



LAMBROOK

NURTURING
POTENTIAL

Health, Safety & Wellbeing Policy

This document applies to all parts of Lambrook School including the Early Years Foundation Stage.

September 2023

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PART 1 – GENERAL STATEMENT ON HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS

As Governors of Lambrook School, we fully recognise our collective responsibility for providing a safe and healthy School for all of our employees, pupils, 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.

The Governors are committed to reducing accidents, incidents and ill-health and looks for ways to continuously improve.

Mrs Hannah Lyman has responsibility for reporting to the Board of Governors on health and safety matters. Day to day responsibility for the operation of health and safety at the School is vested with the Headmaster. As Governors, we have specified that the School should adopt the following framework for managing health and safety:

- That Mrs Hannah Lyman chairs the termly meetings of the School's Health, Safety & Wellbeing Committee and receives copies of all the paperwork.
- That verbal reports on health and safety covering accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures is tabled at each term's Health and Safety Committee meeting.
- That the minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.
- That the external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- That their reports are considered by the Finance and General Purposes Committee and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- That the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. In addition, an independent hygiene and safety audit of food storage, meal preparation and food serving areas is carried out three times a year, together with regular external deep cleaning and pest control services.
- That the School has a fire risk assessment, carried out by a Competent Person which is updated every three years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health, Safety & Wellbeing Committee will review this risk assessment every time it is amended.
- That an external health and safety consultant reviews the overall arrangements every three years for health and safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health and Safety Committee.
- That the School has a professional risk assessment for legionella, every three years and a six monthly water sampling and testing regime in place.
- That the School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues specific to their role.

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 SLT 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.

This and other policies are made available to all staff on the School's intranet. Staff will be advised as and when

it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

All staff at Lambrook School are aware they have health and safety responsibilities and all are expected to play an active part in ensuring the highest health and safety standards for pupils, employees, visitors, customers and contractors are established and maintained. All those engaged to work at the School are expected to comply with the requirements detailed in this Policy, or to highlight where improvements may be possible to their Line Manager, Bursar or Headmaster.

The Policy highlights the need for all staff to be alert to risks and hazards and to seek to minimize these by planning work carefully and responsibly. The development of a safe mind set amongst those who work and study here is at the heart of the School's commitment to ensure that the highest standards of health and safety are met at all times.

All employees of the School are further expected to be constantly 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. Those who are entrusted with positions of supervision, whether on School property or during trips and activities, should ensure pupils conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the School responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work etc. 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 all School Policies, paying particular attention to their own areas of responsibility and operation.

Hannah Lyman
Governor Responsible for Reporting on Health and Safety

PART 2 – ORGANISATION AND RESPONSIBILITIES

INTRODUCTION

This document confirms the responsibilities for the implementation of the Health, Safety & Wellbeing Policy of Lambrook School. The Governors of Lambrook School have collective responsibility for health and safety. The Trustee with specific responsibility for reporting on health and safety matters is Hannah Lyman.

MANAGEMENT OF HEALTH AND SAFETY

The School has developed a Health, Safety & Wellbeing Policy to ensure high health and safety standards are achieved whilst also meeting the educational, community and commercial needs of the School. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of School bodies or committees, including the Governors and the Health, Safety & Wellbeing Committee
- The responsibility of individuals, including various levels of management

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

HEALTH AND SAFETY ACTION PLAN

The School has prepared a Health and Safety Action Plan, which incorporates all strategic recommendations from annual audits and specific departmental inspections. 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 when recommendations are implemented. It is reviewed regularly 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.

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 the School Health, Safety & Wellbeing Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of others
- 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 and best practice
- 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 Bursar
- To use the necessary protective clothing and equipment
- To observe and follow all safe working practices
- To be actively involved in the employee consultation process.

DUTIES OF GOVERNORS

The Governors have collective responsibility for the oversight of health and safety within the School. They will monitor the effectiveness of the implementation of the Health, Safety & Wellbeing Policy and any associated procedures and will direct that it should be revised as and when necessary. The Governors will also provide strong health and safety leadership and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The aims of the Governors are to:

- Prevent accidents and ill-health arising from the School's activities, so far as is reasonably practicable
- Ensure compliance with all relevant health and safety legislation
- Ensure a safe environment is provided for all users of the School
- Actively promote and be fully involved in continuously improving health and safety.

In particular, the Governors will ensure, so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements
- The effectiveness of the School's risk management is assessed regularly
- Health and safety is duly considered at each Governors meeting and when making senior management appointments
- A Trustee is appointed with specific responsibility for reporting to them on health and safety
- Health and safety receives as much attention and strategic importance as any other aspect of the School's management

- The Senior Leadership Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership throughout the School
- The Senior Leadership Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely.

HEALTH, SAFETY & WELLBEING COMMITTEE

The Committee will meet on a regular basis and is chaired by the Governor Responsible for Reporting on Health and Safety, Hannah Lyman; the duties of the Committee include:

- Overseeing the implementation of the Health, Safety & Wellbeing Policy in controlling risks so far as is reasonably practicable
- Assessing and leading the development of the 'Safety Culture' of the organisation, 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 Policies and Procedures in order to comply with legislation and the promotion of best practice throughout the organisation
- Directing and co-ordinating developments and revisions to Policies and Procedures and identifying matters that should be discussed at Governors meetings.

HEALTH AND SAFETY WITHIN DEPARTMENTS

Each member of teaching staff has responsibility for ensuring that high health and safety standards exist within each classroom and department and should ensure measures appropriate for the department, discipline or activity are consistently implemented. In the event of a matter giving cause for concern, teaching staff should contact the Bursar, the Deputy Head or Headmaster.

INDIVIDUAL RESPONSIBILITIES

GOVERNOR RESPONSIBLE FOR REPORTING ON HEALTH AND SAFETY

The Governor responsible for reporting directly to the Board of Governors of Lambrook School on health and safety is Hannah Lyman. Responsibilities include, so far as is reasonably practicable, the following:

- Seeking to ensure that health and safety is given priority and importance by the Governors in its deliberations
- Consulting with the Headmaster and Bursar and Health and Safety Consultant
- Attending the Health and Safety Committee 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
- Monitoring the School's Policies and Procedures to ensure they operate effectively.

BURSAR (HEALTH AND SAFETY COORDINATOR)

The Bursar has been assigned executive responsibility to oversee health and safety management on a day to day basis, reporting directly to the Chairman of Governors.

The Bursar's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- Working closely with the Headmaster to seek to ensure risk reduction is promoted in all areas and disciplines of the School
- Contributing to the productiveness of the Health, Safety & Wellbeing Committee
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities
- Monitoring the effectiveness of the management system as regards estates maintenance and upkeep and administrative work
- Ensuring risks are properly managed in order to minimise the liabilities to the School
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate staff members
- Seeking to ensure in conjunction with the Health and Safety Consultant that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities
- 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
- Actively promoting hazard awareness and safe working practices
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.

HEADMASTER

The Headmaster is appointed by the Governors as having oversight for health and safety in all academic, pastoral and co-curricular elements of the School and will work closely with the Bursar to seek to ensure the successful day to day management of health and safety.

The Headmaster's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- 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 Designated Safeguarding Lead
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy
- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for health and safety implications.

DEPUTY HEAD

The Deputy Head will be responsible to the Headmaster for the implementation of the School's Health and Safety Policy relating to academic and pastoral activities, which includes:

- To read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- Being an active member of the Health and Safety Committee
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Headmaster as appropriate
- Consulting with the Bursar
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Completing an annual review of health and safety in each of the Boarding Houses
- Seeking to ensure that all Heads of Department, Housemasters/Housemistresses understand their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

DESIGNATED SAFEGUARDING LEAD

The Head of Safeguarding (Head of Pastoral) is responsible to the Headmaster for monitoring and evaluating implementation of the School's compliance with the Independent Schools Statutory Regulations (and associated Government Guidance) and with Data Protection law. The role includes:

- Reading and understand the School's Health, Safety & Wellbeing Policy and checking compliance with the prescribed arrangements
- Being a member of the Health and Safety Committee
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3&4) and Health, Safety and Security (ISSRs Parts 3&5), to ensure procedures and practices reflect legal compliance as a minimum
- Consultation with the Bursar, Headmaster and Deputy Head – Pastoral
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

HOUSEMASTERS AND HOUSEMISTRESSES

Housemasters/Housemistresses have responsibility for the health and safety arrangements within their Houses, reporting directly to the Head of Pastoral.

Their duties include:

- To read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices amongst pupils and house staff
- Leading regular discussion amongst the house staff regarding potential health and safety issues and reporting matters as appropriate
- Carrying out all necessary precautions and control measures regarding fire safety e.g. instructing pupils and house staff about alarm systems and evacuation procedures, having evacuation practices at the agreed

frequency, checking that fire doors are kept closed at night and that escape routes are unobstructed at all times

- Monitoring bedrooms to seek to ensure the correct use of electrical equipment
- Undertaking and reviewing risk assessments, implementing suitable control measures for off-site house trips and liaising with appropriate staff to ensure that any issues are addressed.

DEPARTMENT HEADS

Heads of Academic Departments have an overall responsibility for the health and safety arrangements in their departments, reporting to the Headmaster and Bursar regarding health and safety matters. Their health and safety responsibilities include:

- To read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices within their Departments and teams
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

SWIMMING POOL MANAGER

Their health and safety responsibilities include:

- To read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- To actively promote hazard awareness and safe working practices in and around the swimming pool
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities including the assessment, management and control of the specific risks associated with pool management
- Ensuring water safety and chemical dosing regimes are correctly identified and implemented at all times and maintaining records to demonstrate water safety
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of all building users, including pupils, visiting schools and staff to ensure compliance with School policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

OTHER FUNCTIONAL MANAGERS

This section refers to the managers of functions not specified above.

Their health and safety responsibilities include:

- To read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices within their Departments and teams
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

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:

- Read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- 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.

LABORATORY AND OTHER ACADEMIC DEPARTMENT TECHNICIANS

Technicians report to the respective Heads of Department, they are responsible for implementing specified control measures to support the safety of pupil and staff activities in the department.

Examples include:

- Seeking to ensure that equipment and materials provided to pupils and staff (e.g. experiments, stage sets) are safe for use
- Undertaking COSHH risk assessments, maintaining safety data sheets and following procedures for the safe use and storage of such substances
- Seeking to ensure that Local Exhaust Ventilation systems are operating correctly and resolving or reporting faults as appropriate, including the statutory thorough examination and test of Fume Cupboards
- Isolating gas supplies to laboratories at the end of each teaching day
- Ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.

SCHOOL NURSE

The School Nurse will ensure occupational health matters, such as policies, procedures and facilities required to maintain a healthy working environment, plus responses to major medical situations e.g. epidemics, pandemics.

Health and safety responsibilities include:

- To read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- Ensuring all medicines are correctly stored and administered and access to anything harmful is restricted
- Maintaining accurate records of all accidents and illness
- Making required reports to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Preparation of a summary of incidents on a termly basis for review and analysis by the Health and Safety Committee
- Reporting serious injuries and illness to the Headmaster when appropriate.

SUPPORT STAFF

Support 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:

- Read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- Inform, instruct and train support staff colleagues 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.

MINIBUS DRIVERS

Minibus Drivers 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:

- Read and understand the School's Health, Safety & Wellbeing Policy and comply with the prescribed arrangements
- 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.: undertaking vehicle safety checks prior to starting journey
- 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.

EXTERNAL HEALTH & SAFETY ADVISER

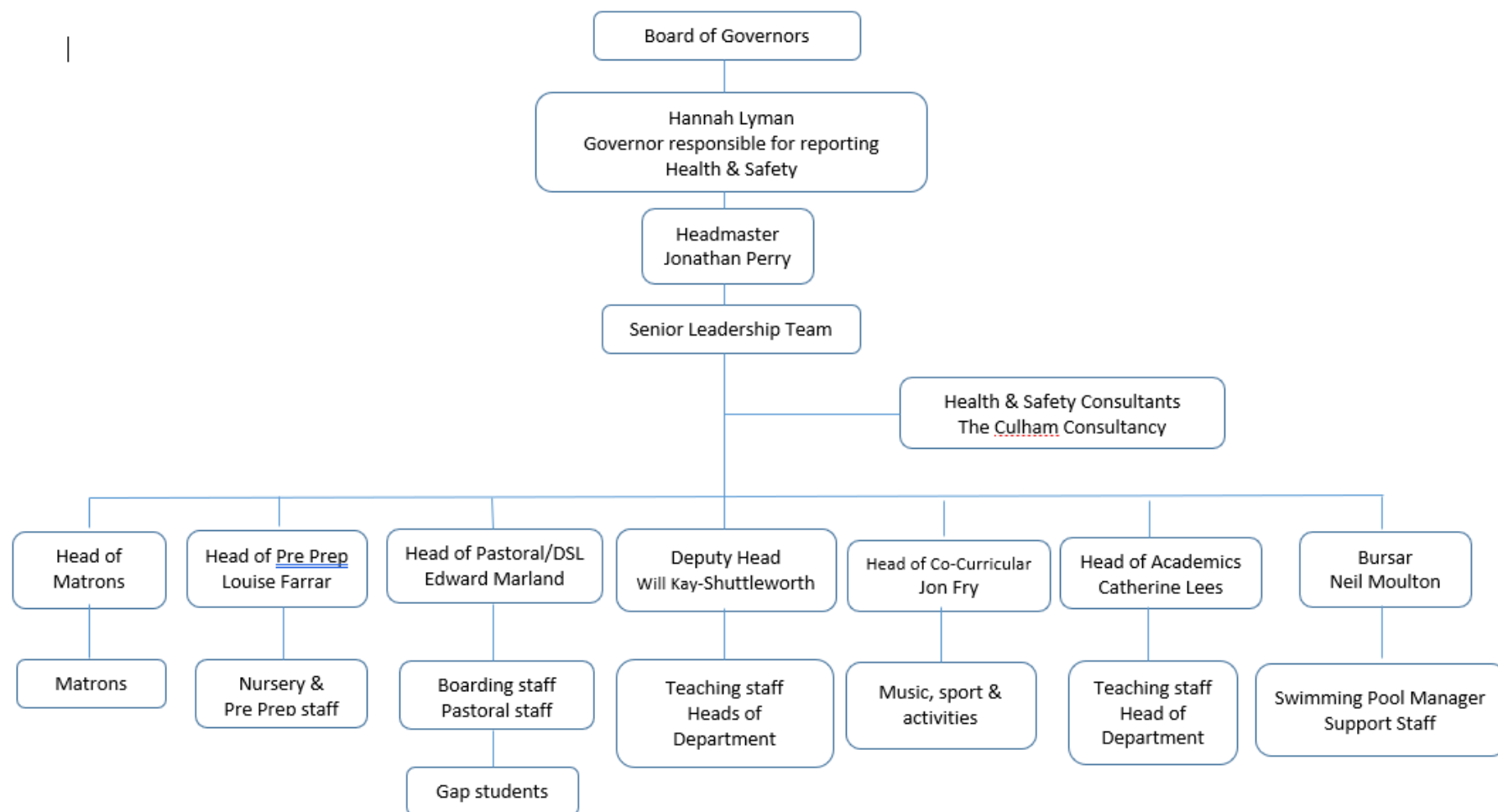
Health and safety advisers act in a purely advisory capacity, communicating directly with the Bursar. Responsibilities include the following:

- Carrying out regular Health and Safety Audits, reporting the results to the Bursar who will present to the Governors Meeting and coordinate ongoing review and improvements
- Providing competent health and safety advice where requested
- Ensuring Lambrook School is updated with any changes in health and safety legislation
- Investigating incidents when requested.

STATUTORY REQUIREMENTS

Visits by Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the 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.



PART 3 – ARRANGEMENTS

INTRODUCTION

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions whether in Boarding Houses, 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 Safety Notice will be prepared to confirm the School's position on a matter as well as to highlight clearly any action required by those affected.

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 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.

Refresher Training	<p>Additional refresher training will be given to all staff on at least an annual basis, which will reiterate the health and safety standards required and update as necessary.</p> <p>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.</p>
Task / Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the Bursar. Training of this nature can be brief, in the form of a tool box talk or 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.

SUPERVISION

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

Depending on the level of risk, appropriate supervision will be given by Line Managers to ensure workers do not deviate from safe working practices.

CONSULTATION WITH EMPLOYEES

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. All members of staff can raise issues through their Line Manager and all matters raised are recorded, as are all relevant actions.

RISK ASSESSMENT AND CONTROL

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 will 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 the findings will be brought to the attention of all employees affected by it. School Management 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.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments
 - Fire Risk Assessments – carried out by external consultants
 - Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by the Designated Safeguarding Lead

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
- 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 but will be specifically reviewed after an incident, when working practices or equipment change or when best practice or legislative requirements are amended.

INSPECTION AND AUDIT

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.

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. The reports are then circulated to the relevant Department Head, Headmaster and Bursar.

Outstanding actions from recent inspections are discussed at the Health, Safety & Wellbeing Committee Meetings (held at least termly). 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.

An external health and safety consultant will also undertake a compliance review of the School on an annual basis and will report progress directly to the Bursar.

Asbestos

The control and management of asbestos is detailed in the School's [Asbestos Management Plan](#)

Vehicle Movements

Vehicle movements across the site have been assessed and a risk assessment is in place. [Traffic Risk Assessment](#)

And [Traffic Routes & Vehicle Movements Checklist](#)

Manual Handling

Staff who regularly lift heavy or awkward items receive training as part of their induction from their departmental supervisor.

Staff who are employed in non-manual roles receive basic instruction in lifting and handling at the termly Inset days.

Slips, Trips and Falls

All major tasks and areas across the school are risk assessed for slips, trips and falls.

For general guidance refer to [Preventing Slips Trips at work](#).

Policy on Violence and Threatening Behaviour

Refer to the School's Policy on [Violence and Threatening Behaviour](#)

Hazardous Substances

Detailed plans for the control of hazardous substances are detailed in individual departmental risk assessments and procedures.

MANAGEMENT OF MAJOR INCIDENTS

The School has prepared a detailed Major Incident Management 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 occurring, the Headmaster (or other appointed Deputy) will take responsibility for initiating the Major Incident Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on School premises
- Serious accident to staff or pupil(s)
- Power outage
- Flooding
- Serious adverse weather
- Missing Pupil(s)
- Road traffic accident (near the School)
- Road Traffic accident on a trip or School excursion
- Public allegations of abuse or malpractice

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

INCIDENT REPORTING AND INVESTIGATION

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their 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.

Accident Books are held by the School Nurse. 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 Bursar (or a duly appointed independent health and safety consultant 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.

Senior management 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 School Nurse will ensure all necessary accident notifications are made when required.

All line managers are required to complete an 'Accident Follow-up Form' as soon as is practicable after an incident and to forward it to the Bursar.

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 in boarding houses, academic departments or extra-curricular activities.

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

MANAGEMENT OF INFECTIOUS DISEASES RESPONSIBILITIES

The School has a responsibility to act in accordance with the government, local health authorities and known medical advice in the event of an infectious disease, virus or illness affecting any member of the school community.

The School acknowledges these responsibilities to ensure the health, safety and welfare of all those who may be affected by such conditions and illnesses.

PROCEDURES

The School has undertaken risk assessments of known illnesses that could affect the school community in an adverse way due to the symptoms caused by the illness or the likelihood of contagion. The susceptibility of pupils who may have underlying health conditions who attend the school is also a consideration in these assessments.

To ensure the school does not contribute to the spread of a communicable illness or disease, the Senior Leadership Team will quickly appoint staff to investigate and collate information relating to the incident in order to ensure all current, known information is assessed and considered.

The consideration of this information as well as the ongoing advice from governmental authorities will allow for assessment of the potential effects of the outbreak both within the school and the wider community. Advice will also be sought from peers and specialists wherever required.

Written risk assessments and plans will be prepared for each campus to ensure the specific risks associated with each campus are duly considered, including the following as a minimum:

- Site layout and logistics
- Age groups
- Specific health issues
- Ability to understand instructions
- Likely ability to administer testing
- PPE requirements

Communication of all risks and precautions will be made with parents on a frequent basis to ensure a clear understanding of the situation, what needs to be done to improve and the precautions needed.

TRAINING

All staff will receive regular training and instruction regarding the precautions taken and will be given ample opportunity to question and challenge arrangements to ensure they are as effective as is possible.

Covid-19 Risk Assessment – updated April 2022, following government’s removal of all remaining domestic and school restrictions.					
Persons at risk	Pupils, Staff, Visitors, Contractors, Parents				
Identified Hazards	Severity 1-6	Likelihood 1-6	Risk Score Severity x Likelihood	Controls in places	Staff i/c
Suspected case of Covid-19 in the school setting	1	2	2	If there is a positive case recorded and the child/staff member is symptomatic, the child/staff member should stay at home until they feel better. If the school becomes aware that a pupil develops Covid or flu-like symptoms then parents will be notified by the School Nurse in the normal way.	WKS, LF, LW, FS
Transmission of Covid-19 to staff/pupils	1	2	2	<p>The government has removed all remaining domestic /school restrictions in England. The school will continue to follow the following steps to reduce the risk of catching and spreading COVID-19:</p> <ul style="list-style-type: none"> • Remind parents and pupils that they can get vaccinated • Let fresh air in if meeting indoors, or meet outside • Advise pupils to cover nose and mouth when they cough and sneeze • Advise pupils to wash hands • Maintain clean surroundings 	WKS, NM, FS
Communication with Parents	1	1	1	The Deputy Head will ensure that any subsequent Government advice is monitored and, if necessary, clearly	WKS, LW, LF

				communicated to parents. The Cedar and other mailings will be used to keep parents updated on any changes to the current advice. Pupils must still only contact home with the permission of a member of staff.	
Mental wellbeing and anxiety	3	1	3	Staff will continue to monitor closely the wellbeing of the pupils. School counsellor to continue to be available on Thursdays. Pastoral Team to continue to ensure that pupils can access the help they need. AS Tracking assessments to be carried out as early as possible in the term to further highlight any concerns.	EM, JB, RW, WM, JB, LF
Managing Pupil behaviour	1	1	1	Staff to follow School Behaviour Policy, Anti-Bullying policy and Cyberbullying policy. Regular meeting between EM, LM, RW and WM to ascertain whether out of character behaviours are being observed. Use of CPOMS to capture any issues.	EM, WKS, LF
Completed by: WKS, NM and LF Date: 1/09/2020 Updated: 21/09/2020 Updated: 05/11/2020 Updated: 27/08/2021 Updated: 17/04/2022			Signed off by: Hannah Lyman (Health and Safety Governor) Date		

Documents for reference:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (Withdrawn on 1 April 2022)

Summary of Updates

24 February 2022

New public health guidance tracing close contacts, isolation and when someone has symptoms or a positive test.

21 February 2022

End of the asymptomatic testing programme. Reference made to UK Health Security Agency (UKHSA) guidance on contact tracing and isolation which comes into effect from Thursday 24 February 2022.

19 January 2022

Updated 'Actions for schools during the coronavirus outbreak' to align Plan B announcement. Information on children under 5 years who are identified as close contacts and isolation expectations in boarding schools.

5 January 2022

Updated guidance in line with the UKHSA announcement about confirmatory PCR tests and clarifying that children can return to school after day 7 if they've had two negative LFD tests.

2 January 2022

Face coverings section of the schools operational guidance to include the use of face coverings in classrooms for year 7 and above.

14 December 2021

Daily rapid testing is recommended for contacts of COVID-19.

9 December 2021

Following the Prime Ministers announcement on 8 December 2021, updated guidance on tracing close contacts and isolation, ventilation, asymptomatic testing, mandatory certification, recommendation to work from home if you can and clinically extremely vulnerable children and adults.

2 December 2021

Added clarification on the use of face visors and face shields by those who are exempt from wearing face coverings and what guidance children and staff must follow when travelling to England from abroad.

29 November 2021

Contact tracing and isolation, travel and quarantine, face coverings and vaccination of under 18 year olds to reflect new measures announced on 27 November 2021.

27 September 2021

Asymptomatic testing and accountability arrangements for this academic year. Advice around clinically extremely vulnerable pupils and staff and added information on the vaccination of 12 to 17 year olds.

27 August 2021

CO2 monitors in the 'Control measures: Keep occupied spaces well ventilated' section.

17 August 2021

Updates to the 'tracing close contacts and isolation', 'face coverings', 'stepping measures up and down' and 'travel and quarantine' sections.

19 July 2021

COVID-19 operational guidance to reflect that we moved to Step 4 on 19 July. This includes removing the section on 'contact tracing until Step 4', the 'Schools COVID-19 operational guidance (applies until Step 4)' and 'Annex A: health and safety risk assessment'. Updated sections on clinically extremely vulnerable (CEV) children and CEV staff.

14 July 2021

Updated to clarify that, from 19 July, government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

6 July 2021

Operational guidance for schools which applies at Step 4. This guidance removes restrictions such as keeping children in consistent groups (bubbles) and wearing face coverings in classrooms and communal areas and on dedicated school transport. It also includes information about updating your outbreak management plan and what to do when an individual in your school tests positive for COVID-19. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact.

24 May 2021

Converted the guidance to HTML and moved some of the paragraphs within the attendance section around to make it easier to read. We have not changed any of the guidance from the update on 10 May.

10 May 2021

Guidance in line with Step 3 of the roadmap, including information on face coverings, attendance, pupils travelling to the UK from abroad, educational visits, wraparound provision and extra-curricular activity, music, dance and drama, pupil wellbeing and state-funded school inspection. We have also added further guidance on domestic residential educational visits and a section on transitional, taster and open days.

6 April 2021

Updated 'Schools coronavirus (COVID-19) operational guidance'.

31 March 2021

Guidance updated to reflect the DHSC announcement that a confirmatory PCR test is required following a positive LFD test result in England.

26 March 2021

Updated the information in the operational guidance on Test and Trace support payments, the expectations for clinically extremely vulnerable pupils and staff, educational visits, wraparound provision and extra-curricular activity, physical activity in schools and inspections. We have also added guidance on year 11 to 13 exam cohort attendance and provision for the 2021 summer term.

16 March 2021

Converted the schools coronavirus (COVID-19) operational guidance to HTML to make it more accessible. It does not contain any changes to policy.

10 March 2021

Updated operational guidance on face coverings and on safety for transport users.

8 March 2021

Removed the guidance 'Restricting attendance during the national lockdown: schools (applies until 8 March)' as no longer applies.

22 February 2021

Added the 'Schools coronavirus (COVID-19) operational guidance' which explains the actions schools will need to take from 8 March. Removed 'What to do if a pupil is displaying symptoms of coronavirus (COVID-19)' as this information is now in the operational guidance.

5 February 2021

Updated 'Introduction' section to reflect correct position for early years provision over half-term and 'Remote education' section to reflect a duty for schools to publish their remote education offer on their websites by 12 February.

2 February 2021

Updated with latest changes to: system of controls, attendance, recruitment, free schools meals, estates, wraparound care, physical activity in schools, remote education, catch up, assessment and accountability, and exams.

14 January 2021

Updated 'Restricting attendance during the national lockdown: schools' to clarify that supply teachers and other temporary staff can assist in delivering remote education as well as face to face education to pupils who continue to attend school.

7 January 2021

Added guidance for schools on restricting attendance and other actions to be followed during the national lockdown.

30 December 2020

Updated information on staff who are pregnant.

23 December 2020

Updated tier 4 guidance for use of face coverings, clinically extremely vulnerable pupils and staff, wraparound provision and extra-curricular activity and physical activity in schools.

15 December 2020

Updated the 'Remote education expectations' section with the requirement for schools to publish their remote education offer on their website from January 2021, and added a link to a template that schools can use to meet this expectation.

14 December 2020

Action list: updated self isolation information to 10 days from the day after contact with the individual tested positive (from 14 days).

3 December 2020

Updated sections on 'Assessment and accountability', 'Contingency planning for remote education' (with a link to the contingency framework) and 'Self-isolation and shielding'.

26 November 2020

Updated to reflect the local restriction tiers.

26 November 2020

Updated guidance to reflect the local restriction tiers.

5 November 2020

Updated to reflect New National Restrictions guidance.

22 October 2020

Updated 'What to do if a pupil is displaying symptoms of coronavirus (COVID-19)' document to clarify that contacting the helpline is not mandatory - reporting confirmed cases can be done using the attendance form.

21 October 2020

Updated information on Prevention, Other considerations (system of controls), Response to any infection, Pupils travelling from abroad, Attendance, Workforce, Safeguarding, School uniform, Wraparound provision and extra-curricular activity, Behaviour expectations, Hospital schools and Contingency planning for outbreaks.

1 October 2020

Updated section on remote education expectations and support.

17 September 2020

Updated the section on managing confirmed cases of coronavirus (COVID-19) and what to do if a pupil is displaying symptoms of coronavirus (COVID-19).

10 September 2020

Added updated version of 'What to do if a pupil is displaying symptoms of coronavirus (COVID-19)'.

7 September 2020

Added 'What to do if a pupil is displaying symptoms of coronavirus (COVID-19)'.

28 August 2020

Updated guidance to reflect the actions schools need to take before the start of the autumn term - the changes are described within the document and cover the use of face coverings in schools.

7 August 2020

Updated 'Remote education support' in 'Section 5: Contingency planning for outbreaks'.

27 July 2020

Guidance updated to provide more advice and clarity on some aspects of the return to school in the autumn.

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