

# Health and Safety Policy 2019 – 2020

Newbury Hall  
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Newbury  
RG14 6AD



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## Introduction

Newbury Hall School is committed to improving Health and Safety management in all activity. To assist in the implementation of a suitable Health and Safety management system Optimus Safety Ltd (Optimus Safety) are engaged as the competent Health and Safety resource required under current regulations.

Guidance entitled 'Successful Health and Safety Management' and 'Leading Health and Safety at Work' published by the Health and Safety Executive and the Institute of Directors will be used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation's Health and Safety and measure its performance along with other business activities.

The success of this strategy will be defined by an organisation where all stakeholders understand and fulfil their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives which in turn will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

The main elements include:

- |              |  |
|--------------|--|
| <b>Plan</b>  | Developing an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits.   |
| <b>Do</b>    | Optimus Safety will assist in introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.   |
| <b>Check</b> | Optimus Safety will assist at a strategic and tactical level in implementing monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.   |
| <b>Act</b>   | Optimus Safety will assist in the review of Health and Safety performance and establish whether the essential Health and Safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the organisation and whether the system has been effective in managing risk and protecting people. |

This policy is publicly available on the School website and a copy may be obtained, on request, from the school office.

# Section 1

## HEALTH AND SAFETY POLICY STATEMENT

Newbury Hall School is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of our staff, students and any other person affected by our activities by applying the high standards set out within this policy. We rely on all of our staff and any sub-contractors to play their part in implementing our health and safety policy and drawing to our attention areas in which we can improve.

Strategic and final responsibility for health and safety lies with the Head of School & Education.

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Health and Safety Senior Management Team with support from Optimus Safety.

The School will ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels.

To achieve these aims, the School will ensure that:

- Appropriate resources are made available to ensure that proper provision can be made for health and safety.
- Suitable organisational arrangements are made to support health and safety.
- Regular meetings are held in order to facilitate a co-ordinated approach.
- The working environment of all staff and students is kept safe and without risk to health and safety.
- All staff members are provided with suitable information, instruction, training and supervision so as to enable them to secure their own health and safety and that of others who may be affected by their acts or omissions.
- Risk assessments are undertaken for all aspects of our undertaking and reviewed following any adverse event, procedural change or no less than annually.
- Suitable action is taken to eliminate or minimise hazards identified in the risk assessment process.
- Implement and maintain suitable first aid and emergency procedures.
- Provide information instruction and training to all staff and subcontractors.
- Systems of work are provided and maintained which are safe and without risk to health.
- All items of work equipment are suitable for purpose and properly maintained.
- Hazardous substances are stored, handled and used in accordance with safe systems of work provided.
- Measures are taken to ensure activities outside of school are safe and without risk to health.
- Monitoring activities are undertaken to ensure agreed safety standards are being met.

The School expects that all members of staff will:

- Take all reasonable care for the health and safety of themselves, students and others who may be affected by their acts or omissions.
- Co-operate with the School in fulfilling its statutory obligations and policy aims.
- Not interfere with or misuse anything provided in the interests of health and safety.

The Head of School & Education, Head of Boarding and Optimus Safety will undertake a full annual review of this policy and the arrangements, inclusive of its implementation and the efficiency with which the related duties have been discharged. This may be undertaken more frequently where there have been significant changes to the School or the nature of the School's activities.

Signed:

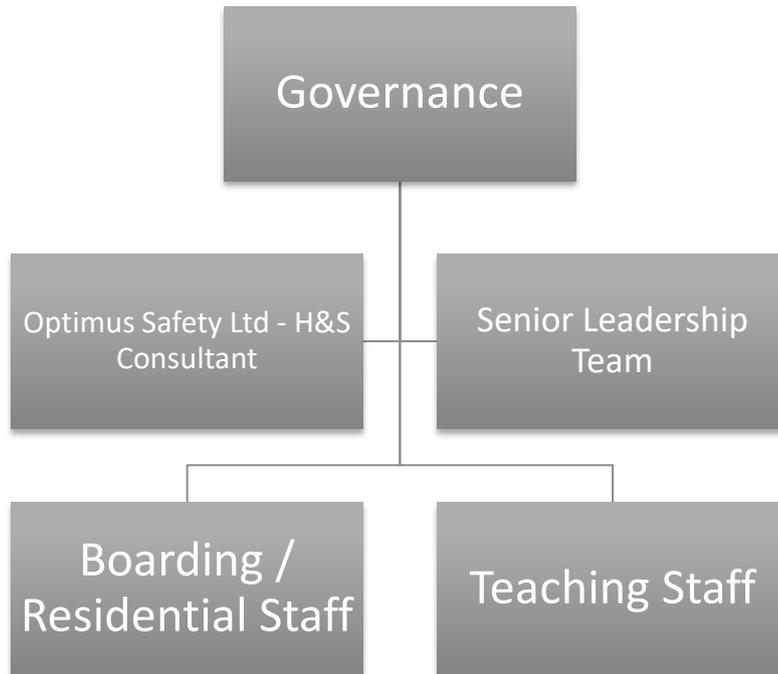


Date: 1<sup>st</sup> September 2019

**Alex McNish**  
**Head of School & Education**

## Section 2

### ORGANISATION FOR HEALTH AND SAFETY



### GENERAL HEALTH AND SAFETY RESPONSIBILITIES

#### 2.1 Governance

Ensuring that:

- Health and safety is a standing agenda item for governance meetings and is given prime consideration in all School forward planning and in allocation of resources.
- A leadership role is maintained by setting a good example and acting promptly where deficiencies are identified, ensuring a positive health and safety culture is established and encouraged.
- That health and safety monitoring reports are reviewed and supported to underpin School safety performance and active health and safety systems in place.

#### 2.2 The Head of School & Education

The Head of School & Education has executive responsibility for health, safety and welfare within the School. He is responsible for providing direction to the School in health and safety matters and for ensuring that the policy is consistently implemented. In particular, he is responsible for ensuring that:

- The objectives of the School health and safety policy are fully understood and observed by persons under his control.
- The policy is reviewed annually and amended as necessary with any changes brought to the attention of all persons under his control.
- The policy is applied to all parts of the School.
- Adequate communication channels are maintained so that information concerning safety matters, including the results of risk assessments which may affect any member of staff, are communicated effectively.
- Requirements for funds, materials, equipment and resources to meet safety requirements are escalated to the Proprietor and all requests are documented and monitored to completion including denied requests and the reasons for this.

## 2.2 Head of Boarding

The Head of Boarding role is to support the effective implementation of the safety policy by the principal duty holders. She will act as a focal point for health and safety issues and facilitate operation of the School safety management approach, liaising with the Health and Safety Consultant for support as necessary.

The Head of Boarding is responsible for:

- Developing and maintaining an understanding of the practical application of health and safety legislation with assistance, where appropriate with the external health and safety consultant.
- Assisting other staff to effectively implement the School policy by provision of advice and other support as appropriate.
- Ensuring the policy and procedures are kept under review and that appropriate draft modifications are put forward as appropriate.
- Monitoring compliance with the policy and progress in School health and safety performance by reference to risk assessments, action plans and workbook audits.
- Reporting to the Proprietor and Head of School & Education on major safety matters as they arise and on the School's performance and changes every term.
- Arranging training for School members as appropriate.

## 2.3 Senior Leadership Team

These staff have key responsibilities for ensuring the School health and safety policy is effectively implemented. Collectively they will ensure that:

- A training programme is available to induct staff members under their control in the requirements of the health and safety policy and in the safe systems of work relevant to their work activity.
- All persons under their control are adequately trained to carry out their health and safety responsibilities as identified within the policy.
- Consult with staff on health and safety matters as and when required.
- Effective contingency planning arrangements are in place to control potentially serious hazards or situations of imminent danger.
- The duties of the team delegated to put health and safety arrangements in place are clearly defined and carried out.
- The results of health and safety monitoring activities are reported at the recommended frequencies.
- All staff appointments consider health and safety, in particular a good attitude to health and safety matters and willingness to engage in and monitor health and safety measures.

They will ensure that due attention is paid to health and safety matters in the areas for which they have responsibility, in particular:

- The safety of students.
- Health and safety is a standing item on the agenda of the SLT meeting.
- Channels of communication are maintained to communicate health and safety matters effectively.
- Ensuring the provision of information, instruction and training for all persons at risk. This includes the provision of information on fire procedures, first aid, accident reporting and safeguarding measures.
- Have a good understanding of health and safety requirements which apply to their areas of responsibility.
- Have received training on the health and safety requirements which apply to their areas of responsibility and undertake refresher training as appropriate, the details of which are to be kept in a matrix and monitored for required dates.
- Promote good health and safety practices and adhere to safe systems of work.
- Keep records of all health and safety monitoring procedures and report any deficiencies at the SLT meeting.
- Work with the health and safety consultant to ensure that risk assessments and fire risk assessments are undertaken and any action plans created are followed through to completion.
- Implement and maintain suitable first aid and emergency procedures.
- In the event that day-to-day responsibility is delegated to others, ensure that they understand their responsibilities and have sufficient skills and experience.

## 2.4 Teaching Staff

Each teacher is responsible for the day to day management of health and safety issues within their classroom and will ensure:

- The safety of their students.
- They are familiar with this health and safety policy, risk assessments, and fire safety arrangements relevant to their activities; comply with the requirements set out and raise any shortfalls in the content with the Senior Leadership Team.
- They know the emergency procedures for the location at which they are working.
- The proper supervision of all practical activities and an appropriate level of supervision for less hazardous activities as directed by risk assessment.
- Defective equipment is taken out of use and reported immediately to the Head of Boarding.
- That equipment is not misused or modified in a way that would adversely affect its performance.
- No temporary repairs are made to equipment. All defects must be reported. If a plug is changed, the item must be returned to facilities to undergo portable appliance testing before being brought back into service.
- The promotion of general safe conduct in the school, its environs and during off site activity.
- Wear any personal protective equipment required by risk assessment when undertaking practical activities.
- To report any safety problems, health issues, accidents or near misses to their line manager and to complete all necessary documentation to support a proportionate investigation which may ultimately inform risk assessments.
- Set an effective example by personally complying with the requirements of this policy and supporting procedures at all times.

## 2.5 Health and Safety Consultant

Optimus Safety Ltd have been appointed as Health and Safety Consultants in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and works closely with the health and safety manager to support the effective implementation of health and safety legislation within the School. The consultant provides:

- A named consultant available to discuss any health and safety concerns arising.
- A competent Health and Safety resource to be named on company documentation.
- Interpretation of new safety legislation or changes in existing legislation and reports on how this will affect the School.
- An accident / incident reporting service together with investigation and report recommending appropriate means of preventing a reoccurrence.
- Carry out quarterly health and safety audits (workbooks) and report back on the results.
- A representative or chair for any safety related meetings requested on behalf of the School.
- Health and Safety and fire safety training.
- Any other health and safety services required within the scope of Optimus Safety professional boundaries and IOSH code of conduct.

The Consultant aims to support the understanding that injury prevention and good occupational health and hygiene are an integral part of successful business and operational efficiency and assist in monitoring the effectiveness of arrangements.

## 2.7 All Other Staff

This covers all staff whether teaching, boarding staff or administrative or facilities.

All employees have important health and safety duties with the Health and Safety at Work etc. Act, outlined as follows:

- To comply with the School's safety policy and related procedures including any information, instruction and training given to them.
- Take suitable care of their own personal safety and that of others including students, other employees, contractors and visitors who may be affected by their actions or inactions.
- Report all accidents and incidents so that they can be correctly recorded, investigated and where applicable, reported within statutory timeframes.
- Draw the relevant SLT member's attention to any safety problems or defects of which they become aware.

- Make full use of all precautions or safety devices provided such as guards or PPE.
- Co-operate with the school in fulfilling its statutory obligations and policy aims.

## 2.8 Students

Students have general duties within the health and safety structure of the School to:

- Comply with school rules relating to general behaviour.
- To take note of and comply with information provided for safety with regards activities undertaken.
- In case of emergency, to remain calm and quiet, listen and obey instructions given by staff.
- To not misuse, or interfere with, anything provided for health and safety reasons.
- To not do anything that would endanger themselves or others in the vicinity.

## Section 3

### SPECIFIC ARRANGEMENTS

This section describes the arrangements the School has made for the practical application of health and safety. The School expects and requires the support of all our staff and sub-contractors in implementing the terms of this health and safety policy and any rules or procedures which are made for the purpose of ensuring the health and safety of students, staff and others.

#### 3.1 Accident and Work-Related Ill Health Reporting and Investigation

It is our policy that all injuries and accidents, however minor, are recorded – all staff are instructed in this policy on starting work at the School.

All accidents and incidents are investigated to determine the causes and any actions necessary to prevent a recurrence. Where the accident caused, or had the potential to cause, serious injury, the investigation is instigated by the Health and Safety Consultant.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other adverse events, with occupational health advice being obtained as necessary.

Accident records are retained in the School Office, Residence Office and kitchen. First aiders must record all staff members, students, contractors or visitors who are injured on the premises or out on an off-site visit. An incident report should be completed for any near-misses or events which had the potential to cause harm or damage. If off School premises, the host premise should be consulted for their reporting procedures.

Any adverse events which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be notified to Optimus Safety who will take the necessary steps to report to the Local Authority via the Incident Contact Centre.

Any injury which may foreseeably lead to a civil claim for damages should be referred to the Principal who will ensure that it is escalated for advice, this includes receiving any claim for damages, then that claim must, without delay, be referred to the School's Corporate Office for action.

All accident records and associated information are to be filed confidentially in accordance with GDPR.

As a civil claim can be made by a young person for up to 3 years following their 18<sup>th</sup> birthday, records will be retained for 8 years.

#### 3.2 Communication and Consultation

The School will maintain effective lines of communication to enable health and safety information to be passed to members of staff on issues that are relevant to their work activities. This will include the findings of risk assessments.

The School will manage effective communication using the most appropriate means, either the School intranet, internal publications or meetings.

The School will undertake regular consultation meetings where key stakeholders will be represented, this will include the Student Council Representative. The members of all committees will meet at least annually and document their meeting to be included in the agenda for SLT meetings.

#### 3.3 COSHH – Control of Substances Hazardous to Health

The School evaluates all substances proposed to be used on the premises.

All hazardous substances will be recorded on a COSHH Register and a safety data sheet obtained. A COSHH risk assessment will be undertaken for all items and training carried out on safe use of the substance, correct handling, storage and disposal arrangements. Only trained staff will be permitted to use the substance.

When evaluating substances, any fumes / gasses / vapours / dusts generated by processes will also be assessed.

The School will maintain Associate Membership of CLEAPPS, the advisory service providing support in science and technology and advise Optimus Safety of any recommendations required for incorporation into School risk assessments.

Contractors will be reminded of their responsibility to notify the School should they need to use any substance that may be hazardous. This information will be expected to be provided in the form of risk assessments or within method

statements and will clearly evaluate the health and safety implications of the substance. If the School feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may require postponing the activity until staff / students are not present.

### 3.4 Control and Management of Contractors

The School must be confident that the contractor is competent to carry out the works required and where possible, will utilise certified or accredited contractors/organisations. Throughout the works the standard of the contractor's work and progress made will be monitored.

At all times we must ensure that any work being carried out on the premises does not alter the conditions at the School or the provision of a safe place of work for staff, students and visitors.

Due to the complexity of this issue, a stand-alone policy has been created.

### 3.5 Display Screen Equipment

The School will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment (DSE) and associated workstations.

All staff will complete a presentation on how to correctly set up their workstation and complete a questionnaire. Should this highlight any issues, the matter will be referred to the Health and Safety Consultant to carry out an advanced DSE assessment.

Although there is no evidence to suggest that DSE work will cause damage or deterioration to eyesight, Staff are entitled to submit an expense claim for the cost of an eyesight test every two years to ensure that they can comfortably see the screen and work effectively without visual fatigue. If, during the eye test, the optician confirms that the user needs glasses specifically for DSE work, the School will reimburse the cost of a basic pair of frames and lenses.

### 3.6 Electrical safety

The School premises are subject to Electrical Installation Condition Reports (EICR) every five years as required by The Electricity at Work Regulations 1989. This is monitored and scheduled by Head of Boarding.

Portable Appliances, including all cables, connectors and other equipment are subject to PAT testing by the School on an annual basis and the efficacy of this is confirmed as part of the termly workbook inspections. Any items noted without a PAT label or out of date should be referred to Head of Boarding.

Portable electrical equipment must be visually checked by staff before use and if any defects are noted, the item will be taken out of use.

Student appliances, commonly 2 pin, are subject to additional checks. Students are informed at induction that each room must be checked before leaving to ensure –

- All 2 pin plugs are disconnected from the mains.
- All appliances are to be switched off and disconnected from the mains.
- Laptops are not to be used on beds or left on beds when the room is unattended.
- A 13amp rule is in place for extension leads – no more than 13amps should be plugged into one socket.

Signage is placed on boarding room doors, reminding students of the procedure before leaving the room and daily room checks are carried out by facilities. This is also reinforced through the boarding student risk assessment.

### 3.7 Emergency procedures

The correct emergency procedures are covered in the staff induction and reinforced through notices placed throughout the School and Residence.

Designated fire marshals will receive training by Optimus Safety which will include any residual risk within the fire risk assessment and refresher training scheduled as per the action plan.

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits.

## 3.8 Fire Safety

The purpose of these arrangements are to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

Under the Regulatory Reform (Fire Safety) Order 2005 (FSO), specific terminology is used as follows:

Responsible Person – Person with overall responsibility for fire safety – Mr A McNish

Relevant Persons – As noted in the fire risk assessment but all persons who may be affected

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. All staff have a duty to take reasonable steps to ensure they do not place themselves or others at risk of harm and are expected to co-operate fully with us in complying with any procedures that we may introduce to protect the safety and wellbeing of our staff, students, visitors and authorised contractors.

As such the following will be provided;

- The Head of Boarding will be responsible for the provision of safety assistance to assist the responsible person in carrying out their duties under the FSO.
- A suitable and sufficient fire risk assessment has been prepared and agreed as compliant by Berkshire Fire and Rescue Service. The fire risk assessment is reviewed annually, and its significant findings acted upon and noted within the action plan.
- A suitable and sufficient fire emergency plan has been prepared and copies posted at strategic points around the School. The plan is regularly reviewed and practised by regular fire drills.
- All staff will be trained to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- Employees will be provided with comprehensible and relevant information regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.

### *Systems and Equipment*

The School will ensure that -

- Employees are informed of any changes that are made to our fire safety procedures and fire risk assessments and ensure that all employees are trained our specific arrangements for evacuation.
- The fire evacuation procedures will be practiced at least once per half term and weekly during summer school.
- All fire related equipment is regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to a manager.
- The fire detection and alarm system is tested weekly using a different call point each week. Employees will be told when a test is scheduled.
- Emergency lighting will be tested monthly.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and / or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All employees are required to ensure that any fire door provided remains closed at all times.
- Appropriate signs and notices are displayed, giving instructions to employees and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers where not immediately visible, fire alarm call points and, to indicate the emergency exit routes.

### *Fire Marshals*

The company maintains sufficient numbers of trained fire marshals to ensure that one marshal is available for the School and one for the Residence. Their training includes the use of firefighting equipment (FFE).

Fire marshals will guide staff and students to the assembly point on activation of the alarm and have been trained to overcome behavioural traits that may impede evacuation, utilising all available exits and to ensure the maintenance of protected fire escape routes.

### 3.9 First aid

As a result of our assessment of first aid requirements the following arrangements have been implemented:

- Staff will be trained in Emergency First Aid at Work (EFAW) in sufficient quantity to ensure that provision is maintained as noted below.
- Refresher training carried out every three years.
- Two EFAW trained staff will be on duty during normal School hours and one EFAW overnight.
- Provision will be increased during summer school as per risk assessment.
- Four first aid kits will be provided located in the main office, kitchen, science lab and residence office.
- The first aid kit is checked monthly and replenished as required. This will be audited during the quarterly workbook audits.
- New starters are provided with information about the first aid arrangements as part of their induction.
- Notices are displayed indicating the names of the first aiders.
- The content of the first aid kit is defined by the risk assessment, see the assessment for current list.

### 3.10 Manual Handling

The School will take appropriate measures to protect staff, students and others from harm caused by manual handling activities. All manual handling activities, lifting as well as pushing or pulling a load will be assessed using a TILE based assessment. This evaluates the task, individual, load and environment.

The School will not require anyone to handle a load which will cause injury and individuals are expected to make sensible choices when faced with a task -

- Can the task be eliminated – use mechanical means to lift the load where possible or ask the delivery person to take the load to where it will be used.
- Can you reduce the likelihood of suffering harm – possibly breaking the load into smaller parts or asking for help.
- Trial lift – before lifting the load, evaluate whether it is within your capability.
- Make sure you have prepared the entire route of travel – keep doors open so you do not have to stop and lower / raise the load again, make sure there are no slip or trip hazards along the route etc.

Any manual handling concerns should be raised with the Head of Boarding for further information and manual handling assessment.

### 3.11 Personal Protective Equipment (PPE) and Required Clothing

The School recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. The School supplies, free of charge, any PPE identified as a required risk control measure within risk assessments.

Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitations of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

Within catering areas, chef whites are to be worn to provide protection against hot spills and splashes and hair tied back. Shoes should be protective and non-slip. Shorts and open toe shoes are not permitted.

Maintenance and cleaning staff will wear safety footwear while carrying out any activity that may involve damage to feet and have hi visibility vests available for specific job requirements where traffic movements are necessary. Hearing protection will be available if requested although risk assessments have not identified any areas within the School remit that requires hearing protection.

A urine and vomit spill kit is maintained in the residence office for trained staff.

### 3.12 Risk assessments (RA)

We have a programme in place for the completion of risk assessments as required by legislation. Risk assessments are completed by Optimus Safety Ltd with input from individuals with experience of the work activities.

Our risk assessments cover key areas of risk –

- Boarding
- Classrooms

- Environment
- Offsite Activity
- Safeguarding (DBS)
- School – communal areas
- Kitchen and Refectory

In addition, the School also provide student risk assessments which summarise the key points for students from the assessments in an easy to read format with photographs to illustrate the points made.

Throughout the year, a dynamic risk assessment will be completed by staff, and where appropriate, students, for proposed activities. These are short risk assessments designed to take no more than 5 minutes to complete and are for new or arising situations not covered within the standard risk assessments. Examples may include hiring a bouncy castle or a student wishing to do some gardening or any other on-site hazards.

Staff leading an offsite activity should use the dynamic assessment to cover unforeseen hazards while off site. Examples may include manual handling, a safeguarding issue or a vehicle breakdown.

A dynamic assessment may also be needed following an adverse event. See the adverse event workflow for more information.

These reactive assessments are completed as soon as practicable and immediately emailed to the Head of Boarding for action and filing with all stakeholders copied in. All dynamic assessments are used to inform and improve the general risk assessments year on year.

An induction session is arranged at the start of each new academic year for staff and students to communicate the findings of the risk assessments and ensure everyone is aware of additional control measures implemented following the summer review. This session is also used to carry out risk assessment training including how to correctly identify a hazard and how to apply effective control measures.

Workbook audits will show the requirement for update training and this will be scheduled as required.

Although induction training will cover the risk assessments, new staff should request risk assessment training through their manager following successful completion of their probation period.

### 3.13 Safeguarding and Child Protection

The School has a separate Safeguarding and Child Protection policy which is reviewed annually.

### 3.14 School Security and Management of Unauthorised Visitors or Intruders

The School ensures there is a school and residential accommodation security system in place to protect students, school personnel, visitors and equipment. Our principal aim is to ensure the personal safety of the whole school community, creating a balance between a warm and welcoming learning environment and sound security systems and procedures.

While we welcome visitors, all persons must follow the correct procedures, any person who enters but refuses to comply with procedures may be regarded as a trespasser and may be asked to leave. If a trespasser refuses to leave the school premises, or re-enters after being asked to leave or causes a disturbance, they could be committing a criminal offence.

All School staff must –

- Be aware of their responsibilities to ensure a safe learning environment.
- Be aware of School and Residence security procedures such as how to protect students from harm, guard against assault, and safeguard property.
- Ensure that all students, visitors and contractors are identifiable while on School premises and in the Residence.
- Ensure that all visitors and contractors are signed in at the School office.
- Make students aware of School and Residence security procedures especially what they need to do when an intruder is identified on the school or residential accommodation premises.
- Report any person not suitably identifiable.
- Investigate all reports of unidentifiable persons on the premises.

When dealing with an unidentified person in the School, Residence or in the grounds -

- Be polite, calm and non-confrontational.
- Ask the nature of their business.
- Escort the person to the office to obtain a visitor's identification and sign in, as long as the nature of their business is legitimate.

At the office, staff dealing with an intruder should -

- Establish how the visitor breached school security.
- Ask the intruder to leave if their reasons for being on site are not legitimate.
- Act calmly and non-confrontationally if the intruder appears to pose a threat by acting in an agitated, irrational manner and refuses to leave the school premises.
- Seek support from other school personnel, if available, who should act to remove students from the area and escalate the issue if the intruder refuses to co-operate.
- Remain calm and display non-aggressive body language while remembering that the safety of the students is paramount.
- Not use force to evict or restrain the intruder.
- Try to direct the intruder away from areas occupied by students.
- Back away from the intruder if the intruder displays a weapon.
- Reassure the intruder that the weapon is not necessary, and it should be put away.
- Not try to disarm the intruder.
- Ensure that enough information is acquired in order to give a detailed description of the intruder to the police should the intruder leave prior to the police arriving, if possible, encouraging them to an area that is covered by CCTV.
- Contact the police should the intruder refuse to leave or feel that the intruder poses a threat to either staff or students.

All School staff who are not dealing with the intruder but have been notified of his/her presence must -

- Remain with the students in their care reassuring them, if need be, that they are safe and secure and are not in any danger.

Visitors to school and residential accommodation must:

- Report to the School reception (office) where they will be asked to sign in giving the reason for their visit.
- Wear a lanyard and visitor badge before they can enter the School or Residence.
- Be accompanied unless they have completed the safe recruitment procedure or are on the School contractors register.
- Be aware that they will not have free access within the School or Residence.
- Be aware that they will be challenged by staff and students if they do not wear the appropriate identification.

Students will:

- Be aware of and comply with these arrangements.
- Be prepared to report any visitor not wearing a visitor's badge to a member of staff.
- Understand that they have the right to report anyone not wearing a visitor's badge and this will be taken seriously.
- Be aware of and abide by all security measures that are in place.

### 3.15 Training

The School will provide information, instruction and training in health and safety matters appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to.

In summary:

- The School ensures that all staff are competent for the work they will perform and receive appropriate training.
- All staff will receive an appropriate health and safety and fire safety induction through Educare.
- The School has arranged for the necessary first aid training. Any new staff holding either Emergency First Aid at Work or First Aid at Work may be asked to join the first aid rota and a copy of their certificate will be required as evidence. Staff on the rota will receive refresher training at the appropriate interval.
- Selected staff will receive an in-house health and safety awareness course covering assessment of new work processes, control of contractors, carrying out risk assessments and guidance on completion of workplace inspections and audits.
- Fire marshals are trained to perform their duties and will receive refresher training every three years.

Induction training will include a review of the health and safety policy and principle measures adopted by the School to implement the policy.

The findings of risk assessments will be drawn to the attention of staff and additional instruction and training provided to enable staff to manage the hazards so far as is reasonably practicable.

### 3.16 Visitors and Contractors

All visitors and contractors to the School are required to enter School premises via the office off the courtyard. They will be required to sign the visitor book and to be issued with a numbered visitor pass. The pass must be worn and clearly displayed at all times whilst on the premises.

Visitors will be reminded of the fire safety procedures and the requirement to be accompanied by a member of staff for the duration of the visit.

Visitors passes should be returned to the office and visitor exit time recorded in the visitor book on departure from the school.

In the event of an emergency, the visitors' book and fire register will be taken to the assembly point. All visitors should be escorted to the assembly point for roll call. The member of staff receiving the visitor or contractor is responsible for assisting their evacuation.

Contractors working at the School are required to submit risk assessments / method statements (RAMS) as appropriate prior to starting work. The RAMS should be reviewed to ensure safe systems of work are proposed and the work will be monitored to ensure the identified safe systems are being adhered to. Where staff feel this is outside their level of competence, advice should be sought from Optimus Safety.

### 3.17 Work equipment

All tools, machinery and work equipment are selected, operated and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER 98)

Work equipment including catering equipment, is maintained and serviced in accordance with manufacturers' guidance.

## Section 4

### PERFORMANCE MONITORING AND AUDIT

Effective performance management and audit will ensure that the School maintains the high standards described in this policy and recognise new hazards that may arise.

Proactive measurement of our performance against health and safety standards will be undertaken through:

- Formal review of performance against health and safety policy and fire safety arrangements
- Termly workplace inspections
- Staff appraisal and ongoing training
- Monitoring of progress against action plans

A formal audit of risk assessment, policies and adverse event records is undertaken every year to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the health and safety policy are being implemented in practice. The School delegate this duty to Optimus Safety Ltd.

Following this audit, a meeting is held analysing current performance, identifying any problems and making recommendations for corrective action. The minutes of this meeting and relevant decisions are recorded in the Executive Summary Report.

Optimus Safety Ltd undertakes a quarterly inspection of the entire premises and monitors that routine management actions are completed using an electronic checklist which incorporates photographs for clarity. This checklist covers each area of the school both in relation to fire safety and health and safety control measures and has been specifically developed to support the control measures identified in risk assessments, the School does not use generic checklists nor does it value the use of paper documents which encourage "desk top review".

These formal inspections support the good routine control of risk through everyday management.

All staff have a responsibility to look after the company's and their own interests as outlined in the general health and safety responsibilities section. This responsibility is assessed through staff appraisals, induction and other training.

Inspections and audits will from time to time identify deficiencies and areas for improvement. The Head of Boarding is responsible for prioritising such recommendations and to facilitate the appropriate action. Where a significant hazard or deficiency is identified the Head of School & Education will be notified and if appropriate, will escalate the matter.

In any event, progress against action plans will be reported to the Senior Management Team not less than once a year.

## Section 5

### ASSOCIATED DOCUMENTS

<b>Accident and Work-Related Ill Health Reporting and Investigation</b>	<i>ADVERSE EVENT FORM - Minor Injury Report</i>	
	<i>ADVERSE EVENT FORM - Accident Incident Report</i>	
	<i>ADVERSE EVENT SPREADSHEET</i>	
	<i>Adverse Event Workflow</i>	
<b>Control and Management of Contractors</b>	<i>Control of Contractors Policy</i>	
	<i>Contractor Reasonable Enquiry</i>	
<b>Fire Safety</b>	<i>Fire Risk Assessment</i>	
	<i>Emergency Plan</i>	
	<i>Fire Action Plan</i>	
<b>First Aid</b>	<i>First Aid Needs Assessment</i>	
<b>Risk Assessment</b>	<b>Staff Assessments</b>	<i>Boarding</i>
		<i>Classroom</i>
		<i>Environmental</i>
		<i>Kitchen</i>
		<i>Offsite Activity</i>
	<i>School</i>	
	<b>Student Assessments</b>	<i>Residence</i>
		<i>Environmental</i>
		<i>Offsite Activity</i>
	<b>Assessment Templates</b>	<i>Dynamic Hazard Assessment</i>
		<i>DBS Risk Assessment</i>
	<b>Requested Assessments</b>	<i>RA01 – Visits to major cities following terror threat</i>
		<i>RA02 – Cuisine Club</i>
		<i>RA03 – Pyrography Club</i>
		<i>RA04 – Gardening Club</i>
<i>RA05 - Daily Student Walks</i>		
<i>RA06 – Loose Lining Product in Residence Loft</i>		
<i>RA07 – External Games Area</i>		
<i>RA08 – Dogs on School Premises</i>		
<i>RA09 – Children on School Premises</i>		
<b>General Documents in support of this policy</b>	<i>Health and Safety Handbook</i>	
	<i>Workbook Audits – February, May, August and November</i>	