



**THE  
PORTSMOUTH  
GRAMMAR  
SCHOOL**

## **Organisation for Health & Safety**

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## Organisation for Health & Safety

### 1. Introduction

- 1.1 The Governors of The Portsmouth Grammar School have delegated day to day responsibility for organising health and safety and welfare to the Head. That role gives them the responsibility for ensuring compliance with Health and Safety laws and particularly the main legislation in this area: The [Health and Safety at Work etc. Act 1974](#), supported by the [Management of Health and Safety at Work Regulations 1999](#).
- 1.2 In addition, the school recognises that the Department for Education ("DfE") provides Health and Safety Advice for schools on its website (<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools> (2013, updated 2022, or see latest version)).
- 1.3 This document supports the "Health and Safety at PGS" document and describes in more detail the organisation for Health and Safety and includes a final section detailing more specific arrangements that apply.
- 1.4 Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others (especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).
- 1.5 The Head has delegated some of their duties to other members of staff; but ultimate responsibility for health and safety rests with the Head who is answerable to the Chair of Governors. The main delegations are managed by the Bursar who chairs the School's Health and Safety Executive Group and the Estates & Operations Bursar who chairs the School's Health & Safety Committee. Key details are in paragraph 2 below.

### 2. Main Delegations of Duties relating to Health and Safety

Further to paragraph 1.5 above, the main delegations of duties relating to Health and Safety are as follows:

#### 2.1 Safety and Security

- 2.1.1 Building security (including alarms, CCTV, locking external doors and windows): the day to day management of these areas is vested in the Marshal and his staff who report to the Estates & Operations Bursar. In term time during peak hours, the Porter has a specific role in managing all visitors to the site and ensuring that they report to Reception to be booked in and to be issued with visitors' badges. The Receptionist will advise on actions in case of evacuation and prompt them to read the advice to visitors, which may also be communicated digitally
- 2.1.2 Within the school there are various areas such as the swimming pool, the science laboratories and the design and technology rooms where Heads of Department, supported by teachers and support staff technicians, must ensure that unsupervised access by pupils and any unauthorised staff access is prevented
- 2.1.3 A lone working policy is in place and arrangements are reviewed by the Senior Deputy Head with all Heads of Departments

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- 2.1.4 Visitors and contractors are not allowed unaccompanied site access during term-time when pupils are on site

## 2.2 Vehicles

- 2.2.1 Car parking on site and the movement of vehicles on site: the Estates & Operations Bursar with the support of the Marshal and caretakers
- 2.2.2 Ensuring the school minibuses are properly maintained and roadworthy: the Estates & Operations Bursar

## 2.3 Accidents

- 2.3.1 Maintaining an accident log and reporting notifiable accidents to the HSE: the Senior Deputy Head and Deputy Head of the Junior School in consultation with the School Nurses. Copies of accident reports are also circulated to the Estates & Operations Bursar
- 2.3.2 Escorting pupils to hospital (and informing their parents): the School Nurses and the Health & Wellbeing Centre staff
- 2.3.3 Checking that all first aid boxes and eye washes are kept replenished: the School Nurses with the support of Departments
- 2.3.4 Reporting of accidents and injuries sustained during sporting activity: Senior School and Junior School Directors of Sport

## 2.4 Fire Prevention

- 2.4.1 The school has a Health & Safety Executive Group that meets termly to ensure compliance with all current regulations, including:
- 2.4.2 Keeping fire routes and exits clear: day to day management by the Estates & Operations Bursar with the Marshal
- 2.4.3 Electrical Safety Testing being conducted for all the buildings at school which have current electrical installation certificates: the Estates & Operations Bursar
- 2.4.4 Regular portable appliance testing: the Estates & Operations Bursar, supported by Heads of Department for ICT Services, Science, Design Technology and Drama
- 2.4.5 Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers: the Estates & Operations Bursar
- 2.4.6 Lightning protection is in place for all buildings: the Estates & Operations Bursar
- 2.4.7 All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers: the Estates & Operations Bursar and the catering General Services Manager
- 2.4.8 Ensuring that flammable rubbish and combustible materials are stored away from buildings: the Marshal

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- 2.4.9 Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire: the Senior Deputy Head and the Deputy Head of the Junior School
  - 2.4.10 Switching off all kitchen equipment at the end of service: the catering General Services Manager
  - 2.4.11 Checking that all Scientific and DT equipment is switched off at the end of the school day: the respective Heads of Department
  - 2.4.12 Setting computers, projectors, printers and electronic whiteboards to power-down or where possible switch off every evening and during holidays and weekends: the Head of ICT Services with the support of Heads of Departments
  - 2.4.13 Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers: the Estates & Operations Bursar with Heads of Departments as appropriate
  - 2.4.14 Storing weapons and ammunition used by the CCF in a securely locked, fire resistant store that is within a permanently locked room: CCF Contingent Commander

## 2.5 Water and Drainage

- 2.5.1 Maintaining water quality: this responsibility is contracted out. The sampling regime used by the Contractors is checked by the Estates & Operations Bursar who provides reports to the Bursar. The Estates & Operations Bursar is responsible for ensuring regular water temperature tests are conducted and recorded
- 2.5.2 In line with standard health and wellbeing advice and The Independent School Standards Regulations (updated annually), pupils and staff are encouraged to stay hydrated and access to drinking water is provided for all users of the school's site
- 2.5.3 Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear: the Estates & Operations Bursar

## 2.6 Risk Assessments

- 2.6.1 Risk assessments are managed by the Deputy Head (Academic), Senior Deputy Head and Deputy Head of the Junior School for key educational and operational areas and by the Estates & Operations Bursar for other facilities and common spaces.
- 2.6.2 In accordance with ISI updated regulations (September 2017) the school has written a policy on 'Risk Assessments' which should be read in conjunction with this policy and other relevant school policies.
- 2.6.3 The breakdown of responsibility for Risk Assessments is detailed below:
  - (a) **Deputy Head (Academic) and Deputy Head of the Junior School**

- (i) Science laboratories
- (ii) All outdoor games
- (iii) Swimming
- (iv) Athletics
- (v) Dance and gymnastics
- (vi) Drama
- (vii) Art
- (viii) Music
- (ix) Design Technology
- (x) All other teaching spaces
- (xi) All outdoor lessons

**(b) Senior Deputy Head**

- (i) Communal spaces (pupils)
- (ii) Communal spaces (staff)
- (iii) The Health & Wellbeing Centre

**(c) Estates & Operations Bursar**

- (i) Fire
- (ii) Legionella – managed by external contractor
- (iii) All non-teaching rooms, corridors and exits, administrative offices
- (iv) Cleaning function
- (v) Catering function – managed by contractor (CH&Co)
- (vi) Grounds maintenance
- (vii) Asbestos Register

**(d) Surmaster**

The specialist areas of Outdoor Pursuits including the CCF are risk managed by the Surmaster.

- 2.6.4 The school has a separate policy specifically related to off-site visits: The PGS Trips Policy. This policy comprehensively covers procedures and safeguards related to the organisation and running of trips but we recognise that for some trips additional procedures may need to be followed and the HSE and DfE websites accessible through [www.education.gov.uk](http://www.education.gov.uk) provide helpful guidance and regular updates.

**2.7 Training**

- 2.7.1 Training is coordinated collectively by the Deputy Head (Teaching & Learning) and the Estates & Operations Bursar/Bursar with specific areas designated as necessary to Heads of Departments or designated persons (e.g. CH&Co) and other specialist staff as necessary.
- 2.7.2 Examples of such diverse training in a large school like The Portsmouth Grammar School include: Minibus training, Science-related health and safety training, Design and Technology related training, health and safety training for the catering and cleaning staff, briefing new pupils and staff on emergency fire procedures, First Aid training.

### 3. School Health and Safety Committee

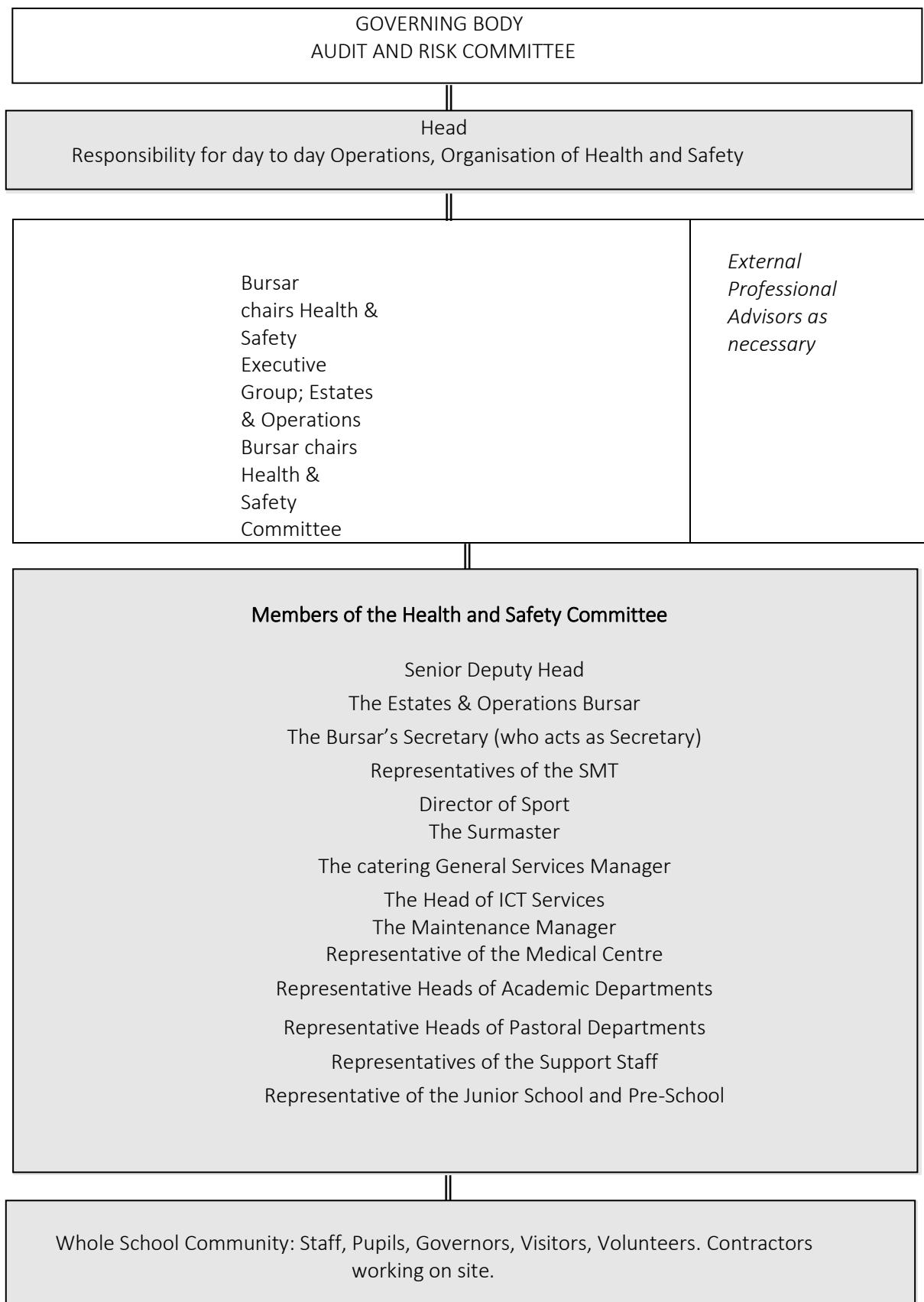
3.1 The School Health and Safety Committee meets once a term under the chairmanship of the Estates & Operations Bursar. The other members of the Committee are:

- 3.1.1 The Senior Deputy Head
- 3.1.2 The Deputy Head (Teaching & Learning)
- 3.1.3 The Estates & Operations Bursar
- 3.1.4 The Estates Administrator (who acts as Secretary)
- 3.1.5 Representatives of the SMT
- 3.1.6 Director of Sport
- 3.1.7 The Surmaster
- 3.1.8 The Catering General Services Manager
- 3.1.9 The Head of ICT Services
- 3.1.10 The Maintenance Manager
- 3.1.11 Representative of the Health & Wellbeing Centre
- 3.1.12 Representative Heads of Academic Departments
- 3.1.13 Representative Heads of Pastoral Departments
- 3.1.14 Representatives of the Support Staff
- 3.1.15 Deputy Head of the Junior School
- 3.1.16 Representative of the Pre-School

3.2 The role of the Committee is to:

- 3.2.1 Discuss matters concerning Health and Safety and changes in regulations
- 3.2.2 Monitor the effectiveness of Health and Safety within the School
- 3.2.3 Review accidents and near misses. Discuss preventative measures
- 3.2.4 Review and update risk assessments
- 3.2.5 Discuss training requirements
- 3.2.6 Monitor the implementation of professional advice
- 3.2.7 Review the Safety Policy guidance and updating it
- 3.2.8 Assist in the development of safety rules and safe systems of work
- 3.2.9 Monitor communication and publicity relating to health and safety in the workplace
- 3.2.10 Encourage suggestions and reporting of defects by all members of staff

4. Diagram showing the Organisation for Health and Safety



4.1 Additionally, the Health & Safety Executive Group meets once per term and then feeds into the full Health & Safety Committee Meeting held each term. This group discusses items such as fire safety, lock down, school evacuation, risk assessments, and training requirements. The Health & Safety Executive Group is chaired by the Bursar and attended by the following additional members:

- 4.1.1 Senior Deputy Head
- 4.1.2 Deputy Head of the Junior School
- 4.1.3 Estates & Operations Bursar
- 4.1.4 Maintenance Manager
- 4.1.5 Surmaster

## 5. Specific arrangements for Health and Safety

5.1 The following areas/activities have been identified as having significant risk potential in The Portsmouth Grammar School. As a consequence, pupils are not allowed unsupervised access to:

- 5.1.1 PE: the Director of Sport maintains and reviews risk assessments for all outdoor games, swimming, athletics, gymnastics, dance, etc.
- 5.1.2 CCF: the Contingent Commander maintains and reviews risk assessment for all CCF activities and for the secure use and storage of weapons and ammunition.
- 5.1.3 Science: each of the Heads of Department within Science maintain and review risk assessments for all experiments, and the use and storage of equipment, in their departments. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department maintain and review records of all subject-specific training by teachers and technicians.
- 5.1.4 Design and Technology: the Head of DT maintains and reviews risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. The DT Department recognises the Health and Safety importance in its workshop of adequate ventilation, dust extraction, and emergency switch off and cut-out for machinery. British Standard 4163:2007 is noted as a helpful source of advice on safety. Records of staff training are kept and termly reports are prepared by the Head of Department and submitted and reviewed by the Estates & Operations Bursar before submission to the Senior Deputy Head.
- 5.1.5 Art: the Head of Art maintains and reviews COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables, and maintains and reviews risk assessments for the safe use of the pottery kilns. Staff training needs are assessed by the Head of Department.
- 5.1.6 Drama: the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Staff training needs are assessed by the Head of Department.
- 5.1.7 Upper Junior School: the Deputy Head of the Junior School maintains and reviews risk assessments for the safe use of the pottery kiln and swimming pool.
- 5.1.8 The Catering Department: the catering General Services 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
- 5.1.9 The Maintenance, Caretaking and Grounds Departments: each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products

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- 5.2 Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:
- 5.2.1 Accessibility Policy
  - 5.2.2 Accident Reporting (RIDDOR)
  - 5.2.3 Anti-Bullying Policy
  - 5.2.4 Behaviour Management Policy
  - 5.2.5 Catering and Food Hygiene Policy (CH&Co)
  - 5.2.6 Control of Substances Harmful to Health (COSHH)
  - 5.2.7 Design and Technology
  - 5.2.8 Display Screen Equipment
  - 5.2.9 Visits (The PGS Trips Policy)
  - 5.2.10 Electrical Safety including Portable Appliance Testing (PAT)
  - 5.2.11 First Aid
  - 5.2.12 Fire safety, procedures and risk assessment
  - 5.2.13 Health and Safety Notices
  - 5.2.14 Induction of new staff
  - 5.2.15 Letting and Hiring
  - 5.2.16 Lightning Protection
  - 5.2.17 Minibus use
  - 5.2.18 Security, including workplace safety, manual handling, slips and trips and lone working
  - 5.2.19 Smoking, Alcohol, Drugs and Substances Policy
  - 5.2.20 Special Education Needs (SEN) and Learning Difficulties
  - 5.2.21 Sun Protection (EYFS pupils)
  - 5.2.22 Swimming pool
  - 5.2.23 Work Experience.
- 5.3 Where appropriate the School uses external consultants to advise on matters of health and safety within the School. Examples of this include:
- 5.3.1 Structural Surveyors to give advice on the external fabric of the school
  - 5.3.2 Architects and Project Managers in the selection and managing of contractors
  - 5.3.3 Specialist medical and employment advice for Occupational Health Services and for managing work-related stress
  - 5.3.4 School solicitors and other professional bodies for consultation arrangements with employees
  - 5.3.5 Engineers to monitor and service the school's lifts
  - 5.3.6 The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO)
  - 5.3.7 Specialist catering inspections are managed by the school's external catering contractors
  - 5.3.8 The school maintains an asbestos register and the Estates & Operations Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. Such work would normally be undertaken in consultation with the school's building advisers
  - 5.3.9 The School's Radiation Protection Supervisor (RPS), the Head of Physics, is responsible for liaison with the Radiation Protection Advisor of Portsmouth Council for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them
  - 5.3.10 The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations and operates a five year rolling inspection process
  - 5.3.11 All work on gas boilers and appliances is carried out by registered Gas Safe Engineers

- 5.3.12 All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305 and are tested by a specialist contractor
- 5.3.13 A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken

#### 5.4 Smoking

- 5.4.1 The School is a 'Smoke-Free' premises. Smoking and vaping are prohibited on all school sites and during school related activities which are undertaken outside school premises. The school's pastoral programme includes guidance and advice on health and safety issues associated with smoking and vaping, and the school has a Smoking, Alcohol, Drugs and Substances Policy which specifically covers smoking, the use of electronic cigarettes and vaping.

### 6. Allocation of Tasks and Version Control

#### Allocation of Tasks

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Estates & Operations Bursar	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Estates & Operations Bursar	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Estates & Operations Bursar	As required, and at least termly
Receiving/ reviewing input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Estates & Operations Bursar	As required, and at least annually
Formal annual review	SMT	Annually

#### Version Control

Date Approved	30 <sup>th</sup> June 2023 (Governing Body)
Date Reviewed	26 <sup>th</sup> May 2023 (Audit and Risk Committee)
Next Review Date	Summer 2024
Policy author (SMT)	Estates & Operations Bursar
Status	ISI Requirement (external website)
Report	Health and Safety Report

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