regular external deep cleaning and pest control services. The Chartwells and Holroyd Howe Catering Managers report on all these aspects to the appropriate Operational Health and Safety Committee.



The Schools have fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every three years (or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added). The Operational Health and Safety Committees should review this risk assessment every time it is amended and submit a report to the Strategic Health and Safety Oversight Forum.

The Schools contract with a competent person to undertake a risk assessment for legionella every three years and a six-monthly water sampling and testing regime is in place.

The Schools have 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 (for those in roles affected) '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 minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Head, the Bursar and other members of the Senior Leadership Teams in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for promptly reporting any significant risks or issues to the Chief Operating Officer either direct or via their line manager.

All employees are briefed on where copies of this statement and other health and safety policies and guidance can be obtained on the Schools' shared drive. 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 to be found in the table overleaf and in the Health and Safety Policy.

Signed

Chair of Governors, for and on behalf of the Board, following review to reflect the merger between Eltham College and Blackheath Prep

Date 18 September 2023



Duties and Responsibilities

This diagram is a representation of our management structure and organising strategy for health and safety responsibilities within the Family of Schools.

BOARD OF GOVERNORS

Overall responsibility for the effectiveness of health and safety arrangements at the Schools

Nominated H&S Governor

Providing further scrutiny on behalf of the wider Board of Governors (and attends Strategic Health and Safety Forum)

HEADMASTER

Responsibility for day to day operations at Eltham College Senior and Junior Schools

THE HEAD

Responsibility for day to day operations at Blackheath Prep

BURSAR

Overall responsibility for health and safety within the Schools.
Reports routinely to the Board on health and safety matters.
Chair of Strategic Health and Safety Forum

CHIEF OPERATING OFFICER

Chair of Operational Health and Safety Committees at Eltham College and Blackheath Sites

HEAD OF FACILITIES

Schools' Health and Safety Co-ordinator
Responsible for day to day management of safety and security of site and regulatory compliance

FACILITIES MANAGER

Lead competent adviser
Responsible for day to day oversight and delivery of H&S policy and procedure
Responsible for management of regular audits and schedule of risk assessment reviews