



**BICKLEY PARK  
SCHOOL**

# Health & Safety Policy Statement

Policy Review & Update Process			
Member(s) of SLT responsible for update	Bursar		
Sub-Committee responsible for review	Buildings, Health and Safety Committee		
ISBA template policy?	Y		
Last Updated	<b>May 2026</b>	Updated by	<b>Head</b>
Last review	<b>May 2026</b>	Next review	<b>October 2026</b>

***Bickley Park School** (DfE number 305/6002) is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the chair of governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Bickley Park School Local Advisory Board.*

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## Associated Policies

This policy statement is available on the School website. It is central to all our School policies and procedures and is one of a series in the School's integrated **Health & Safety portfolio**, which includes the following policies:

1. Accident Reporting
2. Administering Medication
3. Asbestos
4. Competent Advice
5. Control of Access, Security and CCTV
6. Construction Work (CDM)
7. Contractor Management
8. Control of Substances Harmful to Health (COSHH)
9. Display Screen Equipment
10. Electrical Safety
11. Electromagnetic Fields
12. First Aid (See separate First Aid Policy)
13. Fire Safety
14. Gas Safety
15. General Workplace Safety
16. Hot Works
17. Human Flu Pandemic
18. Infection Control
19. Letting and Hiring
20. Lightning Protection
21. Manual Handling
22. Minibus Use
23. New and Expectant Mothers
24. Noise
25. Occupational Health
26. Radon
27. Risk Assessment
28. Safety Training (including induction)
29. Security, Workplace Safety and Lone Working
30. Smoking
31. Stress
32. Swimming Pools
33. Vehicles and On-Site Movements
34. Vibrations
35. Water Quality (including Legionella)
36. Working at Heights

## **HEALTH & SAFETY POLICY STATEMENT**

Risk Assessments where applicable are held on SharePoint. All policies contained herein are reviewed annually by SLT. This manual is reviewed and approved by the Local Advisory Board each year. Individual policies may be updated on an ad hoc basis should legislation change or if there is a change of circumstance.

## Section A: Introduction and Background

### INTRODUCTION AND BACKGROUND

#### HEALTH AND SAFETY AT WORK ACT 1974

The ***Health and Safety at Work Act 1974*** imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons not employed by them who may be affected by their activities are not exposed by their actions to health or safety risks. Within schools, pupils, parents and visitors come into this category.

The prime purpose of the Act is to reduce accidents and improve health and safety in places of work. It is therefore important for those employed in schools to be on the lookout for hazards to health and safety and to expect joint consultation with their employers.

Section 2 of the Act places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees.

Section 7 of the Act requires employees to ensure that the ways in which they work are without risk to themselves and to other staff and visitors. They must co-operate with those with responsibilities for health and safety, e.g. by reporting areas of the premises, equipment or work practices which appear not to be safe, and by adhering to policies and instructions from those in a supervisory capacity.

All aspects of health and safety are the ultimate responsibility of the governing body.

There are also health and safety implications in the duties of the Head. These not only derive from his responsibilities for the care of pupils and the management of staff but also those which relate to the security and supervision of the premises and reporting to the governing body.

## HEALTH & SAFETY POLICY STATEMENT

Bickley Park School is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School. The Sevenoaks School governing body is the Proprietor of Bickley Park School.

The Governing Body of Sevenoaks School, fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, 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 school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

Whilst the Board are ultimately responsible for health and safety at Bickley Park, day-to-day responsibility for the operation of health and safety at the school is vested with the Head.

As Governors, we have specified that that the school should adopt the following framework for managing health and safety:

We have appointed a Board Governor as the Lead for Health and Safety across the Sevenoaks Family of Schools.
The Lead Governor is also the named Governor with responsibility for supporting children with medical conditions and allergy safety across the Sevenoaks Family of Schools.
They are supported by a local link-governor with specific health and safety responsibility (including medical conditions and allergy safety) for Bickley Park School.
Bickley Park School holds termly Health and Safety Committee meetings, which is attended by the local link-governor responsible for health and safety.
A report on health and safety covering statistics on accidents and near-misses of pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Committee meeting.
The minutes of the Committee's discussion on health and safety are tabled at the Local Advisory Board (LAB) together with any other issues on health and safety that the committee chairman wishes to bring to the LAB's attention
A Health and Safety Report, along with a Monitoring Report from the local link-governor is tabled at the Sevenoaks School Risk and Compliance Committee.
The local-link governor will be asked to share any observations, concerns or issues with the Lead Governor. They may attend the Sevenoaks School Risk and Compliance Committee and/or provide a Monitoring Report.
Key Health and Safety Policies, including the Health and Safety Policy Statement, the Medical Conditions Policy and Allergy Policy should be reviewed by the H&S Committee and the LAB and then submitted to the Sevenoaks School Risk and Compliance Committee for approval.
The named senior leader responsible for health and safety, medical conditions and allergy at Bickley Park is the Head.

- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Health and Safety Committee and its recommendations (together with defects to be addressed) form the basis of the school's routine maintenance programmes.
- The school's caterers adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the caterers arrange for an independent hygiene and safety audit

## HEALTH & SAFETY POLICY STATEMENT

of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and advise the Bursar of any failings at fortnightly meetings.

- The school has 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, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- The Health and Safety Committee review this risk assessment every time it is amended and submit a report to the Local Advisory Board.
- External health and safety consultants are appointed when required to undertake reviews the differing areas of the school arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation is monitored by the Health and Safety Committee.
- The school has a competent person undertake a risk assessment for legionella, every year and a monthly water sampling and testing regime in place.
- 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', 'fire safety' and 'working at height' training. Health and Safety training that is related to an individual member of staff's functions, such as science teachers, 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 pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.
- All employees access this statement via the school website or Sharepoint. 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 two and three of this document.



Chris Gill  
Chair of Governors, for and on behalf of the Sevenoaks School Board of Governors

Date: 1<sup>st</sup> June 2026

## SECTION C: ORGANISATION

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the school, which is shown at the end of this section.

### 1. **BOARD OF GOVERNORS ("THE BOARD")**

The Board of Governors of Sevenoaks School has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### 2. **HEAD**

The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### 3. **BURSAR**

The Estates Manager, supported by the Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

1. Safety and security
2. Fire safety
3. Electrical safety
4. Gas safety
5. Water quality
6. Asbestos
7. Emergencies
8. Staff induction

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- monitoring health and safety within the School and raising concerns with the Head
- chairing the **Health & Safety staff committee**
- Registration and control of visitors. (School Front desks)

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The Estates Manager's duties include

- advising the Head on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- monitoring health and safety within the School and raising concerns with the Head

### 1. HEADS OF DEPARTMENT (TEACHING)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – Head of Forest School or Adventure School
- Trips and visits – Trip Leader
- Cleaning functions – Housekeeper

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

### 4. ESTATES MANAGER

The Maintenance Manager will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

### 5. EXTERNAL HEALTH AND SAFETY ADVISORS

The Estates Manager/Bursar will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school.

## HEALTH & SAFETY POLICY STATEMENT

- Engineers monitor and service the school's plant, equipment, including boilers and lifts.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the school caterers arrange for:
  - The Local Authority conduct an annual environmental health inspection (scores on the door)
  - an operational hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas once times a year.
  - professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
  - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, reviewed every year and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Estates Manager/Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Estates Manager/ Bursar is also responsible for the maintenance of an asbestos management plan. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations [all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations].
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested regularly by a specialist contractor.
- Whenever construction work is undertaken a competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015

### 6. SCHOOL HEALTH AND SAFETY STAFF COMMITTEE

The Committee will meet once a term, and will be chaired by the Bursar. The local-link governor who is responsible for overseeing health and safety will attend the Committee meeting. The other members of the Committee will be:

- The Deputy Heads
- Head of Games
- The Estates Manager
- Matron

Agendas & Minutes of these meetings are shared with staff and local governors.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

### 7. THE SCHOOL MATRONS

The School Matrons will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive (Bursar's office).
- Keeping statistics and preparing summary reports for the School Health and Safety Committee. (Bursar's office).
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.
- Posting notices of school first aiders around the school

### 8. STAFF

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / Estates Manager/ Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;

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- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

