

SWANBOURNE HOUSE



11 - HEALTH, SAFETY AND WELFARE POLICY Applicable to the Early Years Foundation Stage

Review Arrangements:

November 2015 – S Cole, ISI Consultancy

Date	October 2019
Review Date	October 2020
Custodian	Bursar

Amendments

[illegible]

References:

- A. DfE – Health and Safety Advice on Legal Duties and Powers for school leaders, school staff and governing bodies, dated February 14.
- B. Health and Safety at Work etc Act 1974 and regulations made under that Act.
- C. ISI – Commentary on the Regulatory Requirements, dated September 2019.
- D. Swanbourne House Policy 7b – Employee Handbook
- E. HSE – School Trips & Outdoor Learning Activities: Tackling H&S myths
- F. HSE – Incident Reporting in Schools.
- G. HSE – Maintaining Portable Electric Equipment.
- H. DfE – Guidance on First Aid for schools.
- I. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- J. HSE – Manual Handling at Work.
- k. HSE – Preventing Slips and Trips at Work.

"Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity. Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively." **Reference A.**

1. Mission and Vision

To unlock and develop the confidence and individual talents of each child.

- a. To nurture every pupil, enabling them to be resilient and build self-worth, through the widest variety of opportunities.
- b. To provide our pupils with an engaging, collaborative and progressive teaching and learning community based on mutual respect, an understanding of individual needs and the willingness to rise to challenge.
- c. To ensure both day and boarding pupils are well prepared within the context of a character and values education for their next school and adult lives in a fast-moving and challenging globalised world.

2. Introduction. This Health, Safety and Welfare (HSW) Policy is produced in accordance with the requirements of Section 2 (3) of **Reference B**, Paragraph 11 of **Reference C** and other relevant legislation. The HSW policy consists of three parts:

Part 1 - The Statement of Intent and Policy objectives;

Part 2 - Assignment of responsibilities for achieving the objectives set out in part one;

Part 3 - The arrangements to monitor, establish and review measures needed to meet satisfactory HSW standards.

3. Getting the Balance Right. **Reference C** refers to the HSE website for useful advice concerning 'Getting the Balance Right'. The HSE guidance includes the Sensible Management Test, as follows:

- a. The school leadership team understand the safety policy and apply it practically to the real risks in the school
- b. Key staff have clearly established roles and responsibilities
- c. Paperwork is kept to a minimum with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed

- d. School leaders consult with staff including employee / trade union safety representatives – looking for practical solutions to health and safety issues
- e. Learning is enabled by making proportionate decisions

Part 1 – Statement of Intent and Policy Objectives.

4. The Board of Trustees, as the governing body of the School, acknowledges and accepts the responsibilities placed on it as the 'Employer' by the **Health and Safety at Work Act 1974** and other relevant legislation. The Board considers the health, safety and welfare of staff, pupils and visitors to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving the School's stated goal to promote excellence in teaching and learning. The Board, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. Through the implementation of the HSW policy, the Board is committed to achieving the following objectives:

- a. To assess the risks to staff and others affected by school activities in order to identify the HSW measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- b. To introduce measures to manage those risks (risk management);
- c. To tell our employees about the risks and measures to be taken to manage the risks;
- d. To ensure that adequate HSW training is given to our employees to ensure that all staff are aware of their HSW responsibilities, know what is expected of them and what they must do to discharge the responsibilities assigned to them;
- e. To take reasonable steps to ensure that staff, pupils and visitors are not exposed to risks to their HSW. This applies to activities on or off school premises;
- f. To create for employees, as far as is practicable, a working environment where potential work related stressors are avoided, minimised or mitigated through good management practices, effective human resources policies and staff development;
- g. To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the School's activities;
- h. To ensure that there are clear procedures and arrangements for consultation with and the involvement and commitment of employees and their representatives.
- i. To promote awareness of health, safety and welfare issues throughout the School.
- j. To monitor the implementation of the HSW Policy through audits, inspections and reports from the Head and the School's Health and Safety Committee.

5. The Board seeks and expects the full co-operation and support of the whole community to ensure that the HSW Policy and arrangements are implemented effectively.

Part 2 – Assignment of responsibilities for achieving the objectives set out in Part One.

6. The Governing Body. The Governing Body will monitor the implementation of the policy by requiring a termly HSW Committee meeting and updates presented the termly Finance and General Purposes Committee (F&GP) for onward action to the Full Governing Board (FGB). Recommendations presented to F&GP and will form the basis of the School's routine maintenance programme.

7. Organisation. The HSW Committee meets once a term and is chaired by the Bursar. A governor representative attends these meetings when possible.

a. HSW Committee Terms of Reference (ToR). The Committee's TORs are to:

- a. Monitor the effectiveness of HSW within the School.
- b. Review accidents and near misses; instigating appropriate preventative measures as required
- c. Highlight changes to HSW regulations
- d. Review and update risk assessments
- e. Assess and monitor the implementation of professional advice
- f. Review, and if necessary update, HSW Policies and guidance
- g. Review and monitor all HSW training requirements
- h. Agree the on-going development of safety rules and safe systems of work
- i. Assess and monitor communication relating to HSW in the workplace
- j. Encourage suggestions and reporting of defects by all members of staff

8. Duties as an Employee. The law requires employees to:

- a. Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- b. Co-operate with their employers on health and safety matters;
- c. Do their work in accordance with training and instructions; and
- d. Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. Employees are to comply with the HSW procedures set out here and in allied Policies – see **Reference D**, Section H.

9. Top-Level Delegations. The Board delegates day-to-day operational responsibility for HSW and Welfare to the Head; the Head is to ensure compliance in all respects by staff, pupils and visitors with relevant legislation and Company Policies. The Head, in turn, appoints the Bursar as the Company's HSW co-ordinator with day-to-day responsibility for all aspects of operational HSW; specifically to:

- a. Advise on any measures that may be needed in order to carry out work safely;
- b. This Policy and its arrangements are brought to the attention of all employees;
- c. Co-ordinate advice given by specialist safety advisors and to produce required action plans for consideration;
- d. Ensure regulatory compliance, in particular with the Construction (Design and Management) Regulations (CDM), and for safe conditions of work for all at the school.
- e. As part of the School induction process all new employees receive appropriate health, safety and welfare information and training.

If the Bursar is not in attendance,

- a. In term time - staff refer to the Senior Leadership Team (SLT).
- b. Holidays – if SLT are unavailable, staff may refer to The Chairman or Appointed Governor.

10. Deputies and Department Heads. All Deputies and Heads of Department are responsible for ensuring the HSW of staff, pupils and others in their areas (especially; visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs). Specifically,

- a. The activities under their control are carried out, so far as is reasonably practical, safely and without risk to health;
- b. The implementation of the Health, Safety and Welfare Policy is properly monitored in their area of responsibility, carrying out inspections of the workplace and equipment;
- c. Individual employees within their Departments are made aware of their responsibilities for health, safety and welfare;
- d. Employees under their control are adequately trained, informed, instructed and supervised;
- e. Arrangements for health and safety are complied with and where required appropriate safety signs or notices are displayed;
- f. Relevant health, safety and welfare information is communicated to employees within their department;
- g. School First Aid procedures and arrangements are complied with;
- h. All accidents occurring in the Departments are reported and an accident report form is completed;
- i. Reasonable arrangements are made for passing on information on health, safety and welfare to the safety representatives of employee safety who are on the Health and Safety Committee;
- j. Training needs of employees within the departments are identified and prioritised appropriately in consultation with the Bursar;
- k. Employees are aware of fire procedures and where required have received appropriate training.
- l. Assessments are undertaken of risks to health, safety and welfare as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded and appropriate control measures put in place to reduce those risks to an acceptable level.

11. Academic Staff. The first priority of all teachers is for the safety and well-being of all pupils in their charge. A class teacher must:

- a. Know the School emergency procedures for both fire and First Aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied as required by the School;
- b. Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and First Aid and the special safety measures of the teaching area;
- c. Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough);
- d. Ensure that students' coats, bags, cases etc. are safely stowed away;
- e. Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety;
- f. Follow the School's safe working procedures personally;
- g. Call for protective clothing, guards, special safe working procedures etc. when necessary;
- h. Make recommendations on safety matters to the Head of Department;
- i. Be familiar with the safety arrangements appropriate to the work area;
- j. Be familiar with Risk Assessments appropriate to the work activity.

12. Delegation of Duties. Some duties are delegated to specific members of staff; however ultimate responsibility for HSW rests with the Head. The areas where duties have been delegated are:

a. Dealing with HSW Emergencies. Please refer to the Crisis Policy.

b. Consultation with Employees. All employees should put forward HSW suggestions to their line manager for onward transmission to the HSW Committee representative.

c. Security – Bursar. The Bursar, in turn, delegates day to day management of building security to:

- a. Head of Boarding – for the Main House during term time
- b. Head of Lower School – for Lower School during term time
- c. Duty Team – for overall nightly lock-up of the Prep School during term time
- d. Head of Maintenance – for lock-up of the Prep and Lower Schools during holidays
- e. Head of Grounds – for perimeter security
- f. Heads of PE, Science & DT – for prevention of unsupervised access by pupils to potentially dangerous areas such as the swimming pool, the science laboratories, the design technology rooms, etc.
- g. Department Heads – control of lone working after hours.

d. Company-owned Vehicles, including on-site vehicle movements.

- a. Bursar – on-site vehicle movements
- b. General Support Officer – Minibuses
- c. Head of Grounds – Grounds vehicles

e. Fire Safety. Also see **Reference C**, Regulation 13 and Policy A9-1. Responsibilities include:

- a. Ensuring a fire risk assessment, which is updated every 3 years, and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added, is maintained
- b. Keeping fire routes and exits clear
- c. In addition to testing the fire alarm system weekly, arranging a bi-annual service of alarms, smoke and heat detectors, and an annual service of fire doors, emergency lights and fire extinguishers to be carried out annually by a qualified contractor
- d. Ensuring lightning protection is in place for all buildings
- e. Ensuring that flammable rubbish and combustible materials are stored away from buildings
- f. Ensuring termly fire practices are carried out, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire
- g. Ensuring Heads of Science and DT check that all Scientific and DT equipment is switched off at the end of the school day
- h. Ensuring IT Department sets all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends
- i. Ensuring Heads of Science, Art and DT, Head of Maintenance, Head of Grounds, Caretaker secure all flammable materials used in teaching or maintenance in locked purpose-made, flame-proof containers

f. Gas Safety – Head of Maintenance.

- a. All gas appliances (boilers, laundry, kitchen equipment, etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Landlord's gas safety certificates are held for all school domestic accommodation

g. Electrical Safety – Head of Maintenance.

Electrical Safety Testing. All the buildings are to have a current electrical installation condition report certificate for all buildings using NICEIC qualified Electrical Engineers to inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations

Portable Appliance Testing. All equipment is to be tested annually or as required, **Reference G**

h. Legionella, Water and Drainage – Head of Maintenance.

Legionella water sampling and testing regime is in place

To ensure swimming water quality maintenance, a termly sampling regime using external contractors is to be in place

Ensuring that drains, gutters, etc. are kept unblocked and all drain runs remain clear

All drinking water fountains are to be correctly signed

i. Plant and Machinery Safety – Head of Maintenance.

Arrange for engineers to monitor and annually service the school's plant, equipment and workshop machinery; including boilers, lifts and hoists, etc.

All design and machinery used in both design and technology to be serviced annually - **Head of DT**

All gym equipment is risk assessed annually and serviced as required - **Director of PE**

j. Asbestos and Hazardous Substances – Head of Maintenance

An up to date asbestos register is maintained

Areas with asbestos are checked regularly for damage

Contractors are fully briefed on areas of asbestos before starting work

Hazardous Substances are further delegated to Head of Science and the Catering and Domestic Services Manager

k. Grounds – Head of Grounds.

Supervising grounds staff and monitoring HSW standards in their area of activity;

Ensuring adequate arrangements are in place with regards to First Aid;

Ensuring that all grounds staff are aware of the requirements of arrangements of practice applicable to their areas of work – to carry out bi-weekly 'toolbox talks' on individual items of machinery or methods of work;

l. Catering – General Services Manager.

Ensuring Catering Team switch off all kitchen equipment at the end of service;

Arrange a catering consultant's visit 3 times a year, to audit and monitor all catering aspects from staffing to menus to hygiene and safety audit of food storage, meal preparation, food serving areas and development;

Arranging the use of a retained dietician to advise on healthier food, menu planning and special diets; consulting with the Bursar and Surgery as required;
 Ensuring the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year;
 Ensuring appropriate pest control measures to be in place (Inside and out).

m. First Aid – School Nurse. Also see Reference C, Regulation 14, Reference H and **Policy 13.**

First aid and supporting medical needs

First Aid boxes available throughout the School in accordance with the First Aid Policy. Checking that all first aid boxes and eye washes throughout the School and in each minibus are kept replenished each term

An emergency asthma inhaler kit is available in the Pavilion, surgery and PE changing rooms.

During term time treatment for pupils and staff in the Surgery – in the absence of the School Nurse, the matron on duty

Defibrillator kit and oxygen located in the surgery – specifically trained staff

Recording and reporting accidents to staff, pupils and visitors; notifiable accidents to the HSE in accordance with RIDDOR, see Reference I

Maintaining an accident book

Maintenance of accident statistics and for preparing summary reports for the HSW Committee

Escorting pupils to hospital (and informing their parents) – in the absence of the School Nurse, the matron on duty

Incidents can be reported by any of the following routes:

Telephone: 0845 300 9923

Internet: by completing the relevant form on the ICC website at <http://www.riddor.gov.uk/reportanincident.html>

E-mail: riddor@natbrit.com

Form F2508: by completing the relevant hard copy form and sending it to:

Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Fax: 0845 300 9924

n. Training

Induction – Admin Support

Minibus training – Bursar

Science-related HSW training – Head of Science

Design and Technology related training – Head of DT

HSW training for the Catering and Cleaning staff – General Services Manager - verbally

HSW training for all staff – Bursar - online

Briefing new pupils on emergency fire procedures – Pastoral staff

Briefing new staff on emergency fire procedures – Fire Officer

Identifying specific staff HSW training needs – Department Heads, Line Managers or Supervisors

First aid and defibrillator training - School Nurse

Child Protection – Deputy Head (Pastoral)

Grounds machinery – Head of Grounds

Maintenance Machinery – Head of Maintenance

All other differentiated training; manual handling, Slips & Trips, Risk Assessments - HSW Admin

o. Policy and procedures for off-site visits, including residential visits and any school-led adventure activities – see Reference C, Regulation 11 and Educational Visits Policy

p. Manual Handling. Please refer to **Reference J.**

q. Slips and Trips. Please refer to **Reference K.**

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

We currently hold the Aylesbury Vale District Council's 5-star Food Hygiene Rating

Part 3 - The arrangements to monitor, establish and review measures needed to meet satisfactory HSW standards.

13. The Governors have specified that the Company adopts the following framework for managing HSW as follows:

The Governor overseeing HSW, attends the termly meetings of the school's HSW committee and receives copies of all paperwork

That a report is presented to the Governors each term covering; updates on HSW issues; significant accidents to pupils, staff and visitors; staff training; educational visits involving higher risk activities and residence off-site; new/revised policies and procedures

- The school employs external consultants periodically when the balance of cost, prudence and relevance/necessity/or requirement by law has been agreed by both the Health and Safety Committee and the Chairman. All aspects do not require consultants. The purpose of this is to support the school's consideration of the external fabric of the school, its plant, equipment and systems of work

That the school's adherence to HSW in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO

That the school has a policy in place for the training and induction of new staff in Health and Safety related issues, which include basic Manual Handling and Working at Height training

Refreshing is done once every three years or at intervals agreed with Head and specified by the Bursar. Employees are given significant access to on line training as well as face to face training.

Specific Health and Safety training related to an individual member of staff's function, such as Science Technician, is provided in addition to the "standard" induction training.

First Aid and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits, and to selected members of the Support staff.

- General Fire Training and Marshalling is also part of the general staff induction.
- All mandatory Safeguarding Training is carried out.

That the school has a fire risk assessment, carried out by a Competent Person which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The HSW Committee reviews the fire risk assessment every time it is amended.

That the school has a legionella risk assessment, water sampling and testing regime in place.

14. Risk Assessments. In order for the School to comply, primarily with Regulation 3 of the Management of Health & Safety at Work Regulations 1999 and other regulations and acts found in the Fire Regulatory Reform Act, Control of Substances Hazardous to Health Regulations 1999, Manual Handling Operations Regulations 1992, Provision and Use of Work Equipment Regulations 1998, and others as required, Risk Assessments will be recorded highlighting the following:

- Identifying hazards, that is, any situation with the potential to cause harm and the severity of harm that could be caused

- b. The likelihood of harm being caused and to how many people
- c. Evaluating risk, that is, severity of harm coupled with the likelihood of occurrence
- d. The preventative or protective control measures already in place in order to control the risks
- e. What further action and control measures, if any, are needed to reduce risks to an acceptable level

Staff should read 16 Risk Assessment Policy.

Specific Risk assessments are required as follows:

PE – Director of PE should keep risk assessments for all outdoor games, swimming, gymnastics, together with training record qualifications in lifeguarding, etc

Science - Head of Science should keep risk assessments for all experiments and use and storage of equipment. COSHH assessments and CLEAPSS hazards are kept on use and storage of all chemicals

DT - Head of Science keeps records of all risk assessments for all activities, use of equipment and machinery, and safe storage of flammable material.

Art - Head of Art keeps risk and COSHH assessments for ceramics, and details the use and safe storage of oil based paint and other flammable material. Staff training records maintained.

Drama - Head of Drama keeps risk assessments for lighting and the safe construction, movement, mounting and dismantling of scenery, props and staging. Staff training records maintained.

Catering - General Services Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures for chemical and other products. Staff training records maintained.

Maintenance and Grounds - pupils are to be kept clear of areas of work. Risk assessments kept for all activities, safe use and storage of equipment and flammables, COSHH assessments of all chemicals and other products. Staff training records maintained.

Educational and Sporting Trips - all staff that are arranging Educational or Sporting trips must follow the Educational Visits Policy and liaise with the Educational Visits Coordinator.

Security and Violence - the issues of violence, security and what to do in an emergency are dealt with in the Crisis Policy.

COSHH (Control of Substances Hazardous to Health) - All substances which are hazardous to Health and Safety have labels as indicated in the HSE guidance 'INDG352 read the label' (obtainable from Admin Support); these must be assessed following the COSHH policy and school form.

Slips, Trip and Falls - The risks from Slips, Trips and Falls are covered in a site specific risk assessment.

Vehicle Movement - Within the School site a risk assessment has been carried out with regard to vehicular movement and the segregation of pedestrians from vehicles.

Manual Handling - The risks from manual handling activities carried out within the school are covered by task specific risk assessments. Staff who have to carry out manual handling task are to receive appropriate training.

15. Health and Safety Monitoring. Continual monitoring of HSW takes place through the following procedures:

Inspections for health, safety and welfare defects will be carried out as required but at least on a termly basis by the Bursar. Inspections may be of curriculum areas/departments or of the whole School as required. This provides an overview of how the School is managing HSW.

All accidents will be investigated as appropriate to identify any failures in the management of health, safety and welfare. Where necessary reports will be submitted to the Governing Body.

Accident and incident records are presented to the Health and Safety Committee at each meeting and all accidents which are not explained to the satisfaction of the Committee will be further investigated. Where necessary a report will be submitted to the full Governing Body.

A termly First Aid box audit will be conducted by the School Nurse and reported to the Health and Safety Committee.

- a. External consultants have been appointed to provide assistance as required; Fire, Legionella, CDM, trees, asbestos.

Routine inspections are to be carried out by a specialist on the following:

- PE equipment
- Fire extinguishers
- Portable electrical equipment
- Fire alarms
- Emergency lighting
- Heating appliances
- Science and Technology Equipment
- External play equipment
- Hot and Cold water systems

b. Other routine external inspections carried out include:

a. Buildings

- i. A Structural Surveyor will be engaged to assess the state of the infrastructure, if required
- ii. Qualified Planning supervisors are engaged whenever major work is undertaken

b. Gas, Heating and Boilers

1. Annual boiler and gas servicing/repairs are carried out by registered Gas Safety engineers/oil boiler specialists

c. Equipment

- i. Regular servicing of equipment

d. Catering Hygiene

- i. Annual survey to include recommendations on healthy eating

e. Fire

- i. Professional Fire Risk Assessment
- ii. Emergency lighting tests
- iii. Bi-annual service of fire panels, alarms and detectors
- iv. Annual servicing of fire extinguishers and fire doors

f. Water

- i. Legionella Risk Assessment
- ii. Annual Legionella plan in place

g. Electrical

- i. PAT Testing
- ii. Electrical Installation Condition Reports