

## HEALTH AND SAFETY POLICY 2024 - 2025

**This is a whole School policy and applies to all members of Copthorne Preparatory School including EYFS.**

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<b>CONTENTS</b>	<b>PAGE</b>
1. Statement of intent	2
2. Responsibilities	4
3. Safe Code of Conduct	11
4. Training	12
5. Sport	12
6. Minibuses and other school vehicles	13
7. Fire safety	13
8. Educational visits and off-site visits	13
9. First aid and the administration of medicines	14
10. Accident reporting	14
11. Catering	14
12. Site security	14
13. Plant and machinery	15
14. Classrooms	15
15. Other areas	15
16. Waste disposal	15
17. Personal protective equipment	15
18. COSHH	16
19. Display screen equipment	16
20. Risk assessments	16
21. Hot drinks	16
22. Moving around the school	17
23. Manual handling	17
24. Working at height	17
25. Occupational health	18
26. Smoking	18
27. Electrical safety	18
28. Water	18
29. External advisors	18
30. Health & Safety committee	19

## **1 STATEMENT OF INTENT**

The Governing Body accepts the duties as outlined in the 1974 Health and Safety at Work Act and it will continue to promote standards of Health, Safety and Welfare that comply fully with the terms and requirements of the above Act. It is considered by the Governing Body that Health & Safety (H&S) is a responsibility at least equal in importance to that of any function of the School.

The Governing Body will take all such steps as are reasonably practicable to:

- a. Create a positive Health and Safety (H&S) culture which supports risk management at all levels within the School.
- b. Seek to ensure that the Headmaster, Business Manager, Estates Manager and Matron are competent for their respective safety roles.
- c. Identify, assess and control risk systematically as an effective approach to injury, ill health and loss prevention.
- d. Maintain safe and healthy working places, systems and methods of work to protect employees, pupils and others, including the public, in so far as they come into contact with foreseeable work hazards.
- e. Provide and maintain a safe and healthy learning and boarding environment for all employees and pupils with adequate facilities and arrangements for their welfare.
- f. Provide all employees with information, instruction, training and supervision that they require to work safely and efficiently. The School's H&S Committee to provide all necessary advice, guidance and information and this will be disseminated to the staff as appropriate.
- g. Develop safety awareness amongst all employees and pupils and, as a result, strengthen a culture of H&S at all levels.
- h. Provide a safe environment for visitors to any of the School premises, bearing in mind that these visitors may not necessarily be attuned to aspects of the School environment.
- i. Control effectively the activity of all outside contractors when on School premises. It is the intention of the Governing Body that, apart from routine supervision and control of contractors, this aim will be achieved by a combination of asking for copies of the contractor's risk assessments, method statements, insurance certificates and accident safety records, briefing prior to work and routine inspection.
- j. Encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the School and the committees already existing.
- k. Ensure that this policy is used as a practical working document and that its contents are publicised fully.
- l. Ensure adequate resources are made available for H&S matters, as far as is reasonably practicable.
- m. Ensure the School has fire risk assessments, which are carried out by a competent person and 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 exterior and interior of buildings or new buildings are bought or added.
- n. Ensure the School appoints a contractor to undertake a risk assessment for legionella as well as external water sampling.
- o. Ensure the school has a comprehensive policy in place for the training and induction of new staff in H&S related issues which should include basic 'manual handling' and 'working at height training'. First aid training and/or minibus driver training is provided to any member of staff who is involved with trips and visits.
- p. Ensure a report on H&S is tabled at each term's Estates Committee meeting covering; statistics on accidents to pupils and staff, training, fire drills, and all new or revised policies and procedures.
- q. Constantly review the details of this policy and keep it in line with changes in current legislation.

- r. Ensure 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 Headmaster and other members of the Senior Leadership Team in order to enable the Governors to comply with H&S duties.
- s. Ensure all members of staff are responsible for reporting any significant risks or issues to the Estates Manager, copied to the Headmaster and the Group Director of Estates.
- t. Ensure that lessons are learnt should safety be inadvertently compromised.

This H&S Policy is an integral part of the overall School Development Plan and will be brought to the attention of all employees at induction, then regularly thereafter. It should be read in conjunction with the all other policies mentioned in this policy. This policy will be periodically reviewed and revised as necessary.

## **2 RESPONSIBILITIES**

### **2.1 The Governing Body**

The Governing Body has overall collective responsibility for H&S within the School. It has a responsibility to ensure that H&S issues are considered and addressed, and that the Policy is implemented throughout the School. The Governing Body recognises that under the Health & Safety at Work Act 1974 it has a legal duty to ensure, so far as reasonably practicable, the Health, Safety and Welfare of all its employees and that it has certain duties towards pupils, the public and people who use the premises of the school from time to time, these duties being implicit in the above Act.

The Governing Body have specified that the School should adopt the following framework for managing H&S:

- The Governing Body provide support and where necessary challenge to the Headmaster and Business Manager in fulfilling their H&S responsibilities.
- A clear written policy statement is created which promotes suitable attitudes towards H&S in staff and pupils.
- Responsibilities for health, safety, welfare and well-being are clearly allocated to heads of departments and individuals with specific responsibilities. H&S is a standing agenda item at all internal meetings.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and activities and that safe systems of work are in place.
- Ensure effective risk assessments of the premises and working practices are carried out and documented.
- Sufficient funds are set aside with which to operate safe systems of work, for effective systems of work.
- Health and Safety performance, and policies and procedures are updated annually as a minimum.

### **2.2 The 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 cooperating with the Headmaster, and other members of the SLT in order to enable the Governors to comply with H&S duties. Finally, all members of staff are responsible for reporting near misses to the Estates Manager and accidents to Matron. For any risks or defects, please report to the Estates Manager.

### **2.3 The Headmaster**

Will be responsible to the Governing Body for the safe functioning of all School activities. He will be proactive to:

- Ensure 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 Headmaster and other members of the SLT in order to enable the governors to comply with H&S duties.
- Ensure all members of staff are responsible for reporting any significant risks or issues to the Estates Manager.
- Ensure all members of staff are responsible for reporting any near misses or accidents to the Matron.
- Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governing Body as appropriate.
- Consult with the Business Manager as the nominated Health & Safety Officer.
- Recommend changes in the Health & Safety Policy in light of experience.
- Ensure that the criminal records of all staff who have contact with children are checked by means of a barred list check and Disclosure and Barring Service check as appropriate.
- Develop and implement a Safeguarding Policy.
- Endeavour to ensure the co-operation of all staff at all levels as regards adhering to this Policy.
- Be responsible for ensuring that all teaching and ancillary staff, and all domestic staff fully understand their responsibilities and are given both the time and encouragement to pursue them.
- Take steps to ensure that any changes in curriculum are considered for their H&S implications.
- Ensure the Governors, school staff, peripatetic staff and others understand their duty, under the common law, to take care of pupils in the same way that a prudent parent would do so.

## 2.4 **The Business Manager**

The Business Manager will have management responsibility for ensuring that, as far as practicably possible, arrangements are in place to:

- Ensure the Headmaster is advised of situations or activities which are potentially hazardous to the H&S of staff, pupils and visitors.
- Ensure the School has a range of policies, procedures and risk assessments for, but not limited to,
  - Safety and security
  - Fire safety
  - Electrical safety
  - Gas safety
  - Water quality /Legionella
  - Asbestos
  - Emergencies
  - Food safety & hygiene
  - Contractors working on site
- Ensure records are kept of all relevant H&S activities, e.g., assessments, inspections, incidents, H&S training etc.
- Monitor performance of non-teaching areas and associated risk assessments through Heads of Departments.
- Ensure records of H&S activities in the management of the building fabric and building services are kept.
- Ensure that Heads of Departments complete appropriate to role H&S training.
- In conjunction with the Estates Manager and Heads of Department, spread awareness and understanding of policies and procedures amongst staff, peripatetic teachers, volunteers and sports coaches.
- Promptly oversee accident investigation, report findings and the subsequent actions taken to the Headmaster and Governors (if appropriate) and update the H&S Committee at the first opportunity.

- Embed a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's H&S Committee.
- Be responsible for monitoring the school's preparation of statutorily required Risk Assessments, as well as similarly related matters such as Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments
- With support from the Headmaster and SLT, monitor the effectiveness of the Critical Incident Policy.
- Promote the observation of best practices and procedures designed to ensure compliance.
- Ensure the system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's H&S Committee.
- Take steps with Estates Manager to ensure that any changes in systems of work in the catering, housekeeping and maintenance areas are considered for their H&S implications.
- Ensure risk assessments are completed properly to comply with H&S legislation, regularly updated, appropriately filed and are historically and factually accurate.
- To support the Estates Manager with the cycle of regular testing and maintenance of equipment.
- Liaise with the Estates Manager to prioritise, support and monitor the triangulation of identified risks.
- Liaise with the Estates Manager with regards to the rolling check list of H&S action points prior to, and resulting from, the H&S Committee.
- Ensuring departments understand and adhere to COSHH procedures and that they are completed and adhered to for dangerous substances being used by the academic departments

## 2.5 The Estates Manager

The Estates Manager, as far as it is reasonably practicable, on a day- to -day basis and with the support of the Estates Technicians, will be responsible for:

- Ensuring the Headmaster and Group Director of Estates are advised of situations or activities which are potentially hazardous to the H&S of staff, pupils and visitors.
- Ensuring that no work is undertaken by contractors before reference to the Asbestos Risk Register. All contractors and relevant staff access the online Asbestos Register to confirm that they have seen the relevant report, if appropriate.
- Ensuring, where relevant, the Contractor has provided their own risk assessment and if appropriate, method statement. The risk assessment must include reference to pupil and adult safety from a health and safety perspective.
- Ensure reported defects are recorded on system for work orders to be generated and when the works are completed to annotate the originating documentation.
- Report on the regular testing and maintenance of fire, emergency lighting, electrical, gas, water quality (legionella), asbestos, plant equipment, gym and adventure play, equipment to the H&S Committee; and ensure, where appropriate, recommendations are carried out.
- Ensuring that 'hot works' forms and risk assessments are completed before any hot works commence.
- Ensuring that a sufficient number of the correct fire extinguishers are available, all means of fire escape are in working order and kept free and unobstructed at all times. Make regular checks on fire alarms and fire extinguishers and report to the Business Manager any problems with the equipment. Regularly check each area has an escape route plan on display.
- Assisting the Business Manager during fire drill and lockdown operations.
- Ensuring good standards of housekeeping, including drains, gutters, rubbish, wastepaper, weeds, leaves etc
- Ensuring any works involving dangerous machinery and tools are completed when children are not present.
- Ensuring that all steps and boiler rooms are kept free of obstructions and trip hazards at all times.

- Ensuring that COSHH forms are completed and adhered to for dangerous substances being used by the estates team.
- Ensuring all ladders and maintenance tools are inspected on a quarterly basis, records kept and not used if deemed to be faulty.
- Liaising with specialist contractors appointed to supply pest control services.
- Preparing a rolling checklist of H&S matters which require addressing for discussion at the Governors Estates Committee.
- Be a member of the Health and Safety committee and Governor's Estates committee.

## 2.6 Heads of Departments, Staff with Specific Responsibilities

Teaching (Head of School, all teaching Heads of Departments, External Visits Coordinator (EVC), support staff and Matron) who report directly to the Headmaster or Business Manager, are to:

- Apply the School's H&S Policy to their own department or area of work and be directly responsible to the Headmaster or Business Manager for the application of the H&S procedures and arrangements.
- Carry out regular H&S risk assessments of those activities for which they are responsible using standardised forms where possible and communicating necessary actions/review.
- Ensure that their staff are familiar with the H&S Policy and any specific departmental Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems which members of staff may refer to them and/or refer to the Headmaster or Business Manager, any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out and record regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and inspections are recorded.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own H&S.
- Investigate any accidents that occur within their area of responsibility.
- Investigate any significant or series of related near misses within their area of responsibility and forward to the Estates Manager.
- Prepare a termly report for submission to the Health & Safety Committee which reports on:
  - Incidents, 'reportable incidents' and near misses.
  - Departmental training completed and training required.
  - Details of any non-managed risks following annual risk assessment review
  - Other H&S matters raised at departmental meetings. H&S should be a standing item on departmental agendas

## 2.7 Head of Boarding

The Head of Boarding will ensure, so far as is reasonably practicable, the H&S of those affected by activities under their control. They will:

- Carry out responsibilities commensurate with their position within the School.
- Have direct responsibility for boarders, boarders Health & Safety policies and risk assessments.
- Ensure two members of staff are always available in the Boarding House when pupils are in residence.
- Ensure that evacuation of the Boarders at night in the case of Fire or Emergency is carried out effectively and safely.
- Ensure that the welfare aspects of the Boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to Boarding Schools are satisfied.
- Have regard to the National Minimum Standards for Boarding that are current, communicate these to staff and shall bring any deficiencies to the attention of the Headmaster.
- Be a member of the Health & Safety Committee.

## 2.8 **Matron**

- Maintain a first aid log and inform the Headmaster and Business Manager of any notifiable accidents before reporting them to the Health & Safety Executive (HSE).
- Keep statistics and prepare reports for the School Health & Safety Committee.
- Collate and prepare near miss reports for the School Health & Safety Committee.
- Arrange a suitable escort if pupils have to go to hospital (and inform their parents).
- Check all first aid boxes and eye wash stations are replenished.
- Ensure all required medicines and medical equipment are held, remain in date and are stored appropriately to their control category.
- Prepare Personal Emergency Evacuation Plans (PEEP) for children and staff in liaison with the Headmaster, Heads of Department and Form teachers.

## 2.7 **Educational Visits Co-ordinator**

The Educational Visits Co-ordinator (EVC) will lead and oversee a range of due diligence procedures for educational visits and is of sufficient status to be able to influence change and others, being actively supported by the Senior Leadership Team (SLT). However, responsibility within our School for the approval of visits and visiting speakers remains with the Headmaster.

The EVC's key functions include:

- Produce an annual plan of educational visits with an agreed rationale for the 'when and how they occur' as well as the implication for the curriculum and management of the school diary.
- Ensure all due diligence preparations are completed, together with necessary documents before a visit.
- Be involved in all educational visit management, therefore ensure that the guidance is understood, followed and regulations complied with.
- Confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers.
- Confirm that adequate risk assessments have been carried out by the School and the providers, so lines of responsibility are clear
- Ensure staff accompany pupils on trips/ educational visits have access to the risk assessments.
- Ensure that the establishment's management of behaviour and other relevant policies are able to be transferred off site successfully and are consistently used.
- Ensure that liaison with parents and obtaining consent are effective.
- Be a member of the H&S Committee.

## 2.8 **Class Teachers/Sport Coaches**

Class teachers and Coaches are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies, then to carry them out.
- Remind pupils of the fire evacuation procedures and visitor security at the beginning of each term.
- Inform pupils of additional H&S measures as informed at Inset / staff meetings / emails.
- Remind pupils (Prep School) at the beginning of each term the definition of the colour coded lanyards. Staff, Governors, peripatetic teachers and activity coaches wear red; all other visitors wear a black lanyard.
- Not allow any adult to enter their classroom if the school visitor's badge does not identify them. Visitors and volunteers to the school site without security badges should be challenged.
- Follow the H&S measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice/Normal operating procedures and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Take every opportunity to teach children about H&S, to make them risk aware and equip them with the skills, knowledge and understanding to live positive, successful and healthy lives.

- Follow safe working procedures and protocols, for example when engaging visiting speakers.
- Ensure protective clothing and guards are used where necessary.
- Make recommendations to the Headmaster or their Head of Department on H&S equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Make overt and integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on H&S in line with National Curriculum requirements for safety in education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.
- Ensure classrooms are left clean, tidy and in a safe manner. Be aware of all potential H&S issues when leaving a room thereby ensuring the next class are safe to enter and free from harm.
- Ensure first aid kits are securely stored out of reach of pupils.
- Identify hazards and reduce risks by implementing reasonable control measures.
- Make pre-visits within three weeks of leading a trip offsite and ensure have read providers risk assessments when generating School risk assessments.
- Intervene if providers control measures are not being implemented according to what has been communicated.
- Read the risk assessments prepared for off-site visits for which they have supervisory responsibilities.
- Listen to safety brief at the start of every session with children.

## 2.9 **All Employees / Staff / Volunteers**

All employees have individual legal responsibilities to take reasonable care for the H&S of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Be punctual for all duties
- Ensure pupils do not use play apparatus/sports equipment without adult supervision and appropriate attire.
- Always comply with the School's H&S Policy and procedures: method statements read; read critical induction documents – especially procedures for safeguarding, fire, first aid, other emergencies and incident investigation.
- Co-operate with SLT in complying with relevant H&S law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their Head of Department any hazardous situations and defects in equipment found in their workplaces.
- Report all incidents in line with the school incident reporting procedure.
- In the event of a significant, or series of related near misses, work with their Head of Department to prepare a near miss report and report to the Estates Manager.
- Act in accordance with any specific H&S training received.
- Inform their Head of Department, or SLT of any perceived shortcomings in the School's H&S arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Wear Personal Protective Equipment where appropriate.
- Ensure IT and mobile phone cables are not left plugged in without a device connected to them.
- Close all doors and windows and secure their areas of work before leaving the School.
- Put out of sight, lock away items of personal value
- Report to the School Office immediately any visitor who is not identified with a School lanyard / badge. If any adult working in the School has suspicions that a person may be trespassing on the School site, they must politely request the intruder leave and immediately inform the Headmaster, Business Manager or member of the SLT.
- Should an area of the School grounds become unsafe, staff must designate it 'out of bounds', report it and ensure that it is not used until it is declared safe.



## 2.10 Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the H&S of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the H&S rules of the school/establishment they are visiting and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their H&S

## 2.11 The School Health and Safety Committee will:

- Meet termly to discuss matters concerning health and safety
- Discuss all matters concerning health and safety, changes in regulations and compliance with legislation
- Monitor the effectiveness of health and safety within the School
- Review accidents and near misses and discuss relevant preventative measures.
- Review fire safety and any recent fire evacuation
- Monitor and plan staff training requirements
- Monitor the implementation of professional advice
- Review all School policies relating to health and safety annually and update them where necessary.
- Monitor communication and publicity relating to health and safety in the school.
- Encourage suggestions and reporting of deficiencies in the School's health and safety arrangements by all members of staff.

## 3 CODE OF SAFE CONDUCT

### 3.1 The School's Code of Safe Conduct requires all School staff to:

- Conform to the School's Health and Safety Policy, all relevant health and safety rules and signs, fire precautions and emergency procedures;
- Ensure that they understand and follow the safe operation of their duties and ask if they do not understand any aspect of these;
- Report all accidents, near misses, potential hazards and damage to Matron and the Estates Manager immediately;
- Use – where relevant - any provided personal protective equipment or clothing and look after it properly;
- Refrain from interfering with or misusing anything provided for the health and safety of employees;
- Refrain from acting in a way that could endanger themselves or others;
- Refrain from running, especially on stairs or steps. Use handrails and never to read while walking;
- Keep their work area tidy and clear of obstructions; refrain from leaving things lying around;
- Clean up any spilt liquids immediately;
- In the event of the staff member being called upon to handle bulky or heavy objects, only lift or move what they can easily manage; follow guidance and procedures for manual handling. If in doubt, to ask for assistance;

- 3.2 The School's electrical equipment is regularly checked and is normally safe when properly used, but staff should:
- Never touch electrical equipment with wet hands;
  - Always disconnect electrical equipment before moving it;
  - Never attempt electrical repairs unless authorised;
  - Always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc; and
  - Always switch off potentially dangerous equipment if not in use.
- 3.3 Information on any specific hazards and precautions (e.g., COSHH, DSE) will be issued as appropriate and is available from the Estates Manager. Training in dealing with hazards will be conducted as appropriate.

## **ARRANGEMENTS FOR HEALTH AND SAFETY WITHIN SCHOOL**

### **4 TRAINING**

- 4.1 All members of staff are given training in health and safety in their induction. On joining the School, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them. Health and safety are both regarded as being of paramount importance and all staff will be required to read the School's Health and Safety Policy.
- 4.2 Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy or by other means as deemed appropriate. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.
- 4.3 All pupils will be trained in the fire evacuation procedures by their form teacher as well as through termly practices.
- 4.4 Visitors are issued with either a red or black lanyard attached to which is a badge which states details of fire evacuation. They sign appropriate visitor forms.

### **5 SPORT**

- 5.1 Sporting activities are organised with the health and safety of the pupils as a priority. This, in conjunction with the Schemes of Work and risk assessments, ensures that all sport activities are organised and controlled correctly. All pupils are expected to do sport unless they have brought in a note or their parents/carers have communicated with the pupil's form teacher to state otherwise.
- 5.2 In the event of injury in sport activities, other than minor scrapes and bumps, pupils will be sent to the School Matron. If the injury is serious then an ambulance may need to be called. The accident book must be completed for all sport injuries.
- 5.3 If the staff identify an area of the sports ground that has become unsafe, they designate it out of bounds, report it to the Estates Manager and ensure that it is not used until it is declared safe, following remedial work if necessary.

### **6 MINIBUSES AND OTHER SCHOOL VEHICLES**

- 6.1 The School keeps a list of all directly employed minibus drivers, as well as other staff permitted to drive any School vehicle, along with details of their driving licenses and DBS clearances in accordance with all relevant Safer Recruitment policies and procedures. Training is given where required.
- 6.2 Ensuring that all School vehicles are properly maintained and roadworthy is the responsibility of the Business Manager, who delegates the task to the Estates Manager.

## **7 FIRE SAFETY**

- 7.1 The School has a full Fire Emergency Evacuation Procedure in place. All fire exits are clearly marked and fire routes and exits are kept clear. Whole school fire evacuation drills are carried out each term with evacuation times recorded as well as any action points required.
- 7.2 A red fire logbook for the recording of weekly call point and alarm testing, the maintenance of the alarm system as well as emergency lighting, extinguishers, etc is kept in the Estate Manager's Office. Fire alarm systems is in place with many areas covered by automatic detectors to ensure early warning at all times.
- 7.3 A whole school Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005, as amended from time to time, was last carried out in November 2021 (a copy being in the red fire logbook) and is reviewed every three years (or when a significant change has been made to the structure of a building) by a qualified risk assessor.
- 7.4 The School maintains an annual pre-planned service and maintenance regime for all fire prevention, firefighting equipment and emergency lighting. This information is kept in the Bursars office.
- 7.5 For further information, please refer to the School's **Fire Policy**.

## **8 EDUCATIONAL VISITS AND OFF-SITE VISITS**

- 8.1 For educational visits the following procedure will be observed:
- Careful planning of trips with prior visit made by organiser if necessary;
  - Adequate evaluation of all health and safety factors involved; and
  - Adequate notice given to parents of all facets of the trip.
- 8.2 The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion and, taking in account the Local Authority guidance, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken. For all off site activities the following points will be taken into consideration:
- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements;
  - The expertise of staff accompanying the trip; and
  - Accident and Emergency procedures.
- 8.3 For further information, please refer to the School's **Outings & Educational Visits Policy**.

## **9 FIRST AID AND THE ADMINISTRATION OF MEDICINES**

- 9.1 The School has a First Aid Policy, a Matron and a large number of staff who are qualified First Aiders, including paediatric and sports First Aid. Staff attend a two-day first aid course every three years when their certificates expire.
- 9.2 There are First Aid supplies throughout the School, held under the direction of the Matron, which are checked regularly, and First Aid kits are taken to every sporting activity/trip. Should any pupil require First Aid, they should be taken to Matron. The accident book must be filled in for any injury, however minor, requiring treatment.
- 9.3 Medicines are kept in locked cabinets and administered as directed. Information detailing what has been given to whom, are kept for the record by the School Office staff. All accidents and cases of work-related ill health are to be recorded in an accident book. These books are kept in the School Office and are monitored by the Health and Safety Committee.

- 9.4 School staff should not administer any medicines unless trained. In all cases appropriate parental or carer authority is required before any trained School staff will administer any medication. All medicines will be kept in a locked cabinet and administered as directed.
- 9.5 Should there be a pupil who suffers from a chronic condition, such as epilepsy, ADD/ADHD or a pupil has an allergy and requires an auto injector, trained staff are authorised to administer this medication. However parental or carer consent is required before staff can administer such medication.
- 9.6 Photographs and names of pupils with allergies are displayed in the School Office, Staff Room and the kitchen, so that the catering staff know which pupils have dietary requirements. These lists detail all pupils who have any allergies, dietary requirements and medical needs.
- 9.7 For further information, please refer to the School's **First Aid Policy and Administration of Medicines Policy**.

## **10 ACCIDENT REPORTING**

- 10.1 The School has a separate Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**) policy where staff are responsible for reporting accidents to the School Matron.

## **11 CATERING**

- 11.1 The Catering Manager is employed by the School, is responsible for risk assessments, environmental health and keeping records of food hygiene and other health and safety requirements. She reports directly to the Business Manager.

## **12 SITE SECURITY**

- 12.1 The School continues to take all reasonable steps to prevent unauthorised entry to its premises. Visitors are required to sign in at the Prep School entrance before being permitted to gain access to the School. A visitor's black lanyard system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises.
- 12.2 The Business Manager and Estates Manager control lone working after school hours by checking the staff signing-in app and conducting a daily security walk around the School where appropriate.
- 12.3 Care is taken to prevent unsupervised access by pupils to potentially dangerous areas, such as boiler rooms or basements. Although the School has resident staff, it is still locked down at night.
- 12.4 For further information, please refer to the School's **Security, Access Control, Workplace Safety and Lone Working Policy**

## **13 PLANT AND MACHINERY**

- 13.1 Maintenance on all the School's equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974 as amended from time to time. The inspections and checks are carried out as follows:
- Annual checks on electrical equipment/portable appliances;
  - Bi-annual service of fire extinguishers;
  - Bi-annual service of boilers, heating and ventilating equipment;
  - Annual service of catering equipment;
  - Annual service of DT equipment and art room kilns
  - Five yearly checks on fixed wiring installations;
  - Checks on fire alarm system are under contract; and
  - Annual lightning protection under contract.

**14** been reviewed. **CLASSROOMS**

- 14.1 Conditions in classrooms and other teaching areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up-to-date requirements in the educational sector. Any maintenance problems are reported either at the time or on the termly health and safety checklists given out to staff on INSET day by the Business Manager. A log of all issues is kept.

- 15** **OTHER AREAS**  
15.1 The Estates Manager keeps all other school areas under review and reports any issues to the Business Manager as well as the termly H&S Committee meetings.

**16** **WASTE DISPOSAL**

- 16.1 The disposal of normal, cardboard and cooked/raw food waste is contracted out to Suez Recycling and Recovery UK Limited. In doing so, the School complies with all relevant legislation.

**17** **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 17.1 There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Should PPE be required for an activity then the School will provide it and staff members are required to wear PPE appropriate to the duties and responsibilities being undertaken i.e. Science Lab teachers, Estates Manager, cleaners, etc. The School will request contractors to bring their own PPE in line with the Personal Protective Equipment at Work Regulations 1992 as amended from time to time.

**18** **HAZARDOUS SUBSTANCES AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

- 18.1 Where the School's teaching or support staff use substances deemed necessary for the COSHH register, the Business Manager and Estates Manager will ensure those staff have been trained in COSHH.
- 18.2 The Catering Manager is responsible for ensuring that any products that they use have a written COSHH assessment. Copies of these assessments are kept in their Health and Safety files.
- 18.3 For further information, please refer to the School's **Control of Substances Hazardous to Health (COSHH) Policy**.

**19** **DISPLAY SCREEN EQUIPMENT (DSE)**

- 19.1 The School, in line with the Display Screen Equipment Regulations 1992 as amended from time to time, carries out the following procedure where equipment is used that falls within the scope of the regulations. The School will:
- Assess the operator of the DSE to establish if the operator is classified as a 'user' under the regulations;
  - If there is a 'user', carry out an analysis of the work station to assess risks to health and safety (work station includes DSE, ancillaries, chairs, desks and immediate surrounding environment) and will implement any relevant requirements, including provision of appropriate equipment or implementation of rest breaks as detailed below;
  - Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour; and
  - Train the user or any person about to become a 'user' on the health and safety aspects concerned with the use of the work station.

**20** **RISK ASSESSMENTS**

- 20.1 Risk assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999 as amended from time to time. Guidance is given to staff through training and the school's Risk Assessment Policy. The assessments will establish the following:
- The hazards associated with a particular activity;
  - The potential frequency and severity of an accident;
  - The control measures being employed to minimise the risk of an accident occurring; and
  - Any further action to be taken to adequately control the hazard.
- 20.2 Risk assessments will be carried out by the Headmaster, Business Manager, Estates Manager or School staff as appropriate and will be reviewed annually.

## **21 HOT DRINKS**

- 21.1 Staff should only transport hot drinks around the school, if they are held in cups with lids on to prevent hot drink being spilled causing burns. There should be no uncovered hot drinks in the classroom when pupils are present.

## **22 MOVEMENT AROUND SCHOOL**

- 22.1 Pupils should walk around the school and stand in single file when waiting. When walking up and down the stairs, pupils should keep to their right, holding the handrail where possible. No running is permitted in School.

## **23 MANUAL HANDLING**

- 23.1 The School is aware of its obligations under the Manual Handling Operations Regulations 1992 as amended from time to time. Where there is a possibility of injury being caused the following action will be taken in line with the Regulations:
- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or dealt with by a mechanised process;
  - Where activities involving risk cannot be avoided, they will be subject to a risk assessment; and
  - The risk of injury will be reduced as far as reasonably possible by seeking assistance from other personnel; and/or use of sack barrows or other similar equipment etc.
- 23.2 All School staff are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. A record is kept of all staff who are trained in manual handling.

## **24 WORKING AT HEIGHT**

- 24.1 The School is aware of the requirement to control work at height in order to comply with the requirements of the Work at Height Regulations 2005 as amended from time to time. The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.
- 24.2 In order to ensure that the school complies with these regulations, the following will be taken into account:
- Working at height will be properly planned and organised;
  - Those involved in working at height will be properly trained and competent;
  - A risk assessment will be carried out to establish the correct access equipment; and

- Equipment for working at height will be properly inspected and maintained. In addition, risks due to work on or near fragile surfaces will be properly controlled.

24.3 The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding working at height if reasonable to do so;
- Using work equipment or other measures to prevent falls where working at height cannot be avoided;
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

24.4 For further information, please refer to the School's **Working at Height – Guidance**.

## **25 OCCUPATIONAL HEALTH**

25.1 It is the school's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs;
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee;
- Identifying possible health hazards within the working environment;
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance;
- Providing an efficient First Aid service; and
- Ensuring that occupational health provisions are within, and assist, the School's health and safety policies and that they comply with all relevant legal and statutory obligations.

25.2 It should be noted that the school's occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

## **26 SMOKING**

26.1 The School is a non-smoking site. Smoking, (including e-cigarettes/vapours), constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is illegal, against the School's Code of Conduct and will result in disciplinary action being taken.

## **27 ELECTRICAL SAFETY**

27.1 The School has a programme of planned preventative maintenance and regular portable appliance testing (**PAT**) in place, which is carried out on all electrical equipment. All electrical equipment in classrooms e.g., computers, projectors, printers, etc. and in the kitchen should be switched off at the end of each day.

27.2 For further information, please refer to the School's **Portable Electrical Appliance Testing (PAT) and Electrical Safety in Schools Policy**

## **28 WATER**

28.1 The Business Manager, together with the Estates Manager, is responsible for maintaining water quality. A sampling regime, using external contractors, is in place.

- 28.2 For further information, please refer to the School's **Legionella Management Policy**.
- 28.3 Weekly bacterial samples are taken from the swimming pool and sent off for analysis. The pool will be closed immediately if a negative test returns from the laboratory. Dosing levels will then be checked again.
- 28.4 For further information, please refer to the School's **Pool Safety Operating Procedures**

## **29 EXTERNAL ADVISORS FOR HEALTH AND SAFETY**

- 29.1 The School uses external consultants to advise on matters of health and safety within the school. For instance:
- Structural surveyors are retained to give advice on the external fabric of the school;
  - Engineers monitor and service the school's boilers every six months;
  - All gym and outdoor play equipment is serviced annually;
  - The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (**EHO**). In addition, the Catering Manager arranges for:
    - i) An independent annual hygiene and safety audit of food storage, meal preparation and food serving;
    - ii) The deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc once a year; and
    - iii) Appropriate pest control measures to be in place.
  - There is a professional fire risk assessment which is updated every 3 years and more frequently if 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 school's alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually or every six months by a qualified contractor;
  - A professional risk assessment is carried out for legionella, which is reviewed every year and a six-monthly water sampling and testing regime is in place;
  - An asbestos register is maintained, and the Business Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place;
  - There are current electrical test certificates for all its buildings. NICEIC qualified electrical engineers inspect and maintain the school's electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations; and
  - All work on gas boilers and appliances is carried out by registered Gas Safe engineers.

## **30. HEALTH AND SAFETY COMMITTEE**

- 30.1 The Health and Safety Committee meets to consider health and safety matters, hazards, risks and control measures and to discuss strategies for resolving any issues which arise. Health and safety rules are established by the committee for recommendation to full staff meetings and to the Board of Governors.

Minutes of meetings are available for inspection. The members of the Health and Safety Committee are as follows:

- Headmaster (Chair)
- Business Manager
- Estates Manager
- Matron



- Catering Manager
- Head of Boarding
- Head of Sport
- Head of Global
- Head of Digital and Innovation
- Outdoor Learning Lead (if available)
- Nursery Manager
- Prep School Clubs Coordinator