

## HEALTH AND SAFETY POLICY

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# RUPERT HOUSE SCHOOL

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## WHOLE SCHOOL, INCLUDING EYFS, HEALTH AND SAFETY POLICY

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Policy Owner - Director of Finance and Operations

Management Committee responsible: Health & Safety Committee

Governor oversight: Risk and Governance Committee

Approval: Board of Governors

Last review/approval date: 20<sup>th</sup> March 2023

Next review/approval date: March 2024

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### Amendment Record

All amendments to this Health and Safety Policy will be recorded below, along with information on the changes made.

Date	Section	Details of Amendments	Changes Made By:
March 2023	ALL	General Revision and Update	Wendy Emslie/DFO
February 2024	Part 3, page 17, line 24	Insert “ and an external trip booking form to the Educational Visits Co-ordinator (EVC) ....the booking form to the DFO for storage in the Bursary.”	Wendy Emslie/DFO

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### Part 1 – Health and Safety Policy Statement

The Board of Governors of the School ('the Governors') and the Head attach great importance to the health, safety and welfare of all those who form part of the School community, whether they be members of staff, pupils, visitors or contractors. They are aware of their responsibilities under relevant health and safety legislation relevant to the School's operation and are committed to reducing accidents, incidents and ill-health and look for ways to improve health and safety continuously. For further information, please refer to <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

The objective of this Policy is to minimise risks to health and safety of the staff and all others affected by the School's activities, by identifying and then controlling hazards. The development of a safe mind set amongst those who work and study here is at the heart of the School's commitment.

The individual responsible for day-to-day administration of health and safety at the school is the Director of Finance and Operations (DFO) but overall final responsibility lies with the Head and the Governors.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance.

All who work at the School should make themselves familiar with the content of this Policy, paying particular attention to their own areas of responsibility and operation. They are expected to be aware of the risks inherent in the management, care and education of children and to take all reasonable steps to identify, minimize and manage those risks. They are required to act in a safe way themselves, use protective equipment provided, and apply this Policy conscientiously and thoroughly and report any risks or hazardous conditions to their line manager, the DFO or Head.

Head of School:

Nick Armitage

Chair of the Governors:

Charles Lowe

Date:

20<sup>th</sup> March 2023

Handwritten signatures of Nick Armitage and Charles Lowe. Nick Armitage's signature is above Charles Lowe's signature.

### **PART 2 – ORGANISATION AND RESPONSIBILITIES**

#### **Introduction**

This Policy confirms the responsibilities for the implementation of health and safety at the School.

#### **Management of Health and Safety**

The School has developed this Policy to ensure health and safety standards are achieved whilst also meeting the educational, community and commercial needs of the School. Details cover the following:

- a general statement of the Policy (as set out in Part 1 of this Policy)
- who is responsible for what (delegation of tasks as set out in Part 2 of this Policy)
- arrangements for risk assessments and the practical control measures to reduce risk (as set out in Part 3 of this Policy)
- how the School will establish, monitor and review its measures to meet satisfactory health and safety standards (as set out in the responsibilities of the Health and Safety Committee, the Head and the DFO in Part 2 of this Policy)

By assessing each item of the Health and Safety Policy on a regular basis and acknowledging the status of each item, the School will ensure momentum is maintained and continuous improvement sought.

#### **Ongoing Health and Safety Improvements**

The School is committed to ongoing improvement and seeks to implement all items raised from annual audits and specific departmental inspections through an ongoing Safety Action Plan managed by the DFO. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

This plan identifies:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates.

The plan is updated by the DFO when recommendations are implemented. It is reviewed termly by the Health and Safety Committee to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

#### **Organisation**

The organisational arrangements for managing health and safety in the School are described in the following pages of this document. A flow diagram showing responsibility for health and safety management follows this section.

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### Responsibilities of All Staff

All School employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the School to enable the School to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read and understand this Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of pupils, visitors and other users of the School
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate with School management to ensure compliance with health and safety legislation
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to their Line Manager or the DFO
- To use the necessary protective clothing and equipment provided
- To observe and follow all safe working practices
- To be actively involved consulting with other employees on a regular basis.

### Duties of the Board of Governors

The Governors have collective responsibility for the oversight of health and safety within the School. The Chair of the Risk and Governance Committee has been appointed by the Governors to oversee and report to the Governors on health and safety (Health and Safety Governor) and attends the School Health and Safety Committee. Health and safety is reported and duly considered at each meeting of the Risk & Governance Committee including an update on the implementation of the Safety Action Plan and matters arising from the School Health and Safety Committee meetings and the Risk and Governance Committee then determine what matters (if any) need to be escalated for consideration by the Board of Governors

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### Health and Safety Committee

The Committee comprises the following members:

- The DFO (Chair)
- The Health and Safety Governor
- The Head
- Deputy Head - Academic
- Deputy Head – Pastoral
- Site Manager
- Teaching Heads of Department of Design Technology and PE
- Other specialists and heads of department as invited by the DFO

The Committee will meet on a termly basis; the duties of the Committee include:

- Overseeing the implementation of this Policy in controlling risks
  - Assessing and leading the development of the ‘safety culture’ of the School, encouraging in particular an understanding of the importance of health and safety and personal responsibility
  - Agreeing priorities, plus responsibilities, timescales and resources required for the development of health and safety policies and procedures in order to comply with legislation and changes in legislation
  - Reviewing and allocating responsibilities to members to implement the Safety Action Plan referred to on page 5 above and actioning lessons learned from the issues raised and resolved
  - Reviewing the ongoing maintenance schedule for the School
  - Directing and co-ordinating developments and revisions to other relevant policies and procedures
- Identifying matters that should be discussed at the Risk and Governance Committee meetings.

### Part 2 – Organisation and Responsibilities (Individual Responsibilities)

#### Health and Safety Governor

Responsibilities include:

- Seeking to ensure that health and safety is given priority and importance by the Board of Governors in its deliberations
- Consulting with the DFO to monitor health and safety processes within the School and the implementation of this Policy
- Attending the Health and Safety Committee in an oversight and non-executive capacity and seeking to ensure the Committee is working effectively to fulfil its responsibilities
- Receiving copies of all RIDDOR and major incident and accident reports and monitoring that appropriate action has been taken by the School

#### Director of Finance and Operations (DFO)

The DFO has been assigned executive responsibility to oversee health and safety management on a day to day basis, reporting directly to the Head.

The DFO responsibilities include:

- Setting the requirements of this Policy and complying with the prescribed arrangements set out in Part 3 of this Policy and the statutory regulations on health and safety as issued from time to time
- Ensuring that this Policy is reviewed and updated on an annual basis, and that the document is provided to all employees and users of the School
- Understanding Health and Safety legislative requirements and changes in the regulatory framework applicable to schools
- Developing procedures and controls to ensure compliance, including formulating and delivering the Safety Action Plan, and allocating responsibilities for the operation of controls across each of the School's activities
- In conjunction with the Head, reviewing health and safety performance and acting upon lessons learned to feed back into this Policy and the Safety Action Plan
- Ensuring all employees and those engaged to work at the School are adequately trained and experienced to carry out their Health and Safety responsibilities
- Working closely with the Head to seek to ensure risk reduction is promoted in all areas and disciplines of the School
- Chairing the Health and Safety Committee
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities and that those responsibilities are clearly defined and allocated to the appropriate staff members
- Monitoring the effectiveness of the management system as regards estates and administrative work and ensuring the ongoing maintenance schedule for the School is implemented and kept up to date
- Ensuring risks are properly managed in order to minimise the liabilities to the School including the completion of all required Risk Assessments and Control of Substances Hazardous to Health (COSHH) assessments in accordance with Part 3 of this Policy
- Being responsible for the control of contractors within the grounds (including those contractors engaged as peripatetic music teachers, sports coaches, caterers, cleaners and those running extra-curricular clubs) and will ensure that they are familiar with this Policy and have the relevant insurance in place where appropriate.
- Ensuring that any hirers of the School premises are familiar with this Policy and have the relevant insurance in place where appropriate in accordance with Part 3 of this Policy



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- Ensuring that co-curricular activities of the School using external venues have had all Risk Assessments completed in accordance with Part 3 of this Policy
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.
- Will ensure that the School's obligations under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015' are complied with.

### **Head**

The Head has executive oversight for health and safety in all academic and co-curricular elements of the School and will work closely with the DFO to seek to ensure the successful day to day management of health and safety.

The Head's responsibilities include:

- Ensuring there is an effective Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme
- Periodically appraising the effectiveness of this Policy and ensure that any necessary changes are made
- Ensuring measures are in place to monitor the health and safety performance within the School and to formally report to Governors through the DFO regarding health and safety matters
- Ensuring that responsibilities are properly assigned and accepted at all levels
- Promoting a proactive and continuing interest in health and safety matters throughout the School
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Regularly consulting with the Senior Management Team (SMT) on health and safety matters and seeking to ensure that any changes in curriculum and in systems of work on the pastoral side are considered by the Deputy Heads (Academic and Pastoral) for health and safety implications
- Being an active member of the Health and Safety Committee
- Reviewing the DFO's reports on health and safety and taking action where appropriate
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy and that they have adequate training for the tasks they are required to perform

### **Heads of Design Technology, Art, Science and PE**

In addition to their responsibilities as employees, the Heads of Department for Design Technology, Art, Science and PE are responsible for the implementation of this Policy relating to activities within their particular subject areas which involve special safety measures to be adopted in their own specialised areas which include:

- Inputting into the process of compiling and complying with the prescribed arrangements set out in Part 3 of this Policy relating to their subject area
- Being an active member of the Health and Safety Committee when invited to join by the DFO
- Drawing up safe methods and procedures, written where appropriate, for operations within their department
- Ensuring that all classroom/work areas are safe before they are used by any person
- Ensuring that all equipment is safe before it is used by any person
- Ensuring that all protective equipment, where appropriate, is used at all times
- Ensuring that any hazardous or dangerous conditions or situations are reported to the DFO without delay
- Completing reviews of health and safety in each of their departments and presenting them to the Health and Safety Committee
- Endeavouring to ensure the health, safety and welfare for all persons within their control

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Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in Part 3 of this Policy, especially including the pro-active use of risk assessments and COSHH assessments.

### **Designated Safeguarding Lead**

The Designated Safeguarding Lead is responsible amongst other things for monitoring and evaluating implementation of the School's compliance with the safeguarding parts of the Independent Schools Statutory Regulations (and associated Government Guidance) In relation to health and the safety the role includes:

- Checking compliance of this Policy with the prescribed arrangements in relation to safeguarding
- Being represented on the Health and Safety Committee
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3and4) and working with the DFO to ensure these procedures are implemented in relation to health and safety
- Monitoring and implementing suitable and sufficient levels of Health, Safety and Security (ISSRs Parts 3and5), to ensure procedures and practices reflect legal compliance for safeguarding
- Consultation with SMT where procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

### **Site Manager**

The health and safety responsibilities of the Site Manager role include:

- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height in accordance with the procedures set out in Part 3 of this Policy
- Leading regular discussion with the DFO regarding potential health and safety issues and resolving or reporting matters as appropriate and updating the ongoing maintenance schedule held by the DFO
- Being an active member of the Health and Safety Committee.

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### **Estates, Grounds and Maintenance Staff**

The health and safety responsibilities of the estates, grounds and maintenance staff (including those contractors who are engaged to work at the School from time to time in estates) include:

- Reading and understanding this Policy and complying with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Ensuring all equipment used in the School is safe, without defects and regularly maintained and serviced in line with the manufacturer's recommendations
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Leading regular discussion with the Site Manager regarding potential health and safety issues and resolving or reporting matters as appropriate
- Being a member of the Health and Safety Committee when invited by the DFO.

### **Teaching Staff**

Teaching Staff will be responsible for ensuring that all agreed and necessary health and safety measures are observed and applied.

In addition to their normal supervisory role they will have specific duties to:

- Attend inhouse health and safety training and online training when requested by the DFO or their line manager
- Ensure that all classroom/work areas are safe before they are used by any person
- Inform, instruct and train pupils as necessary in the identification and avoidance of hazards and the safe performance of their work
- Seek to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments
- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and pupils.
- Where the meaning or expectation of any part of this material is unclear to a member of staff, it is expected that he or she will seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their Line Manager or the DFO, who holds responsibility for the coordination and management of health and safety

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### **First Aid-Trained Staff**

The health and safety responsibilities of first aid trained staff include:

- Ensuring all medicines are correctly stored and administered and access to anything harmful is restricted in accordance with the Managing Medication Policy and the procedures set out in Part 3 of this Policy
- Maintaining accurate records of all accidents and illness
- Reporting serious injuries and illness to the DFO when appropriate.

### **Minibus Driver Responsibilities**

- Will immediately report any medical condition that may prevent them from driving or may impair driving skills
- To seek medical advice immediately if unsure of a particular condition
- Understands that it is a criminal offence for a driver not to report any condition that affects their ability to drive safely.

### **Caterers**

The School has contracted out catering provision to Accent Catering but the School maintains responsibility for the equipment used in the kitchens by Accent Catering staff. This Policy will apply to the maintenance, inspection and use of the equipment used in the kitchen and as detailed in the Maintenance Schedule in the Health and Safety Handbook. Accent Catering staff engaged at the School site are responsible for:

- Reading and understanding this Policy and complying with the procedures set out in Part 3 and with health and safety training provided by the School as set out in Part 3 of this Policy
- Complying with the procedures set out in Accent Catering's health and safety policy and all relevant food standards and food safety legislation

### **Peripatetic Contractors engaged to work at the School**

The School contracts with various peripatetic contractors from time to time for the provision of musical instrument tuition, sports coaching for certain after school clubs and for specialist teaching for after school clubs. Each contractor is provided with relevant health and safety information and with appropriate health and safety training when first engaged by the School and with further ongoing training as set out in Part 3 of this Policy. It is the contractor's responsibility to observe the School's health and safety requirements towards themselves and their pupils.

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### External Health and Safety Advisor

Health and safety advisers (as appointed from time to time by the DFO with the approval of the Board of Governors) act in a purely advisory capacity, communicating directly with the DFO. Responsibilities include the following:

- Providing competent health and safety advice where requested
- Carrying out a regular health and safety inspections of the School and all its premises and grounds reporting the results to the DFO and the Health and Safety Governor who will present to the Health and Safety Committee and issues raised in the inspection are included in the ongoing Safety Action Plan
- Health and safety inspections can be either a full health and safety survey of all the premises and grounds or a safety audit as determined by the DFO with the approval of the Board of Governors
- Advising the DFO on any changes in health and safety legislation
- Investigating incidents when requested and recommend corrective action as necessary.

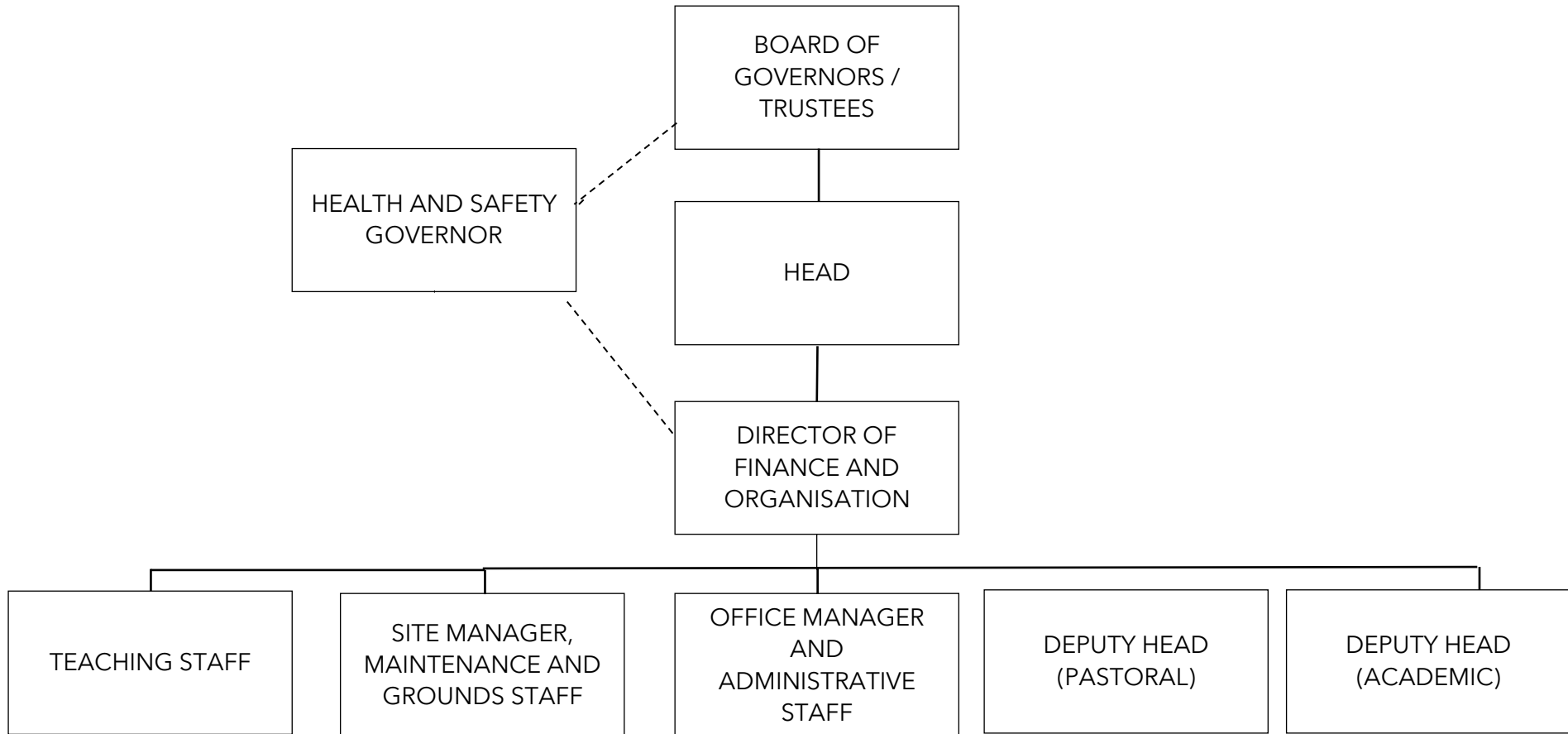
### Part 2 – Organisation and Responsibilities (Statutory Requirements)

#### Visits By Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the Health and Safety Executive (HSE) who have the discretion to visit the school at any time to confirm that the regulations are being properly applied. It is School policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.

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### Part 2 – Organisation and Responsibilities (Diagram)



### PART 3

#### Introduction

This part of the Health and Safety Policy confirms the arrangements for risk assessment and the practical control measures to reduce risk. The general detail of inspections for the management of health and safety on a day-to-day basis are set out in the Health & Safety Handbook. The Handbook also provides guidance to those responsible for formulating specific instructions in Classrooms, Departments or other areas of the School. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

#### Information and Instruction

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy Statement
- Health and Safety Law Poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Policy, Procedure or other written instruction will be prepared to confirm the School's position on a matter as well as to highlight clearly any action required by those affected.

#### ARRANGEMENTS FOR RISK ASSESSMENTS

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

All those required to undertake risk assessments must be suitably trained and competent.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and kept in the bursary by the DFO and the findings will be brought to the attention of all employees affected by it. SMT will ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Where this Policy refers to the School this includes the EYFS, Pre-Prep School and Prep School. It also refers to all clubs and extracurricular activities, including Breakfast Club and After School Care.

This policy is in line with:

- The Education (Independent School Standards) Regulations 2014, in force January 2015, Part 3, para 16.
- Health and Safety Act 1974 and associated amendments

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- Regulatory Reform (Fire and Safety) order 2005
- DfE advice- Health and Safety; responsibilities and duties for Schools – updated 5<sup>th</sup> April 2022
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The School is fully committed to promoting the safety and welfare of all in its community so that effective education takes place. The School understands it is vital that all areas of school life, including off site activities, are safe and comply fully with the law. Risk Assessment at the School is a constant, systematic process which promotes children's welfare.

The School understands that risks are inherent in everyday life and that it is vital to identify them and ensure that our systems and policies minimise them in order to keep our children, parents, visitors and contractors safe.

The School will ensure that its policies and practices are up to date and that staff receive appropriate and timely training and that the pupils are educated to know how to manage risk.

### **WHAT IS A RISK ASSESSMENT?**

- A risk assessment is a tool for conducting a formal examination of the risk of harm or hazard to the School community that could result from a particular activity or situation.
- A risk is an evaluation of the probability/ likelihood of the hazard occurring e.g. children getting lost on a school outing.
- Risk control measures are the measures and procedures that are put in place in order to minimise the risks and are designed to prevent accident and injury
- These assessments are updated regularly and whenever circumstances change, e.g. a new club or room

### **THE ASSESSMENT WILL ESTABLISH**

- The hazards associated with the activity or area of the workplace
- The potential for an accident and its severity
- The control measures that need to be employed to minimise risk of an accident
- Any further action to be taken to adequately control the hazard

### **PRINCIPAL AREAS REQUIRING A RISK ASSESSMENT**

These are the prime areas for risk assessments:

- Educational trips and visits: a risk assessment must be produced for each trip
- For regular short trips: for example, walking to the field or the church, a generic risk assessment is all that is required



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- Regular trips in the minibus to swimming or sports fixtures also can be covered by a generic risk assessment
- Site and premises, including fire and security: risk assessments should be repeated annually for classrooms, teaching areas and for any other area of the school where a risk may change.
- Health and hygiene: risk assessments are produced for children with specific medical risks/needs (alongside their individual healthcare plan); Accent Catering (caterer) also produce their own risk assessments.
- Play equipment: risk assessments are produced for the Adventure Playground and for EYFS play area.
- Playground supervision: risk assessments are produced to inform supervision ratios.

### WHO IS RESPONSIBLE FOR CONDUCTING AND COMPLETING A RISK ASSESSMENT?

Any member of staff who has the knowledge and experience necessary to the area or activity being assessed can carry out a risk assessment or those with oversight of an area. Class or subject teachers ensure that there is an updated risk assessment in place for their room and/or the activity they are responsible for. Staff are advised to check the current Risk Assessment for the room they are using.

Risk Assessments are completed following the HSE's 5 step process:

- Identify hazards
- Decide who could be harmed and consider what the injury could be
- Evaluate risk and decide whether existing controls are sufficient
- Record significant findings
- Review and update the assessments on a periodic basis or sooner if significant changes of events occur

External School Trips, travel or outings:

The member of staff who organises the trip or activity must submit a completed risk assessment and an external trip booking form to the Educational Visits Co-ordinator (EVC) for review and approval (sign off). In the case of Residential Trips or high risk activities, the EVC will review the risk assessment and booking form before passing to the Head for approval (sign off). Many venues will provide their own risk assessment. This needs to be carefully checked by the trip organiser and attached to the School risk assessment and booking form before submitting to the EVC for approval. The trip organiser must ensure that all staff and parent helpers have read and understood the risk assessments before the trip. The EVC will submit the signed risk assessments and the booking form to the DFO for storage in the Bursary.

Risk Assessment pro-formas are included in the Health and Safety Handbook.

Master/ blank copies of Risk Assessment forms can be found on: Administrative: Bursary Matters: Health & Safety: Risk Assessments. Completed forms should be stored in the relevant folders in the same location.

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All other completed risk assessments must be copied to the Bursary including risk assessments completed by anyone hiring or letting the School premises. For risk assessments relating to the School site and premises, the following further checking and sign off for risk assessments are required:

- For any room within the Pre-Prep buildings and play equipment: sign off is required from the Deputy Head for Pre-Prep
- For any room within the Prep buildings: sign off is required from the Deputy Head for Prep
- For all other parts of the School premises and games field: sign off is required from the DFO

### WHEN IS A RISK ASSESSMENT UPDATED?

Risk Assessments are updated at least annually and always after an incident. The DFO will be consulted to ensure repair or replacement of any item which may have been the cause of the incident or accident which has required the updating of a risk assessment.

The updating of Risk Assessments will be reported to and the standard templates referred to above reviewed at the Health and Safety Committee meetings annually.

### AREAS OF RISK COVERED BY OTHER POLICIES

- E- safety (see E-Safety Policy)
- Staff recruitment (see Safer Recruitment Policy)
- Medical and First Aid, including the Reporting to RIDDOR of Injuries, Diseases and Dangerous occurrences

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### Training and Competence

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Training will include the following:

Induction Training	Each new member of staff (whether an employee or a peripatetic contractor engaged to work at the School) will be given formal training to highlight the key risks associated with School operations and the need to work in a safe manner as well as general arrangements for dealing with emergencies, fire and security. A copy of this Policy is provided as part of the induction training.
Refresher Training	Additional refresher training will be given to all employed staff at INSET and/or online through Tes EduCare on at least an annual basis, which will reiterate the health and safety standards required and update as necessary. This type of training also includes updates due to employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods. A record of all such training and timings for future training is kept in a training schedule by the DFO (Training Schedule). Additional refresher training will also be given at least every five years to peripatetic contractors engaged to work at the school in accordance with the Training Schedule. The DFO will review the type and extent of refresher training with the SMT at least annually and is responsible for chasing compliance with training requirements in accordance with the procedures set out in the Staff Handbook.
Task/Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the DFO. Training of this nature can be brief, in the form of a briefing on a given subject, or more in depth where hazards are more complex.
Statutory Training	In certain disciplines, the School must comply with legislative requirements for training, including first aid. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

Visitors to the School are provided by the front office staff with general health and safety advice in relation to emergencies, fire and security as part of the online checking in system. The lanyard given to visitors has fire safety instructions on the back.

Volunteers at the School are provided with and asked to read a copy of this Policy by the DFO. They will also be given appropriate general health and safety advice by the member of staff supervising the volunteer at the time they start volunteering and from time to time in accordance with the Training Schedule.

### **Supervision**

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, SMT and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

### **Consultation With Employees**

Health and Safety is everyone's responsibility. The School is committed to involving all employees in risk management.

In particular, the School will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training

The School consults directly with staff on health and safety matters weekly in staff meetings. Health and safety is a standing agenda item at staff meetings and all members of staff can raise issues for discussion. All matters raised are recorded, as are all relevant actions. This is a dynamic process and actions to be followed up are discussed at the Health and Safety Committee meetings and form part of the Safety Action Plan.

### **Regular Inspections**

The Site Manager and the DFO are responsible for regular inspections of the School premises and equipment in accordance with the timetable set out in the Maintenance Schedule kept by the DFO and reviewed termly by the Health and Safety Committee. All areas and departments of the School will be subject to regular inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable. The Maintenance Schedule is kept up to date by the DFO with more detail of the inspections and the contractors who carry out the inspections set out in the Health and Safety Handbook. The Health and Safety Handbook details the specific areas where inspection is required for compliance with regulations both by the Site Manager, Estates Manager and/or DFO and where external contractors are to inspect eg. fire safety equipment, water quality, PAT testing.

Outstanding actions from recent inspections are discussed at the Health and Safety Committee meetings (held at least termly) and included in the Safety Action Plan. The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

Regular informal maintenance and operations inspections of the School site are carried out by a walkabout of the Head, Site Manager and DFO together at least once a term and usually prior to any term's commencement. These informal inspections give the Head and DFO the opportunity to discuss with the Site Manager any issues they observe and require actioning prior to the start of term. The Site Manager completes a daily walkabout of the School premises and will check for any health and safety issues.

### **Periodic independent audits**

Periodic full site inspections are carried out by an independent external health and safety adviser on an annual basis on behalf of the School to advise on compliance and the implementation of this policy and to make any recommendations accordingly to the DFO. Such inspections can be either a full survey audit or a safety audit as determined by the DFO and agreed with the Board of Governors. Any recommendations are included in the Safety Action Plan which is reviewed on a termly basis by the Health and Safety Committee and updated when actions are completed. The findings of the External Safety Advisor are presented by the DFO to the Risk and Governance Committee and if requested by the Health and Safety Governor, presented directly by the External Safety Advisor to the Risk and Governance Committee.

### **Incident Reporting, investigating of accidents and identifying lessons learned**

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Head of Department or Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow investigation into the circumstances which may result in measures being taken to prevent a recurrence.

The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

All reportable incidents will be investigated by the DFO (or a duly appointed independent health and Safety Adviser if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

SMT are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The DFO will ensure all necessary accident notifications are made when required. See <https://www.hse.gov.uk/pubns/edis1.pdf> for more detailed information on what is reportable.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures.

The DFO will review accident reports, statistics and investigations at each meeting of the Health and Safety Committee, drawing the Committee's attention to any specific issues requiring action or discussion.

### **Monitoring and reporting of performance**

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Administrative controls: Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed at least annually by the DFO and the Health and Safety Committee but will be specifically reviewed by the DFO after an incident, when working practices or equipment change or when best practice or legislative requirements are amended. The Health and Safety Committee will review all information presented by the DFO, Estates Manager and Site Manager in the form of items added to the Safety Action Report and any compliance issues arising from any regular inspections in accordance with the Maintenance Schedule and independent audits. Minutes from the Health and Safety Committee meetings will be provided to and discussed at the Risk and Governance Committee.

### **Assessment of effectiveness of Health and Safety Policy**

The Head will monitor the performance and the effectiveness of controls under this Health and Safety Policy through regular meetings with the DFO and attendance at the Health and Safety Committee meetings. The External Health and Safety advisor will also report on the implementation of this Policy and make recommendations to the DFO which will form part of the Safety Action Plan. The School must regularly review and update their risk assessments, treating them as “living documents” as the circumstances in the School and the public health advice changes. The DFO should put active arrangements in place to monitor whether the controls are effective and working as planned.

This Policy will be reviewed annually to check its effectiveness and presented to the Risk and Governance Committee before recommending it for approval at the appropriate Board of Governors meeting.

### **Emergency Planning and management of major incidents**

The School has prepared an Emergency Response Plan for dealing with major incidents and emergencies. There are several events or incidents that may require the School to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the School's ability to deliver normal day to day services. In the event of a major incident being suspected, the Head (or other appointed Deputy) will take responsibility for initiating the Emergency Response Plan procedures.

Examples of major incidents that could initiate these procedures include:

- Significant damage to property eg. Fire on School premises (see also the Fire Safety Policy)
- Serious accident, illness or medical incident to staff or pupil(s)
- Power outage
- Serious adverse weather including extreme heat, flooding, storms or snow
- Missing Pupil(s)
- The effects of a disaster in the local community including a major road traffic accident (near the School)
- Road Traffic accident on a trip or school excursion
- Criminal activity including bomb threats or intruders on the School site

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity, Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

The Emergency Response Plan procedures involve a number of key members of staff who are drilled regularly to ensure ongoing familiarity in dealing with an emergency situation.