



THE FULHAM BOYS SCHOOL

HEALTH AND SAFETY POLICY

RESPONSIBLE COMMITTEE

Finance and Resources Committee

RATIFIED BY GB

Summer 2021

REVIEW DATE

Summer 2022

The master copy of this document can be found on the FBS Google Drive, under the "Policies" folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table at the back of this policy.

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I. INTRODUCTION

- 1.1 This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).
- 1.2 In this policy Head Teacher refers to Executive Headmaster or Head of School as appropriate.
- 1.3 The Fulham Boys School recognises that every one of its staff, students and visitors to the School are entitled to a safe and healthy environment.
- 1.4 We understand the importance of having a robust Health and Safety policy and the need to carry out assessments of risks and introduce measures to manage those risks.
- 1.5 The Governing Body of the School expects that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment (see 1.6).
- 1.6 The aim of this policy therefore, is to set out our commitment to ensure, so far as is reasonably practicable, that:
 - 1.6.1 Plant, equipment and systems of work are safe and without risks to health
 - 1.6.2 The handling, storage or transport of articles and substances will be safe and without risk to health.
 - 1.6.3 Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school
 - 1.6.4 The site is maintained in a safe condition and without risks to health
 - 1.6.5 Access to and exit from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.

- 1.6.6 There are adequate arrangements for staff welfare at work and the welfare of our boys and other visitors.

- 1.7 All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The School's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

- 1.8 This policy is formed around the following statutory guidelines and legislation:
 - 1.8.1 The Health and Safety at Work etc. Act 1974
 - 1.8.2 The Management of Health and Safety at Work Regulations 1999
 - 1.8.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 - 1.8.4 Fire Precautions (Workplace) regulations 1997
 - 1.8.5 First Aid Regulations 1981
 - 1.8.6 Electricity at Work Regulations 1989
 - 1.8.7 School Premises (England) Regulations 2012
 - 1.8.8 School Standards and Framework Act 1998
 - 1.8.9 School Inspections Act 1996.
 - 1.8.10 Education Act 2011.

2. RESPONSIBILITIES

2.1 **The Governing Body will ensure that:**

- 2.1.1 it is familiar with the requirements of the appropriate legislation and codes of practice
- 2.1.2 the Senior Leadership Team produces a school Health and Safety policy for approval by the Finance and Resources Committee of the Governing Body and that this policy is regularly reviewed
- 2.1.3 risk assessments of activities are undertaken and a written record of the assessments kept
- 2.1.4 sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc
- 2.1.5 regular safety inspections are undertaken

2.1.6 a positive Health and Safety culture is established and maintained.

2.2 The Head Teacher will ensure that:

- 2.2.1 a school Health and Safety policy is produced for approval by the Finance and Resources Committee of the Governing Body and that the policy is regularly reviewed and revised as necessary
- 2.2.2 risk assessments of activities outside of those covered by the normal school day are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly
- 2.2.3 policies, information and advice on Health and Safety is acted upon/circulated to staff and governors
- 2.2.4 a regular safety inspection is undertaken
- 2.2.5 an annual report is provided to the school governors on health and safety
- 2.2.6 staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely
- 2.2.7 that the duties of the Health and Safety manager has been delegated with specific responsibilities by the Headmaster in respect of the management of Health and Safety) are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to deliver Health and Safety requirements.

2.3 The Head of Finance and Operations/Site Manager will:

- 2.3.1 receive all Health and Safety information sent to the school and disseminate the information to staff/governors as necessary
- 2.3.2 advise the Head Teacher and Governors on action required to comply with relevant Health and Safety Legislation
- 2.3.3 in consultation with Head Teacher, Senior Leadership Team and Governors, set timescales/ensure work is carried out to meet the requirements of Health and Safety Legislation
- 2.3.4 carry out the regular safety inspection.

2.4 Health and Safety Committee

- 2.4.1 The Governing Body and the Headmaster will establish a Health and Safety Committee
- 2.4.2 Representatives on this committee will cover all appropriate departments and areas of work within the school.
- 2.4.3 The Health and Safety Committee reports to the Governing Body Finance & Resources Committee, Headmaster and Senior Leadership Team.
- 2.4.4 **The duties of the Health and Safety Committee are to:**
 - 2.4.4.1 Review School policies on health, safety and welfare
 - 2.4.4.2 Review the annual School health and safety action plan
 - 2.4.4.3 Consider the implications of changes in legislation and suggest appropriate actions to ensure compliance by the School
 - 2.4.4.4 Review health and safety management audit reports and consider actions arising
 - 2.4.4.5 Review accidents, dangerous occurrences, incidents and near-misses and consider remedial actions and preventative measures
 - 2.4.4.6 Promote the School safety policy and systems
 - 2.4.4.7 Develop the health and safety policy and make recommendations to the Senior Leadership Team and Governing Body Finance & Resources Committee.

2.5 Heads of Departments will:

- 2.5.1 ensure that Health and Safety is a standard item on the agendas of Area/Departmental meetings
- 2.5.2 where specified, produce an Area/Departmental risk assessment, which follows the conventions of the school safety policy, i.e. will include a statement indicating it supplements the school safety policy, include any specific Health and Safety responsibilities and any specific arrangements or standards followed
- 2.5.3 ensure that Health and Safety requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area/Department budget or brought to the attention of the Head of Finance and Operations/Governors as appropriate

- 2.5.4 ensure that staff are made aware of Health and Safety information relevant to them and have access to the Health and Safety publications provided or referred to as standards
- 2.5.5 be supported in this role by the member of the Senior Leadership Team who line manages them.

2.6 All staff will:

- 2.6.1 take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work
- 2.6.2 report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person
- 2.6.3 not misuse anything provided for health and safety purposes
- 2.6.4 report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents
- 2.6.5 ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- 2.6.6 cooperate with management in respect of complying with Health and Safety requirements
- 2.6.7 ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

2.7 Volunteer Helpers will:

- 2.7.1 have the same duties as those indicated for staff

2.8 The Boys are expected to:

- 2.8.1 comply with school rules relating to general behaviour
- 2.8.2 take note of and comply with information provided for safety with regards activities undertaken
- 2.8.3 in cases of emergency to remain quiet, listen and obey instructions given by staff
- 2.8.4 not to misuse anything provided for Health and Safety reasons.

2.9 Catering, Cleaning and Lettings Staff and other 3rd party service providers working in the building:

- 2.9.1 have the responsibilities indicated for all employees together with those indicated in supplemental company safety policies.

3. HEALTH AND SAFETY ARRANGEMENTS

3.1 Accidents

- 3.1.1 All accidents and injuries to staff, students and visitors (including those requiring only nominal first aid treatment or none at all) must be recorded in the 'Medical Book' which is in the school reception and reported to the Head of Finance and Operations.
- 3.1.2 For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property should be recorded in the 'Incident Book' which is in the school reception office and reported to the Head of Finance and Operations.
Serious incidents include:
- 3.1.2.1 Fatalities
- 3.1.2.2 Any major injury, which is a break/fracture of any bone
- 3.1.2.3 Any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative.
- 3.1.2.4 Diseases
- 3.1.2.5 Dangerous Occurrences
- 3.1.3 All serious incidents, must be reported via the Health & Safety Executive (HSE) website <http://www.hse.gov.uk/riddor/report.htm> by the Head Teacher. There is a duty to report fatal or major injuries to the Health and Safety Executive immediately by telephone and to confirm details in writing within 10 days.
- 3.1.4 If the accident does not result in a fatal or major injury, the report must be made within 10 days.
- 3.1.5 The Head Teacher must report serious accidents and dangerous occurrences to the Chair of Governors on the same day that the incident occurs.

- 3.1.6 The Head of Finance and Operations will ensure that the Head Teacher is aware of reportable incidents.
- 3.1.7 The responsibility for reporting directly to the HSE rests with the Head Teacher.
- 3.1.8 The circumstances of an incident should be investigated at the earliest opportunity. Where remedial or protective action is required, then this should be carried out without delay.
- 3.1.9 Where a boy is injured at school, parents/carers will be notified immediately after initial attention has been given (for head injuries and other injuries where school believes parents may need to monitor the injury from home). For minor injuries the school will always keep a record in the accident book as well as issuing students with a written note to take home informing parents that their son received treatment for a minor injury from a trained First Aider in school.

3.2 Behaviour Incidents

- 3.2.1 These include violence, bullying and harassment and are to be dealt with in accordance with the School's Behaviour Policy and reporting procedures.

3.3 Fire Safety

- 3.3.1 Procedures for ensuring that safety precautions are properly managed are set out in Appendix 1.
- 3.3.2 The School's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas.
- 3.3.3 All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat.
- 3.3.4 Evacuation procedures will be tested regularly.

- 3.3.5 The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 3.3.6 All firefighting equipment will be checked regularly by an approved contractor and records maintained.
- 3.3.7 The fire alarm will be tested weekly from different points when the site is not in use and records maintained.
- 3.3.8 All emergency lighting will be tested six-monthly and records maintained.

3.4 First Aid

- 3.4.1 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 3.4.2 The Head of Finance and Operations will ensure that the number of certified first-aiders will not, at any time, be less than the number required by law.
- 3.4.3 A list of staff who hold a first aid at work certificate are detailed in reception.

3.5 Infectious Diseases

- 3.5.1 The school follows the national guidance produced by [Public Health for managing and controlling infectious diseases in schools.](#)
- 3.5.2 The Authority coordinates circulation of information in relation to any outbreaks, warnings, advice or general information from the Public Health Department.

3.6 Medical Needs

- 3.6.1 The school will try to accommodate pupils with medical needs wherever practicable ([see Schools Medical Treatment Policy](#))
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3.7 Equipment

- 3.7.1 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required.
- 3.7.2 Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories.
- 3.7.3 Visitors must be provided with protective clothing as appropriate.
- 3.7.4 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- fume cupboards
 - all electrical appliances
 - workshop equipment
 - fixed gymnasium equipment
- 3.7.5 When new equipment is purchased, it is the responsibility of the Head of Department, with the assistance of the Head of Finance and Operations/Site Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 3.7.6 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to Control and Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.
- 3.7.7 If staff have any questions on hazardous substances these should be raised with line managers or the Head of the Area/Department.

3.8 **Asbestos**

- 3.8.1 Any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be

approved in advance to ensure asbestos is not likely to be disturbed.

- 3.8.2 All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3.9 Trips and Visits

- 3.9.1 Educational trips and visits must be organised in accordance with the School's off Site procedures ([see Offsite and Residential policy](#)).

3.10 **Minibuses** - Users of minibuses must be aware of and observe the following requirements:

- 3.10.1 the driver must have a current licence and a photocopy of the licence will be held in the HR files by the HR Advisor.
- 3.10.2 only one person per seat is to be carried.
- 3.10.3 seat belts are to be worn by all passengers and the driver at all times.
- 3.10.4 the driver at the time when an offence was committed is responsible for the payment of any fines incurred.
- 3.10.5 the driver must undertake a visual inspection of the minibus prior to use and on return from a trip and advise the Head of Finance and Operations of any defects.

3.11 **Visitors to the School**

- 3.11.1 All visitors must report to the School's main reception.
- 3.11.2 At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- 3.11.3 All visitors will be asked to electronically sign in, they will provide their name, organisation, who they are visiting and their DBS certificate where applicable.
- 3.11.4 All visitors will be required to wear a visitor lanyard and photo identification badge – the badge must remain visible throughout their visit. A safeguarding leaflet will be given to all visitors with their lanyard. Visitors with a DBS certificate will be issued with a

black lanyard, visitors without a DBS certificate will be issued with a red lanyard and must be accompanied by an FBS staff member at all times.

3.11.5 Any other person without an identity lanyard should be approached and politely asked of the nature of their business and be taken to reception.

3.11.6 For those who are clearly intruders, the following procedures should be adopted:

3.11.6.1 Staff seeing intruders on site should ask them to leave. Alternatively, a member of SLT should be asked to approach the intruder. No member of staff should put themselves into a potentially awkward position

3.11.6.2 Staff should report sightings to the Head Teacher a member of the Senior Leadership Team (SLT) or to reception, and police will be called if necessary.

3.11.6.3 The member of staff makes a written report (immediately or as soon as possible thereafter) – see Intruder Report Form (Appendix 2).

3.11.6.4 When police arrive the Head Teacher or member of SLT using the completed report will, if needed, make a statement to the police. Using this procedure staff should not need to be interrupted/interviewed.

3.11.6.5 Boys should be told not to approach intruders or strangers themselves, but be encouraged to inform a member of staff

3.12 ***Internet safety***

3.12.1 The school has a separate policy for Internet safety ([see ICT and Portable Devices policy](#)). The policy indicates there is a whole school approach to Internet safety and details the ways ICT facilities can and cannot be used by the network users

3.13 ***Safeguarding***

3.13.1 The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed ([see Safeguarding and Child Protection policy](#))

3.13.2 All staff and people working with our boys need to be aware of the policy

3.14 ***Housekeeping***

3.14.1 The Site Manager will monitor the cleaning standards.

3.14.2 The catering company, Naked Nosh, are solely responsible for hygiene, cleaning and deep cleaning of the kitchen/store rooms.

3.14.3 The Site Manager will monitor the efficiency of the waste collection service and report any issues to the cleaning company

3.14.4 Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.,) clinical waste and normal refuse.

4. HEALTH AND WELLBEING OF STAFF

4.1 The wellbeing of staff is seen as an integral part of the school's Health and Safety responsibilities.

4.2 The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of respect and support across the staff team as a whole, in line with our Christian principles and values.

4.3 All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties.

4.4 Staff are encouraged to raise any concerns with the Head of School, Head Teacher or line manager but also have access to the authorities' confidential counselling service.

4.5 Sickness absence or health concerns are dealt with in more detail in the School's Sickness policy.

- 4.6 Staff absence will be monitored, half termly, and reported to the Head Teacher, and other members of the leadership team.
- 4.7 Line managers will be supported by the Senior Leadership Team in addressing higher than normal levels of absence.
- 4.8 Any member of staff can be referred for assessment where the School has reasonable concerns about their capacity to carry out their work in the way that the School and/or they themselves would expect.
- 4.9
- 4.10 We aim to have high levels of staff satisfaction and attendance (See Self Evaluation and School Improvement Policy).

5. HEALTH AND WELLBEING OF BOYS

- 5.1 It is the policy of the School to encourage boys to adopt eating habits that are conducive to a healthy lifestyle.
- 5.2 To this end the School will work with Naked Nosh in providing menu options that support these aims.
- 5.3 Our emphasis on Sport will play an important role in encouraging all our boys to be healthy and active.

APPENDIX I

FBS SCHOOL EVACUATION PROCEDURES

Last Update: March 2021

General Instructions

Staff and visitors must familiarise themselves with the location of all relevant fire exits, fire alarm call-points, fire extinguishers and the Fire Assembly Point.

All visitors will be made aware of the fire procedures by reception staff on arrival - hosts should check that visitors know where the assembly point is.

Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety in the event of fire. All classroom doors are fire doors so should be closed on exit if they are wedged open during a lesson.

Discovering a fire – what you must do:

- RAISE THE ALARM - Shout FIRE, FIRE, FIRE! and operate the nearest fire alarm call-point to warn everyone in the building that there is a fire.
- Call points are red boxes located adjacent to every stairwell on each floor of the building.
- The Fire Brigade will be alerted by the alarm company and the Facilities Management Team.
- DO NOT search for the seat of the fire.
- DO attempt to fight the fire with an extinguisher if safe to do so and you are familiar with operating fire extinguishers. These are located adjacent to each call point in the stairwells as well as in science labs and kitchens.

REMEMBER:

- SOUND THE ALARM FIRST
- KEEP YOUR ESCAPE ROUTE CLEAR
- USE THE CORRECT TYPE OF EXTINGUISHER AND ONLY IF SAFE TO DO SO.

On hearing the fire alarm - what you must do:

- Leave the building **PROMPTLY** by the quickest route on the Blue, Grey or Red Stairs. Follow the green and white Fire Exit signs.
- Sports Hall users should leave via the double doors at the front of the hall either side of the cricket nets.
- **DO NOT** use the lift
- **DO NOT WAIT TO BE TOLD AND DO NOT** attempt to collect personal belongings.
- Close your classroom or office door behind you.
- If you find smoke blocking your route, go a different way.
- **DO** ensure that you escort site visitors.
- **DO** assist anybody with mobility issues.
 - Call points are located in stairwells on all floors for use by mobility impaired people
 - Staircases are designed to be fire resistant for at least 60 minutes
- Nominated fire wardens will check to ensure that classrooms and offices on each floor are clear of people before exiting the building.
- Observe any specific instructions about isolating equipment or services. Gas supplies in science labs will automatically shut off when an alarm is triggered.
- **DO NOT** block the fire exits.
- Proceed directly to the **Fire Assembly Point in the Playground**
- Form tutors / attached staff will hold up signs to indicate where form groups should line up.

At Fire Assembly Point:

- The school receptionist will collect the fire bag from the reception containing a loud hailer and form signs.
- The Fire Evacuation Co-ordinator (DAE / DS or nominated individual in their absence) will receive information from Fire Wardens that their areas are clear.
- Listen to the instructions given by the Fire Evacuation Co-Ordinator and Fire Wardens - who are responsible for your safety and liaising with the Fire Brigade.

- The Fire Wardens are there to help and ensure the buildings are evacuated; you must carry out any directions they give.
- The SLT and teachers will be responsible for the safe passage, assembling and recording of all boys in the evacuation area.
- If it is established by the Fire Evacuation Co-ordinator that there is a need to evacuate the school site, pupils and staff will exit by the gate and proceed down Heckfield Place and across Fulham Road to the housing estate in **CASSIDY ROAD**. (see Pic: 3)

Procedure for registering boys, staff and visitors:

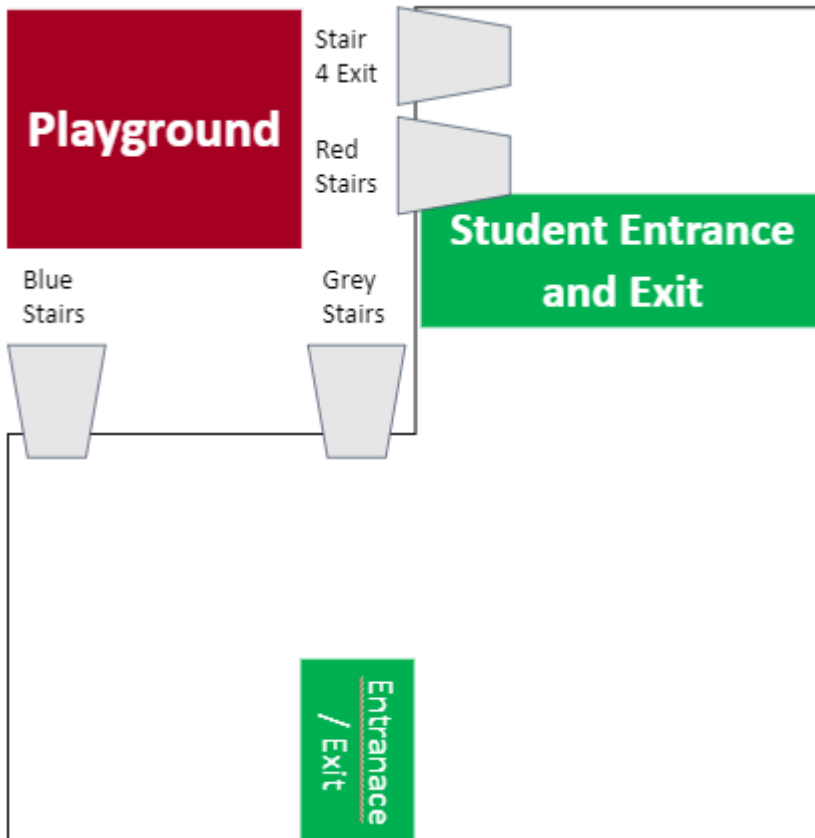
- All boys and staff should assemble in silence - instructions to be given by SLT, Heads of House or Form Tutors only. (See Pic: 2)
- All attached staff should line up with their form and support the form tutor with registration.
- The Attendance Officer will bring the registers of boys and a complete contact list of parents to the Fire Assembly Point.
- The Receptionist will bring registers of visitors and lists of staff and pupils who are off site. This list from the Inventory system is also accessed remotely via mobile phone.
- Form Tutors take registration of their own forms and then pass this info on to the relevant Head of House.
- Deputy Head (SJ) and Head of Finance (MAH) will be responsible for registering staff, external agency staff and visitors to the School.
- The Attendance Officer will telephone any off-site staff to alert them of the situation (if necessary).
- SJ and the Heads of Houses will notify the Headmaster (DAE) / Head of School (DS) of any unaccounted boys, staff or visitors.
- NOTE: silencing the alarms is not a signal to re-enter the building.

Procedures after an alarm

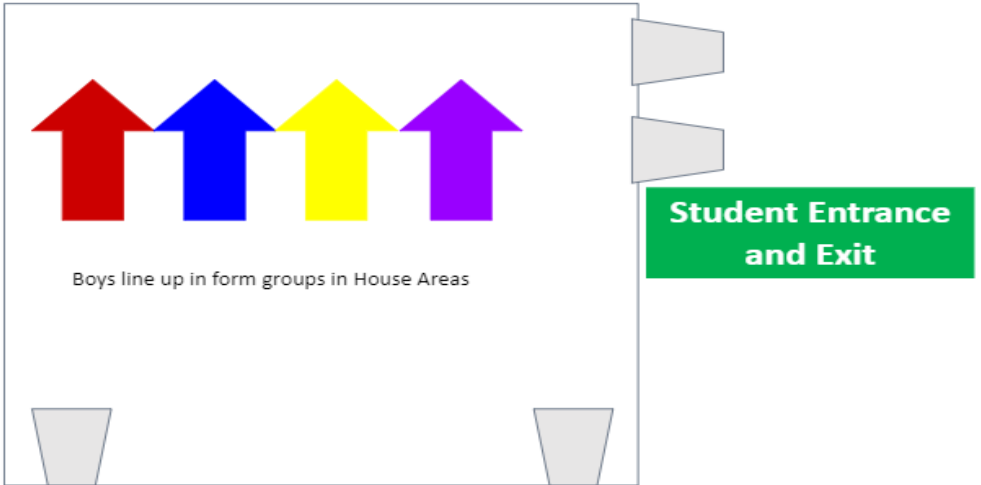
- The Head (or nominated person in their absence) will be responsible for dismissing staff and students from the Fire Assembly point.
- All boys must return to the School quietly and under the supervision of staff.

- The SLT will lead an evaluation of the drill/alarm and review the current drill procedures and risk assessment.
- In the event of a fire, arrangements will be made to contact parents to let them know where their boys have been evacuated to and that they are safe and arrangements for collection.
- In the event of an actual fire, that prevents the immediate return to the school, the School's Emergency Procedures will take effect (see Emergency Procedures policy).

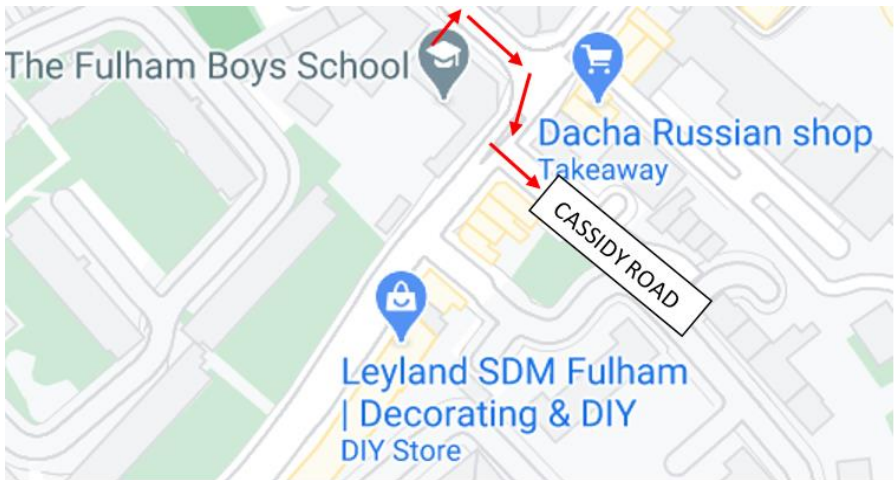
Pic 1: Diagram of Fire Exit Locations



Pic 2: Diagram of Line up in the playground



Pic 3: Evacuation Route from the Playground to Cassidy Road



APPENDIX 2

INTRUDER REPORT

Date:

Time:

Please complete the following details as soon as possible after the incident.

DESCRIPTION OF THE INCIDENT

- Please include details of the intruders' activities, any conversations with the intruders.

DESCRIPTION OF THE INTRUDERS

- Please include number, appearance including any distinctive features, transport eg car/van/bike, make, colour and registration number.

ACTION TAKEN AFTER THE INCIDENT

Name:

Signature:

REVISIONS TABLE

Date	Description of Change/Item Edited
Summer 2021	Updated processes for the new school building.