SARUM HALL
SCHOOL

HEALTH AND SAFETY POLICY

Date:	September 2026
Next Review Due:	September 2027
Reviewed by:	Bursar

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PART 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

As governors of Sarum Hall School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Sarum Hall School by appointing, Mrs Julie McEver with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmistress. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

The Health and Safety governors attend a termly meeting with the Bursar where details on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures are reviewed.

A briefing by the Health and Safety governors is tabled at each meeting of the full Governing Board together with any other issues on health and safety that the Health and Safety governors wish to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Finance and Estates Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programme.

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 (EHO).

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety governors should review this risk assessment every time it is amended and submit a report to the Finance and Estates Committee.

An external health and safety consultant reviews the overall arrangements 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 governor.

The school has a competent person undertake a risk assessment for legionella, every year and a quarterly water sampling and testing regime in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'Fire Risk Training'. Health and Safety training that is

related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the 'standard' induction training. First aid training is delivered to the whole school every two years and paediatric training is completed and renewed by relevant staff on a three-yearly basis.

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 co-operating with the Head, the Bursar and other members of the Senior Management Team ("SMT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They 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 two and three of this document.

Signed

Chair of Governors, for and on behalf of the Board
Date

PART 2: ORGANISATION AND RESPONSIBILITIES

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

BOARD OF GOVERNORS ("THE BOARD")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmistress to account in respect of the requirements set out in this policy.

HEAD

The Head will have day-to-day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will be responsible for the implementation of an Emergency Plan/Crisis Incident Plan.

BURSAR

The Head will have delegated to the Bursar the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- safety and security;
- fire safety;
- electrical safety;
- gas safety;
- water quality;
- asbestos;
- emergencies;
- staff induction and training; and
- the appointment of competent contractors.

They will also act as the School Safety Coordinator, whose duties will include:

- advising the Headmistress on maintenance requirements;
- coordinating advice from specialist safety advisors and producing associated action plans;
- coordinating and implementing training;
- monitoring Health and Safety within the School and raising concerns with the Head;
- compliance with the Construction (Design and Management) Regulations;
- meeting with the Health and Safety governors on a termly basis; and
- investigating accidents and incidents and recording the same.

TEACHING STAFF

The Teachers will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control including classrooms, trips and club activities.

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

FACILITIES MANAGER

The Facilities Manager will assist the Bursar with the implementation of the following:

- building security;
- prevention of unsupervised access by pupils to potentially dangerous areas (in co- operation with others as appropriate);
- registration and control of visitors and management of contractors;
- site traffic movements;
- testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, radon gas;
- good standards of housekeeping, including drains, gutters etc.;
- control of hazardous substances for grounds maintenance activities; and
- the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surface, areas etc. at least once a year.

EXTERNAL HEALTH AND SAFETY ADVISORS

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school;
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually;
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance, department are serviced annually;
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department;
- Appropriate pest control measures to be in place;
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every two years, or when significant changes are made to the interior of buildings, or new buildings are bought or added;
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor;
- The school has a suitable and sufficient risk assessment for legionella, every year and a water sampling and testing regime in place;
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up- to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan;
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified

electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IET wiring regulations;

- All work on gas boilers and appliances is carried out by registered Gas Safe engineers;
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

SCHOOL HEALTH AND SAFETY GOVERNORS

The Health and Safety governors will meet the Bursar once a term. The purpose of the meetings is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

MEDICAL LEAD

The Medical Lead will be responsible for:

- maintaining an accident log and reporting notifiable accidents to the Health and Safety Executive;
- keeping statistics and preparing summary reports for the Bursar;
- escorting pupils to hospital (and informing their parents);
- checking that all first aid boxes and eye wash stations are replenished;
- checking Defibrillator and Anaphylaxis kits are in date.

STAFF

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

PART 3: PROCEDURES AND ARRANGEMENTS

This section of the policy details the individual procedures and arrangements that are implemented at Sarum Hall School, many of which have separate policies in place.

RISK MANAGEMENT AND RISK ASSESSMENT

Risk Assessment is a key part of the dynamic Health and Safety culture within the school, and should be implemented at all levels to ensure that all significant risks are being correctly identified, recorded and managed. Read more in our 'Risk Management Policy' and 'Risk Assessment Policy'.

BEHAVIOUR

Good pupil behaviour is important to ensure school life remains safe. Our 'Promote Good Behaviour Policy' outlines how we ensure pupils behave in a reasonably controlled and safe manner.

SCHOOL TRIPS AND EXPEDITIONS

There is a prescribed protocol for taking children on school trips. Trips are arranged in accordance with the written instructions laid down in our 'Educational Visits Policy'.

FIRE SAFETY AND EMERGENCY EVACUATION

Our fire and emergency plan explains what actions are to be taken by staff in the event of an alarm. Please refer to 'Fire Risk and Emergency Policy'.

FIRST AID

Please refer to 'First Aid and Administration of Medicines Policy'.

Accidents or illness, however minor, should be on the accident log, maintained by the Medical Lead for the whole school.

More serious accidents / incidents should also be captured in the Smartlog "Accident Reporting" facility, and separately raised to the Head/Bursar.

REPORTING OF INCIDENTS

We follow the Health and Safety Executive (HSE) guidelines and procedures in line with the Reporting of Injuries, Diseases and Dangerous occurances Regulations 2013 (RIDDOR) More details here: https://www.hse.gov.uk/riddor/reportable-incidents.htm

SECURITY, ACCESS CONTROL AND LONE WORKING

Refer to our 'Security, Access Control, Workplace Safety and Lone Working Policy' for further information.

CRISIS MANAGEMENT

The school has a thorough Crisis Management document outlining the steps to take during a crisis.

WET WEATHER

In the event of rain and precipitation, we have clear procedures to follow. See 'Wet Play Policy'.

PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

We annually review PEEPs for teachers and pupils that may require assistance to safely evacuate the building.

RESTRAINT

We have a clear restraint policy which gives guidance on when to use restraint while balancing the rights and the safety of staff and pupils.

SUN PROTECTION

We have a set of guidelines for protecting pupils and staff from the sun during the school day. See our separate 'Sun Protection Policy'.

EVENT SAFETY

We have a set of measures in place that ensure the safety of people attending, setting up, running, and breaking down an event. See separate 'Event Safety Policy'.

SNOW / SEVERE WEATHER

We have a set of guidelines to follow when severe weather, like snow, makes it difficult for the school to operate. See 'Snow Policy'.

HEADLICE

We have guidelines available to everyone which outlines what to do if head lice are a problem.

FOOD AND BEVERAGE

We have a clear set of guidelines which cover food and drink. These include strict rules on not allowing nuts into the school. It also covers guidance on the type of food the school will serve, as well as information on our strict food hygiene standards.

ALLERGIES

Our Allergy and Anaphylaxis Policy clearly outlines how the school manages pupils and staff with allergies and the procedures in place to deal with an incident of anaphylaxis.

SMOKING, ALCOHOL AND DRUGS

Our smoking, alcohol and drugs policy clearly lays out the rules and procedures for dealing with issues relating to drugs and alcohol.

BREASTFEEDING AND EXPECTANT MOTHERS

More information can be found in the school's Employment Manual.

LIFT

The following rules are in place to ensure lift safety:

- no child may use the lift unless accompanied by an adult;
- no adult may use the lift when alone in the building;
- no untrained person should attempt to open the lift doors mechanically;
- the lift motor room is to be kept locked; and
- the lift is maintained by a service contract and the Bursar is responsible for ensuring that throughout this contract the lift is tested regularly.

If a person becomes trapped in the lift, they should sound the alarm which rings by the lift doors. Reassure them and tell them that you will get help. Report immediately to the Head or school office or telephone the emergency number for the lift engineers (Schindler 0800 335 566, reference number 10998). Return to the trapped person to reassure them that help is on its way.

PORTABLE ELECTRIC APPLIANCES

Portable electric appliances provided by the school will be checked annually by the schools PAT (Portable Appliance Testing) supplier, to ensure that there are no cracked plugs, taped joints in cables, damaged flexible cables, poorly fitted plugs and so on. Staff are required to identify any obvious visual defects in electrical equipment before they use it and report the defects immediately.

Staff using the kitchen or staff room kettles are particularly asked not to remove the flex from the kettle to fill it without first switching off at the wall plug nor to leave the flex unplugged from the kettle. Kettles may not be used in classrooms.

Staff may not use any portable electrical appliances they bring into school unless they have been checked by the Head or the Bursar, who will give permission for their use.

HAZARDOUS SUBSTANCES

Chemicals will be stored in a locked cupboard. Highly inflammable substances should be kept separately, in a locked cupboard, away from other chemicals.

Cleaning materials, such as bleach, should be kept away from where children could gain easy access. Bleach is typically not used in the school. The cleaners' store in the upstairs lavatory area and the cleaners' store in the Food Studio stairwell cupboard should be kept locked during school hours.

MANUAL HANDLING

Employees and other staff at the school should ensure that manual handling (for example, lifting boxes, moving furniture, carrying bulky loads etc.) is done in a safe and as risk-free way as possible. The school encourages the use of the Health and Safety Executive (HSE)'s Manual Handling Guide, and training is provided.

WORKING AT HEIGHT

Employees must not carry out work at height unless they have received appropriate training. Any requirement for work at height must be referred to the Facilities Manager, who will assess the work and determine the appropriate method of completion. Where the work requires equipment, training, skills or specialist expertise beyond the Facilities Manager's level of training, a suitably qualified and competent external specialist contractor must be engaged.