



### I. STATEMENT OF INTENT

- I.1. The Governors of Sarum Hall School recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- I.2. The Governors of Sarum Hall School accept these duties and it will continue to be their policy to promote standard of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice.
- I.3. The Governors of Sarum Hall School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-
  - I.3.1. The creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level.
  - I.3.2. That the School will systematically identify and control risk as an effective approach to injury, ill-health and loss prevention.
  - I.3.3. To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
  - I.3.4. To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare.
  - I.3.5. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate.
  - I.3.6. To develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change.
  - I.3.7. To provide a safe environment for all authorised visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environments.
  - I.3.8. To control effectively the activity of all outside contractors when on School premises. It is the intention of the Governors of Sarum Hall School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate.
  - I.3.9. To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing.

- 1.3.10. To use health and safety to preserve and develop human and physical resources and hence contribute to the Schools' performances.
- 1.3.11. To ensure that this Policy is used as a practical working document and that its contents are publicised fully.
- 1.3.12. To constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.
- 1.4. The Governors of Sarum Hall School are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.
- 1.5. The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- 1.6. It is the intention of the School to follow the guidance as set out in the ISI Handbook for the Inspection of Schools, Commentary on the Regulatory Requirements, Part 3 'Welfare, Health and Safety of Pupils'.
- 1.7. The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- 1.8. The Governors of Sarum Hall School recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DfE and intends to follow the recommendations it makes.
- 1.9. The Governors of Sarum Hall School consider that this Health & Safety Policy is an integral element of the overall School's Development Plan and other resource policies.
- 1.10. This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed: ..... (for the Governors)      Date: .....

Signed: ..... (Head)      Date: .....

## **2. ORGANISATION & RESPONSIBILITIES**

### **2.1. The Governors**

The Governors of Sarum Hall School:

- Accept full responsibility for health and safety within the School.
- Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.
- Require that each Governor accepts their individual role in providing health and safety leadership within the Organisation.
- Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.
- Recognise their role in engaging the active participation of employees in improving health and safety.
- Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure best possible standards are met.
- Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- Will ensure that any changes in this Policy will be brought to the attention of all employees.
- Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.
- Will appoint two of its number as Health and Safety Governors but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

## 2.2. **Health and Safety Governors'**

The role of the appointed Health and Safety Governors are to meet termly with the Bursar 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 and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

## 2.3. **Head**

The Head 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 also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved. The Head will be responsible for the implementation of an Emergency Plan (Crisis Management Plan)

## 2.4. **Bursar**

The Bursar will have 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
- Food hygiene
- Staff training and induction
- The appointment of competent contractors

They will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Head on maintenance requirements
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the School and raising concerns with the Head
- Compliance with the Construction (Design and Management) Regulations
- Investigating accidents and incidents

## 2.5. **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
- Site traffic movements
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Appropriate pest control measures to be in place.
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc at least once a year.

## 2.6. **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 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.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated at least every three 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 and extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella and water sampling, every year and a water temperature testing regime in place.
- The school has current electrical test certificates for the building. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- 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.

## 2.7. **The Health & Wellbeing Coordinator**

The Health & Wellbeing Coordinator will be responsible for:

- Maintaining an electronic accident book and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics to be used in summary reports for the Health & Safety Governor Reviews.
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes are replenished.

## 2.8. **All employees**

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work

- (a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states: “No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.” In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out, ALL employees are expected

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) to observe standards of dress consistent with safety and/or hygiene
- (c) to exercise good standards of housekeeping and cleanliness
- (d) to know and apply the emergency procedures in respect of fire and first aid
- (e) to use and not wilfully misuse, neglect or interfere with things provided for her own safety and/or the safety of others
- (f) to co-operate with other employees in promoting safety measures in the school
- (g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

The School expects all staff to comply with the above obligations.

## 2.9. **Teaching and Non-teaching Staff Holding Posts/Positions of Special Responsibility**

These staff:

- Have a general responsibility for the application of the safety policy in their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given

by the appropriate authority and the Head, including the relevant parts of this statement, shall be observed

- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water, guillotines)
- Shall 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 at work
- Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the authority
- Shall propose to the Head requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- Shall assess any risks that might occur in the course of their duties and take steps to minimise such risks or report such risks to the Head.

#### **2.10. Class Teachers**

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for pupils' safety when they are in their charge. If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers they cannot accept this responsibility, they should discuss the matter with the Head before allowing practical work to take place.

Class teachers are expected:

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out (see Crisis Management Policy).
- (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- (c) to give clear instructions and warning as often as necessary
- (d) to follow safe working procedures personally
- (e) to call for protective clothing, guards, special safe working procedures, etc. where necessary
- (f) to make recommendations to the Head eg on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (g) to assess any risks that might occur in the course of their teaching or supervision and take steps to minimise such risks or report such risks to the Head.

#### **2.11. Pupils**

The pupils are expected:

- (a) to exercise personal responsibility for the safety of self and class-mates
- (b) to exercise standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- (d) to use and not wilfully misuse, neglect or interfere with things provided for her safety

## 2.12. **Visitors**

Regular visitors and other users of the premises (eg cleaners, deliveries from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.



### **3. PROCEDURES & ARRANGEMENTS**

#### **3.1. Supervision of Pupils**

- a) Responsibility for pupils is accepted from 8.25a.m. at the commencement of the school day (or 8.15am if in the early room/playground) and until the last pupil has left at the end of the day
- b) Children should not bring any medicines to school without written consent from the parent. If medicine has to be taken as part of a course of treatment the medicine should be kept in the medical room. It is the responsibility of the class teacher to send the child to the medical room to be given the medicine. There is a separate policy on First Aid and Administration of Medicines.
- c) There are separate instructions entitled “*Educational Visits*” which should be read as part of this statement, including Crisis Management.
- d) Children should move from one part of the building to another in an orderly manner and should walk, not run, on the stairs.
- e) *Playground behaviour*: It is very important that the member of staff on duty to supervise the playground is out on time for the start of break. Supervision must be vigilant - it is not enough just to be in the playground talking to another member of staff or the children. Children must behave in a reasonably controlled manner. The member of staff on duty is responsible for the safety of the children and should be alert for any activities that may cause harm.
- f) *Use of sharp tools*: Staff who wish children to use sharp or hot tools (such as knives or lino cutting tools or glue guns) should instruct the children carefully in their safe use and not allow children to use these tools unless they are confident that the children understand the instructions and are capable of following them.

#### **3.2. Provision of First Aid**

First aid packs are provided in the school office, the kitchen, the Rainbow room, in the games cupboard and in all classrooms.

#### **3.3. Emergency Procedures**

##### **Illness or Accident**

See also the school’s policy on First Aid and Administration of Medicines.

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- a) First aid should be rendered, but only as far as knowledge and skill admit. The patient should be given all possible reassurances and if absolutely necessary, removed from danger.
- b) The medical room is on the ground floor between the disabled toilet and the gym. Several staff are trained in first aid. If circumstances necessitate it one should be summoned immediately to tend to the patient.
- c) Transport to hospital. If an ambulance is required the emergency ‘999’ service should be used. Parents should be informed as soon as possible if a child is taken to hospital.
- d) Accidents or illness, however minor, should be on the accident log, maintained by the Health & Wellbeing coordinator for the whole school.
- e) More serious accidents / incidents should also be captured in the [Smartlog “Accident Reporting” facility](#), and separately raised to the Head.

##### **Fire and Emergency Procedures**

See also Section 12.2 of the Staff Handbook – Fire Emergency Plan and the school’s Fire Risk and Emergency Policy.

In the event of fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose, you should make certain that you are familiar with all means of escape in case of fire. Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire extinguisher, you should also be familiar with how to use one. Training is provided to new staff on fire safety.

If you discover a fire, or one is reported to you, you should **SOUND THE ALARM**. The Head or authorised deputy is responsible for ensuring that the fire brigade is called immediately on the sounding of the fire alarm. If the fire bell rings:

- Escort the class you are with from the building as quickly as possible, taking the register with you
- Do not return for belongings
- Go directly to the relevant designated area in the playground
- Call the register and report any missing children to the person in charge, this will generally be the Head.

### **Review of emergency procedures**

From time to time it will be necessary for the trained first aider and/or Deputy Head to review the provision of first aid in the school; where necessary she will make recommendations to the Head for improving the procedure laid down. The Head will review the provision of emergency regulations from time to time in consultation with the appropriate authorities and advisers.

### **3.4. Reporting of Accidents and near misses**

The procedures in use are in line with the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#) as follows:

#### **a) Notification to the Health and Safety Executive by the HSE approved method if the following occurs:**

- 1) Fatal injury to staff, pupils or any other people in an accident on the premises.
- 2) Specified injury to staff, pupils or any other people in an accident on the premises – the specified injury as listed in [RIDDOR](#):
  - a) fractures, other than to fingers, thumbs and toes;
  - b) amputations;
  - c) any injury likely to lead to permanent loss of sight or reduction in sight;
  - d) any crush injury to the head or torso causing damage to the brain or internal organs;
  - e) serious burns (including scalding) which:
    - i) covers more than 10% of the body;
    - ii) causes significant damage to the eyes, respiratory system or other vital organs;
  - f) any scalping requiring hospital treatment;
  - g) any loss of consciousness caused by head injury or asphyxia;
  - h) any other injury arising from working in an enclosed space which:
    - i) leads to hypothermia or heat-induced illness;
    - ii) requires resuscitation or admittance to hospital for more than 24 hours.
- 3) Dangerous occurrences listed in [RIDDOR](#):

#### **b) Reporting**

- 1) A report will be sent to the HSE of any notifiable incident covered by 1), 2) and 3) above.

- 2) A report will be sent to the HSE for any other injury which results in staff being absent from, or unable to do their normal work for more than seven days.
- 3) A report will be sent to the HSE in the case of any of eight categories of work related illness listed in [RIDDOR](#):
  - carpal tunnel syndrome;
  - severe cramp of the hand or forearm;
  - occupational dermatitis;
  - hand-arm vibration syndrome;
  - occupational asthma;
  - tendonitis or tenosynovitis of the hand or forearm;
  - any occupational cancer;
  - any disease attributed to an occupational exposure to a biological agent.

Note: When reporting of accidents to pupils, the HSE guidance [Education Information Sheet No1](#) will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

### **c) Reporting arrangements**

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

Any accident to an employee or pupil that results in a fatal or major injury as specified in the Regulations must be reported to the Health and Safety Executive immediately and the details must be confirmed within 10 days. Any accident that incapacitates an employee from their normal work for more than 7 working days must be reported to the Health and Safety Executive within 15 days of the accident via completion of the online form.

The Head is responsible for reporting accidents.

### **d) Record keeping**

A record will be kept of any injury, occurrence or disease requiring report as follows:

Time/Date/Place/People Involved/Description of Event

## **3.5. Lift**

- a) No child may use the lift unless accompanied by an adult.
- b) No adult may use the lift when alone in the building.
- c) If a person becomes trapped in the lift they will 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, our building reference number 10998)
- d) Return to the trapped person to reassure them that help is on its way.
- e) No untrained person should attempt to open the lift doors mechanically.
- f) The lift motor room is to be kept locked.
- g) The lift is maintained by a service contract and the Bursar is responsible for ensuring that through this contract the lift is tested regularly.

## **3.6. 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.

### **3.7. Computers and other fixed electrical appliances**

Where feasible, these should be turned off at the end of the day.

### **3.8. Science lab**

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

### **3.9. Hazardous substances**

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.

The school is a no smoking, no vaping institution.

### **3.10. School security**

The main entrance to the school is through the oak pedestrian gate and the brown double doors on Eton Avenue which are to be kept closed at all times (apart from a short period in the morning when the pupils are arriving). Staff will be made aware of the security codes for the gate and will be provided with an access card for the outer and inner doors. The building is locked and secured by the Supervisor of the approved cleaning company daily throughout the term. Refer also to the Staff Handbook and the Security, Access Control, Workplace Safety and Lone Working Policy for further information.

#### **3.11. Manual handling and working at height**

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 & Safety Executive (HSE)'s Manual Handling Guide.

Employees and other staff at the school should ensure that working at height is done in a safe and as risk-free way as possible. The relevant legislation is "The Work at Height Regulations 2005 (as amended)". A place is 'at height' if (unless the Regulations are followed) a person could be injured falling from it, even if it is at or below ground level. The school must do all that is reasonably practicable to prevent anyone falling. Employees must:

- avoid work at height where they can

- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Staff should avoid climbing on chairs or tables.

### 3.12. **Slips & Trips**

Kitchen and Cleaning staff are fully trained in the management of slips & trips.

All staff must be aware of hazards and ensure that they are reported/resolved if not already in hand and ensure that pupils remain alert.

### 3.13. **Risk assessment**

It is the responsibility of the Head and Bursar to make regular risk assessments and to include any further appropriate control measures into the safety policy of the school. This includes

- an annual fire risk assessment
- an annual safety assessment of gym and playground equipment
- an annual electrical safety test of all electric devices on the premises (PAT testing)

### 3.14. **Training**

Staff will receive training in the following areas as a minimum

- Health & Safety at work
- Fire Awareness
- First Aid
- Display Screen Equipment

Manual Handling

#### **Linked guidance, policies and procedures:**

- [Keeping Children Safe in Education \(KCSIE\) statutory guidance](#)
- Working Together to Safeguard Children **Relevant school policies:**
- Child Protection and Safeguarding Policy
- Employment Manual and Staff Handbook
- Security, Access Control, Workplace Safety and Lone Working
- Crisis Management
- First Aid and Administration of Medicines.
- Fire Risk and Emergency
- Risk Assessment