



Health and Safety Policy

Including all of the Pre-Prep Department and Early Years Foundation Stage.

This policy should be read in conjunction with the Safeguarding Policy.

DJKK

Updated October 2023

Date	Person Conducting the Review	Changes Made
Nov 2014	PMS	New Policy
Mar 2016	PMS	Amendments to better reflect the needs of the IS regulatory requirements update dated Feb 2016
Sep 2016	Ops Dir	Annual review
Oct 2018	JB	Annual Review
Oct 2019	Ops Dir	Annual Review
Oct 2020	Ops Dir	Annual Review
Oct 2021	Ops Dir	Annual Review and update
Oct 2022	Bursar	Annual Review
Oct 2023	Bursar	Annual Review

Statement of Intent

1. As Governors of Summer Fields school, we fully recognise our collective responsibility for providing, a safe and healthy school for all of our pupils, employees, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

2. We are committed to:
 - Providing a safe and healthy working environment.
 - Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees.
 - Ensuring safe working methods and providing safe equipment.
 - Assessing and controlling the risks that arise from our work.
 - Complying with and where possible exceeding statutory requirements.
 - Preventing accidents and work related ill health.
 - Providing effective information, instruction and training.
 - Monitoring and reviewing systems and preventative measures to make sure they are effective.
 - Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

3. For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Name/Signature of Chairman of Governors:

Date:

Review date: October 2024

Responsibilities and Organisation

Introduction

- Responsibility for health and safety rests with the Governing Body as the 'employer', though tasks may be delegated. The functional areas of responsibility are detailed below but in outline the Headmaster assumes responsibility for academic health and safety with the Bursar non-academic matters. This delegated responsibility is shown graphically below.

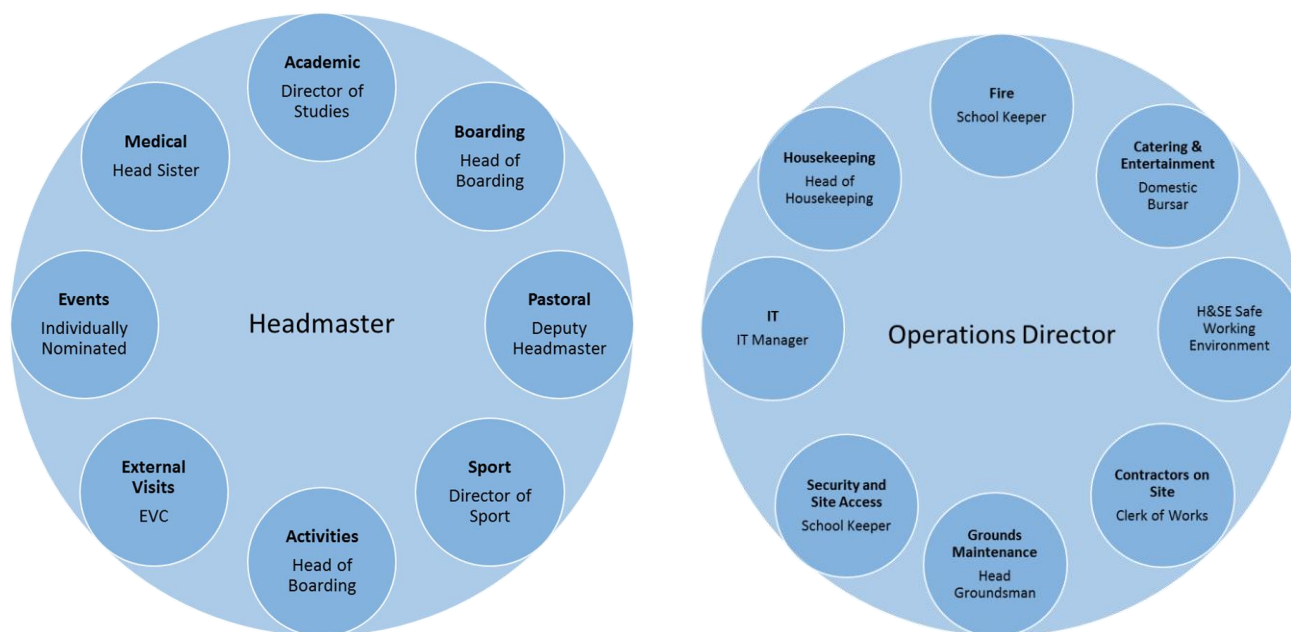


Figure 1 – Health and Safety Delegated Responsibilities

- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmaster, the Bursar and other members of the SMT in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

The Governing Body is responsible for ensuring that:

- The Governors have specified that the school should adopt the following framework for managing health and safety:
 - A governor chairs the Health and Safety Committee and scrutinises compliance and performance.
 - The Governing Body provide support and where necessary challenge to the Headmaster in fulfilling their health and safety responsibilities.
 - A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
 - Responsibilities for health, safety and welfare are clearly allocated to heads of departments and individuals with specific responsibilities.

- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and activities and that safe systems of work are in place.
- Ensure effective risk assessments of the premises and working practices are carried out and documented.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured, and policies and procedures are updated annually as a minimum.

Headmaster

7. The Headmaster has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- For the day to day delivery of a healthy and safe school environment.
- That the School has a compliant and effective health and safety policy and that it is effectively communicated and delivered at all levels.
- That tasks relating to the delivery of a healthy and safe school environment are effectively and clearly allocated along with functional responsibilities.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- That risk assessments are in place so that staff are actively engaged in managing identified risk and for delivering safe working practices.
- Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- Ensure appropriate consultation arrangements are in place for staff.
- Ensure that suitable emergency procedures are in place.
- Ensure arrangements are in place to monitor premises and health and safety performance.
- Ensure that all incidents are investigated and suitable remedial actions are taken.

Bursar

8. The Bursar has the following responsibilities:

- To advise the Headmaster of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To co-ordinate and manage the fire risk assessment process for the whole school.
- To co-ordinate and manage the annual risk assessment process for the non-academic bursary departments; facilities, grounds, catering, housekeeping.
- Ensure that equipment is registered, inspected and tested to ensure it remains in a safe condition.

- Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- To monitor performance of non-teaching areas and associated risk assessments through bursary Heads of Departments
- To manage the keeping of records of health and safety activities in the management of building fabric and building services in liaison with the Clerk of Works and other contractors.
- To ensure that non-academic staff complete appropriate to role health and safety training.

Heads of Departments, Staff with Specific Responsibilities

9. Teaching and support staff (the Deputy Headmaster, Director of Studies, Head of Boarding, all Teaching Heads of Departments, External Visits Coordinator (EVC), Head Sister Hobsons, Headmaster's PA, Development Manager who report directly to the Headmaster are to;
- Apply the school's Health and Safety Policy or relevant Code of Practice to their own department or area of work and be directly responsible to the Headmaster for the application of the health and safety procedures and arrangements.
 - Carry out regular health and safety risk assessments of those activities for which they are responsible using standardised forms where possible.
 - Ensure that their staff are familiar with the Health and Safety Policy and any specific departmental Code of Practice, if issued, for their area of work.
 - Resolve health, safety and welfare problems which members of staff refer to them, or refer to the Headmaster any problems to which they cannot achieve a satisfactory solution within the resources available to them.
 - Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections.
 - Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
 - Investigate any accidents that occur within their area of responsibility.
 - Prepare an annual report for the Headmaster on the health and safety performance of his/her department or area of responsibility by 1st July. Format:
 - Incidents, 'reportable incidents' and near misses.
 - Departmental training completed and training required.
 - Details of any non-managed risks following annual risk assessment review.

Class Teachers

10. Class teachers are expected to:
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Ensure protective clothing and guards are used where necessary.
- Make recommendations to the Headmaster or their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety in education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

All Employees / Staff

11. All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:
- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
 - Co-operate with school management in complying with relevant health and safety law.
 - Use all work equipment and substances in accordance with instruction, training and information received.
 - Report to their head of department any hazardous situations and defects in equipment found in their work places.
 - Report all incidents in line with the incident reporting procedure.
 - Act in accordance with any specific health and safety training received.
 - Inform their head of department of any perceived shortcomings in the school's health and safety arrangements.
 - Exercise good standards of housekeeping and cleanliness.
 - Co-operate with appointed Health and Safety Representatives.
 - Wear Personal Protective Equipment where appropriate.

Pupils

12. Pupils, allowing for their age and aptitude, are expected to:
- Exercise personal responsibility for the health and safety of themselves and others.
 - Observe standards of dress consistent with safety and/or hygiene.

- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Monitoring and Review - The Health and Safety Committee.

13. The Health and Safety Committee is established to manage responsibilities held by the Governing Body and functions delegated to the key duty holding staff. It therefore provides opportunity to effectively deliver the Schools safe systems of work. It should meet a minimum of once a term, in order to:

- Ensure safeguarding is a standing item for discussion in the School.
- Analyse accidents, accident trends, near misses and manage risk appropriately.
- Ensure that the School has an appropriate risk assessment process and that generic risk assessments are updated yearly and where appropriate specific risk assessments are produced.
- Encourage involvement, reporting and suggestions of unsafe aspects of School life by all members of staff.
- Monitor regulatory and legislative changes that impact on health and safety provision and take necessary action across the School.
- Update the Schools Health and Safety Policy annually.
- Ensure that responsibilities for health, safety and welfare are allocated to heads of departments and individuals with specific responsibilities and that they deliver safe systems of work in their areas.
- Ensure staff are trained appropriately for their roles and in accordance with the School's Health and Safety Policy.
- Ensure that pupils, staff, parents and visitors are informed and up to date on health and safety issues.
- Produce termly health and safety reports for the Governing Body.

Committee Membership

- | | |
|------------------------------|-----------------------------------|
| • Chair – appointed Governor | • Director of Sport |
| • Deputy Chair – Bursar | • Head of Boarding and Activities |
| • Headmaster / DSL | • External Visits Coordinator |
| • Head of Pre-prep | • Senior Sister |
| • Deputy Headmaster | • Domestic Bursar – Secretary |
| • Deputy Director of Studies | |

Risk Management

14. The policy on Risk Assessments and procedures is provided separately. The process is fundamental to delivering safe working environments and is shown graphically at Figure 2.



Figure 2 – Risk Assessment Process

Managing Specific Risks

15. Table 1 details the separate policies to mitigate specific risks.

Ser	Management of Specific Risks	Policy Responsibility
a	Health and Safety Training – included in respective policies and captured in the staff training record.	Domestic Bursar
b	Medical Care Policy	Senior Sister
c	First Aid, Incident Reporting (Inclusive of RIDDOR)	Senior Sister
d	External Visits	External Visits Coordinator
e	Major Incident Plan	Bursar
f	Free Time Risk Assessment and Duty Staff	Deputy Headmaster
g	School Security	Bursar
h	Manual Handling	Domestic Bursar
i	Slips and Trips	Domestic Bursar
j	On-Site Vehicle Movements	Bursar
k	Management of Asbestos	Bursar
l	Control of Hazardous Substances	Domestic Bursar
m	Selection and Management of Contractors	Bursar
n	Maintenance and Testing of Plant and Equipment	Bursar

	Electrical Safety Management of Legionella, water safety	
o	Fire Safety	Domestic Bursar
p	Risk Assessment	Bursar

Table 1

Department Reviews

16. Individual departmental reviews are to be conducted by Heads of Department or nominated staff. H&S is to feature in departmental meetings and it is to be included as part of Heads of Department appraisals.

Staff Training

17. Training requirements are identified within risk assessments and detailed in associated policies. The training records are maintained by the HR Manager.

Review of Policy

18. This policy will be reviewed annually or where incident or regulatory change demands more urgent change.

Circulation for comment and input:

Health and Safety Committee, Headmaster and DSL, Deputy Headmaster, Deputy Head Pastoral, Bursar, Director of Studies, Director of Sport, External Visits Coordinator, Head of Boarding, Senior Sister.

Publication:

Hard copies: Cyber Copies to SF policies cc All Staff, Cyber Copy published on Website