

Health & Safety

Policy and Procedures

Avenue House School



Approved by: Governors & Headteacher

Review date: September 2026

Next review date: September 2027

PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE
CHAIRMAN OF GOVERNORS (PROPRIETOR)

PART 2: ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE
HEAD TEACHER PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND
SAFETY

PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF
GOVERNORS

1. As Proprietor of Avenue House School, I am also the Chairman of Governors and, I fully recognise my responsibility for providing, a safe and healthy school for all our employees, pupils, parents and visitors. In my role as employer, I attach 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. I am committed to promoting the welfare of all in our community so that effective learning can take place.

I have consulted the appropriate advice and documentation issued by the Department for Education and the Health & Safety Executive. I have followed advice in the following publication: Health and Safety: responsibilities and duties for schools published on 3rd June 2013 and last updated on 5th April 2022.

2. I fulfil my responsibility as Chair of Governors of Avenue House School by appointing Ms Ravinder Nandra, the Head Teacher, with responsibility for overseeing health and safety.
3. Day to day responsibility for the operation of health and safety at the school is vested with the Head Teacher and he is supported by Sameena Burles. But as Chair of Governors, I have specified that that the school should adopt the following framework for managing health and safety:
 - a. That Ms Ravinder Nandra Chairs termly meetings of the School's health and safety committee and minutes of such meetings are kept.
 - b. That a report on health and safety covering: statistics on accidents to pupils; staff

and visitors; staff training; fire practices; and all new or revised Health and Safety (and related) policies and procedures is tabled at each term's meeting with me.

- c. That the minutes of the Avenue House Health and Safety Committee's discussion on health and safety is tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
 - d. That the fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals. Their reports shall be considered and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
 - e. That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO. In addition, the Cook arranges for a hygiene and safety audit of food storage, meal preparation and food serving areas once a Term, together with regular external deep cleaning and pest control services, and that the Head Teacher reports on all these aspects to the Chairman of Governors.
 - f. That the school has a fire risk assessment, carried out by a Competent Person which is reviewed every 2 years (*currently* Spectrum Safety Services Ltd T/A Fire Risk Assessments London), more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Chairman of Governors.
 - g. That the school has a professional risk assessment for legionella (*currently, Water Care*), every 2 years and a water sampling and testing regime in place.
 - h. That the school has 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 Working at Height training. Health and safety training that is related to an individual member of staff's functions, such as teachers of Science, DT or Art, will be provided in addition to the "standard" induction training. Paediatric First Aid training is provided to any member of the teaching staff who is involved with trips and visits, and to selected members of the non-teaching staff.
4. All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for

cooperating with the Head Teacher and other members of the SLT to enable the Chair of Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head Teacher.

5. All employees are briefed on where copies of this statement can be obtained. 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 Parts 2 and 3 of this document.

David Immanuel
Chairman of
Governors Avenue
House School

PART 2:

ORGANISATION FOR HEALTH & SAFETY: STATEMENT BY THE HEAD TEACHER

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6. David Immanuel, the Chairman of Governors of Avenue House School, has delegated day to day responsibility for organising health and safety and welfare to me, the Head Teacher. That role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy, I shall be supported by Mrs Sameena Burles for the day-to-day operation and compliance recording of all Health and Safety and Mr. Justin Sheppard for the dayday-to-dayeration and compliance recording of Fire Prevention. The policy document consists of three parts, the General Statement by the Chairman of Governors, this description of the Organisation for health and safety and, lastly, detailed arrangements for Health and Safety.
7. Every member of staff is responsible for ensuring the health and safety of other staff, pupils and others (especially visitors who are unfamiliar with the school; those who are disabled; or who have special educational needs).
8. My duties specifically (but not wholly limited to) include,
Fire Prevention
 - a. Keeping fire routes and exits clear.
 - b. Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, and fire extinguishers. Monthly testing of emergency lights.
 - c. Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals to ensure that the school can be safely evacuated in the event of a fire.
 - d. Ensuring that flammable rubbish and combustible materials are stored away from buildings.

Accidents and incidents

- e. Maintaining an accident book and reporting notifiable accidents to the HSE, I will also responsible for preparing summary reports for the Health and Safety Committee and Governors.

Electrical and Gas Safety Testing.

- f. Ensuring the building at Avenue House School have current electrical installation certificates.
- g. Regular electrical portable appliance testing.
- h. All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.

Water, Drainage etc

- i. Maintaining water quality. (A sampling regime, using external contractors, is in place.) Weekly temperature checks for hot and cold water.
 - j. Ensuring that drains, gutters etc are kept unblocked.
 - k. Checking that all drain runs are clear (using external contractors where necessary).
9. I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which I am answerable to the Chairman of Governors is with me. The areas where my duties have been delegated are:

Safety and Security

- l. Building security (including alarms, locking external doors and windows) – the Late Duty Teacher.
- m. Preventing unsupervised access by pupils to potentially dangerous areas, such as the classrooms where PE, Science or Art are taking place – working in cooperation with the Teachers' of PE, Science and Art.
- n. Ensuring that all visitors book in at Reception and wear visitors' badges – the School Office Manager.
- o. Registration and control of contractors – the School Office Manager.

Accidents

- p. All accidents and incidents are to be investigated at the time of occurrence and reported up on by the senior member of staff present.
- q. Keeping statistics of accidents and preparing summary reports for the Health and Safety Committee – Nominated First Aider and Health and Safety Officer.
- r. Escorting pupils to hospital (and informing their parents) – Escorting pupils will be

as delegated by a Member of SLT, who will also inform the parents or guardians.

- s. Checking that all first aid boxes and eye washes are kept replenished – designated First Aider.
- t. Switching off all kitchen equipment at the end of service – School Cook.
- u. Checking that all scientific equipment is switched off at the end of the school day – the teachers of Science.
- v. Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – All Staff.
- w. Securing flammable materials used in teaching or maintenance in purpose-made, locked flame-proof containers – All Staff.

10. Risk Assessments

As the delegated person for Health and Safety, it is my responsibility to ensure that a Policy for Risk Assessments is held and that risk assessments are maintained for:

Risk Assessment	Delegated Person Responsible	3rd party Contractor
Fire	Head Teacher	Spectrum Fire UK Ltd London
Legionella	Head Teacher	Water Care
Classrooms	Classroom Teacher	
All communal rooms, corridors and exits	Health & Safety 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)	Chef Cleaner	

Site maintenance including: • use of pesticides; and • COSHH	Head Teacher	
Maintenance functions including: • working at heights • electricity • manual handling; • building work; • use of power tools; • COSHH; and • flammable materials	Head Teacher	1 st Electrical Ltd. Beaufort Electrical Ltd. In House Maintenance 7 Northfields Avenue, London, W13 9QP
Asbestos Register	School Office Manager	JM Asbestos Surveyors Ltd.
Reprographics machines and copiers	School Office Manager	

Ensuring that up-to-date risk assessments are maintained for teaching in the following areas:

Science, including: • Chemicals; • COSHH; and • flammable materials.	All Teachers
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11. Training

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

Science related health and safety training	Teachers
PE related training and qualifications, for example in life-guarding and other subject specific training.	Teachers
Drama related training	Teachers
Health and safety training for the Catering staff	Chef
Health and safety training for the Cleaning staff	Administrator- Sameena Burles
Briefing new pupils on emergency fire procedures	Class teachers

Briefing new staff on emergency fire procedures	Head Teacher/Deputy Head- Fire Warden- Justin Sheppard
Inducting new staff in health and safety procedures	Head Teacher/Deputy Head- Fire Warden- Justin Sheppard
Identifying specific health and safety training needs of staff	SLT
First aid training	SLT

12. External Advisors for Health and Safety

a. At Avenue House School, we use external consultants and ISBA advise us on matters of health and safety within the School.

b. Engineers monitor and service the school's plant and equipment, including:

Area	Currently advice is given by
I. Boilers	In House Maintenance
II. Air conditioning units	In House Maintenance
III. Gym and fitness equipment	Universal Services
IV. Kitchen Equipment	In House Maintenance

c. The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO).

d. In addition, the Cook and Sameena Burles will arrange:

- I. To conduct a hygiene and safety audit of food storage, meal preparation and food serving areas once a term.
- II. The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. once a year. (Currently cleaning is undertaken by the cleaning company).
- III. Appropriate pest control measures to be in place. (Rentokil undertake pest control)

13. Pupils are not allowed access to the cleaning cupboards which are kept locked with the key held by the cleaner and a spare key in the kitchen.

14. The school has a professional fire risk assessment which is reviewed every 2 years, more

frequently if significant changes are made to the interior of building, or new buildings are bought or added. Spectrum Fire UK Ltd undertake the Fire Risk Assessments.

1. In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor. (Tests are undertaken by Chubb and Fowler). In school, the following is tested:
 - a. carrying out monthly temperature checks on the hot and cold taps for the control of Legionella,
 - b. (weekly) carrying out whether the fire doors close properly
 - c. check the fire extinguishers weekly.
 - d. check the emergency lighting weekly.
 - e. a Health and Safety daily walk from 8-8.30 around the building and outside to check for any issues / concerns – and report back to Sameena Burles with any concerns.
2. The school has a professional risk assessment for legionella, every two years and a water sampling and testing regime in place. (Water Care Undertake the Risk Assessment)
3. The school maintains an asbestos register and the Office Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. They are also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
4. The school has current electrical test certificates for all its buildings. We only use NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations. All electrical installations are RCD protected and meet the requirements of BS7671 IEE wiring regulations. (David Allen)
5. All work on gas boilers and appliances is carried out by registered Gas Safe Engineers (our engineers are C. H. Services Plumbing & Heating)
6. All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
7. 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.
8. School Health and Safety Committee
 - a. I have set up a School Health and Safety Committee which meets once a term

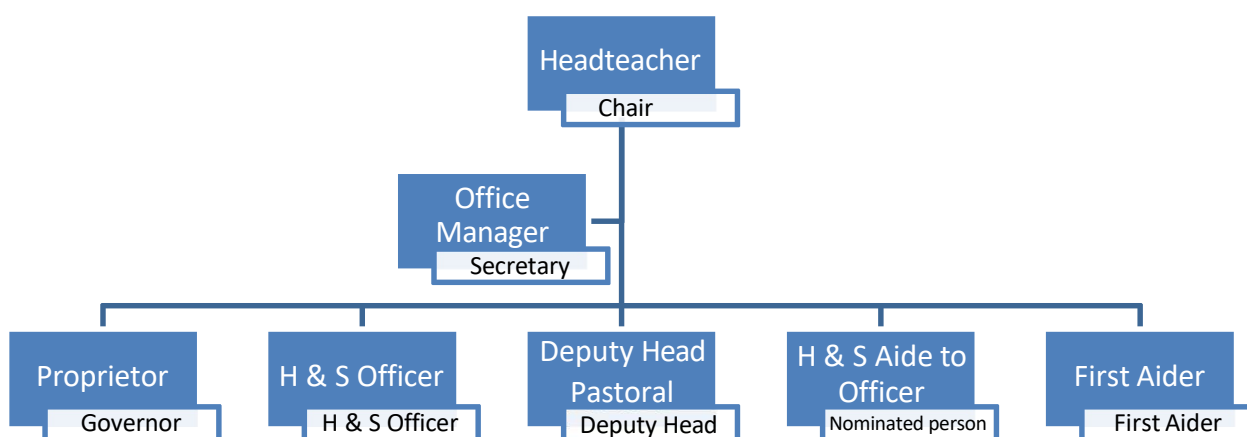
under my chairmanship. The Governor who is responsible for overseeing health and safety will attend these meetings. The members of the Committee are:

- I. Headteacher (Chair)
- II. Governor (Currently the Chair of Governors)
- III. Health & Safety Officer
- IV. Deputy Heads
- V. Nominated First Aider
- VI. Cook
- VII. Office Manager, who also acts as secretary;
- VIII. Nominated member of staff who assists Health and Safety Officer

Ravinder Nandra
Headteacher Avenue House School



Avenue House School Health and Safety Committee



The role of the Committee is to:

- I. Consult and discuss matters concerning Health and Safety and changes in regulations;
- II. Monitor the effectiveness of health and safety within Avenue House School;
- III. Complete a H & S Audit regularly.
- IV. Review accidents and near misses and discuss possible preventative measures;
- V. Review and update risk assessments;
- VI. Discuss training requirements;
- VII. Monitor the implementation of professional advice;
- VIII. Review the Health and Safety Policy;
- IX. Assist in the development of safety rules and safe systems of work;
- X. Monitor and publish communication and publicity relating to health and safety in the Workplace; and
- XI. Encourage suggestions and reporting of defects by all members of staff.

PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

THE ORGANISATION FOR HEALTH AND SAFETY

1. PROPRIETOR and GOVERNORS
Overall Responsibility for health and safety at Main Board level
2. Head Teacher – Ravinder Nandra

Responsibility for day- t o - d a y operations, organisation of health and safety, including responsibility for management of safety and security of site Compliance with regulations

3. External Professional Advisors

Responsible for professional knowledge and expertise on matters outside of the school's sphere of competence.

4. Whole School Community

Consultation with staff will be discussed within departmental meetings and pupils, Governors, visitors, volunteers Contractors working on site should be consulted as requires on Health and safety matters as advised.

5. The following areas, equipment and activities, present identified and specific risks in Avenue House School. Therefore, pupils are not allowed unsupervised access to:

- a. PE;
- b. Science;
- c. Art;.
- d. Drama;
- e. The Catering Department; and
- f. Pupils are not allowed entry to areas where chemicals (including cleaning chemicals) are stored.