



HEALTH AND SAFETY POLICY

1. Introduction

The Governors and management of the School recognise their responsibilities under the Health and Safety at Work Act 1974 and all subsequent regulations including those implementing EU directives. 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 and will endeavour to ensure, as far as is practically possible, that those who attend, work within, or visit the School are not exposed to unacceptable risks to their health and safety. This policy sets out the arrangements for ensuring that regard is given to DfE Guidance 2021, Health and Safety: Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing Bodies.

2. Roles and responsibilities

- a. It is the responsibility of the Board of Governors to ensure that the School complies with the statutory requirements. The Head is responsible for ensuring that the policies outlined in this document are implemented by staff and pupils; the Bursar is responsible for carrying out regular reviews of the policy; convening and chairing the Health and Safety Committee; promoting safe working practices among maintenance and housekeeping staff; and compliance with health and safety standards in relation to buildings, plant and equipment in the School. The Bursar has overall responsibility for Health and Safety.
- b. Every Head of Department is responsible for ensuring the health and safety of staff, pupils and others (especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).
- c. The School nurse is responsible for maintaining supplies in the medical centre and for ensuring that first aid equipment is supplied and kept restocked in classrooms and other parts of the School. The nurse should notify the Head at once if the nurse identifies a pupil or member of staff as having a serious condition, or a serious contagious or notifiable disease.

3. Where work is undertaken by contractors, those contractors will be responsible for the management of the health and safety of their own staff, but the Bursar will assess any risk to users of the School and will work with the contractors to minimise that risk. A Code of Safe Working Practice for Contractors is available from the Bursar.

4. Health and Safety Committee

- a. The Health and Safety Committee will meet at least once each term and will include representatives of the creative arts, science and technology departments, boarding staff, the catering contractors, the Bursar or Deputy Head chairs it. Minutes of each meeting are circulated to the Education and Welfare Committee and Estates Committees.
- b. Each H&S meeting will consider a report on the accidents recorded electronically; other business will be as agreed, but a particular responsibility will be to ensure that safe working procedures are in place. Any member of staff is entitled to raise a health and safety issue for consideration by the Committee by notifying the Bursar before the meeting.

5. Advice and Training

- a. All teachers should be aware of the need to identify any potential health or safety hazards in their classrooms and take steps to minimise the risk. Advice on meeting health and safety standards can be sought from the School Nurse (in the case of pupils' and staff health and welfare) or the Bursar (in the case of buildings, plant and equipment).
- b. Regular training activities will be arranged to enhance staff's appreciation of health and safety and risk assessment issues.
- c. A students' guide to basic health and safety "dos and don'ts" is at the Appendix to this policy, is discussed in tutor time and is posted on the Frog learning portal.

6. Hazardous Substances and Classroom Equipment

- a. In academic departments where potentially hazardous equipment or chemicals are used, it is the responsibility of the Head of Department to ensure that an appropriate risk assessment is carried out at least once a year, and that satisfactory health and safety standards are met in storage, transportation, handling and use. These departments are principally Technology (including Food and Design), Art (including Photography) and Science. However, all teachers should be aware of the potential risks of using everyday electrical equipment such as smart boards and computers in the classroom and should guard against misuse.
- b. Teachers are responsible for the health and safety of the pupils who attend their lessons. They should ensure that pupils are instructed as to the safe and proper use of equipment and materials, and that appropriate protective clothing is worn. The teacher is responsible for ensuring that pupils are not allowed to behave in a way that is unsafe and for initiating aid if an accident should occur. Heads of Department will review and update risk assessments for their individual areas of responsibility at least once each year
- c. The School's Radiation Protection Supervisor (RPS), Andrea Fortini, is responsible for ensuring compliance with the Ionising Radiations Regulations 2017 and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

7. Buildings, Machinery and Equipment

- a. The Bursar, is responsible for maintaining the School buildings, grounds, machinery, plant and equipment so that they meet health and safety standards. Suitably qualified professionals carry out annual maintenance and inspection of plant, equipment and systems. The Bursar will keep the School's Asbestos Register and ensure that it is consulted as appropriate. The Bursar will ensure that staff are properly instructed in safe working practices and the safe storage and handling of chemicals, machinery and other potential hazards by School staff. As the manager of work which is contracted out, the Bursar should ensure that contractors do not put at risk the health and safety of people within the School. The Bursar will ensure that the Estates Team are trained in manual handling and working at height. Attention will be given to the use of ladders, scissor lift and wherever possible a scaffold tower or cherry picker will be provided for prolonged high-level work. Appropriate risk assessments are reviewed annually by the Bursar.

- b. Although there is no legal duty to carry out annual testing of portable electrical appliances, all such appliances brought into the boarding house will be checked by a suitably qualified person and the results recorded on an annual basis. All other portable appliances are checked every other year. Any electrical appliance found to be damaged or faulty will be removed for repair or disposed of in accordance with Waste Electrical and Electronic Equipment (WEEE) regulations.
- c. Day to day responsibility for monitoring water safety and ensuring that procedures are being correctly carried out is by the Estates Team who report to the Facilities Manager and Bursar. A separate policy details the controls in place and appropriate records of water testing and certification are maintained.
- d. A risk assessment should be undertaken for all events. The event organiser is responsible for its completion and should consult with the Deputy Head or Bursar if the nature of the event makes it appropriate to carry out a more detailed assessment. Risk Assessments are available to all staff on the 'All Staff' Teams under the Risk Assessment channel.

8. Transport and Use of Vehicles

The Bursar is responsible for the maintenance and safety of the School minibuses. A minibus may only be driven by a person who has been authorised by the Bursar and passed the external companies assessment test. Drivers must provide evidence that they have a suitable licence and that they are competent to drive the bus; they must not use mobile telephones while driving or drive under the influence of alcohol or drugs.

9. Swimming Pool

The swimming pool will be kept locked and is out of bounds to unaccompanied pupils. The Bursar will arrange for the pool to be checked for safety hazards and the water to be tested and dosed in accordance with recommended guidelines. The pool will be available for use to groups of pupils provided there is a trained lifeguard on duty.

Staff families may use the pool out of normal school hours, provided there are a minimum of 2 adults present. A maximum of 18 bathers will be permitted to use the pool at any one time. A responsible person should accompany children under 4 years of age into the water on a 1:1 basis. The sole exception to this is that 2 children under 4 years whether swimmers or non-swimmers can be accompanied by one person if both children are wearing armbands or other approved buoyancy aids and stay in the shallow end. Children aged 4-7 years must be accompanied into the water by a responsible person on a maximum 2:1 basis.

Rules on acceptable behaviour in the pool area are posted at the pool side and will be issued to all staff applying to the Bursar for permission to use the pool.

10. Boarding Houses

- a. The health, safety and welfare of pupils while they are in the boarding houses is the responsibility of the Head of Boarding, in consultation with the Bursar. Head of Boarding will ensure that all electrical equipment brought in by pupils is tested for electrical safety, that fire doors are closed (except where held open by an approved device), that all rooms have fire notices and that emergency exits and the routes leading to them are kept clear.
- b. Where the Head of Boarding, or any houseparent, is of the view that any aspect of the School buildings, plant or equipment presents a hazard to boarders, they should raise the matter with the Bursar without delay.

I 1. Accident reporting

- a. An electronic accident/ near miss form is available at: [Accident report form](#)
- b. Any member of staff who has an accident/ near miss, or attends a pupil, visitor or contractor who has an accident/near miss should ensure that the details are recorded using the online form.
- c. The Bursar will review the cause of the accident, make any necessary report under RIDDOR and file the report. An exception may be made for a very minor injury, at the discretion of the member of staff concerned, but **all** injuries to the head or which result in bleeding should be the subject of a report. Where accidents should be reported to the Health and Safety Executive, this will be undertaken by the Bursar.

I 2. Fire precautions

- a. Detailed policies and guidelines appertaining to Fire Precautions are available in a separate policy document which has been issued to all staff. An electronic version is available on the school's network.
- b. An unannounced fire practice will take place at least once a term during the day time. At least once a year, preferably during the autumn term, there will be an unannounced fire practice during the night. The dates, times and any other salient points will be recorded. Any recommendations for improving the procedure will also be noted and copied to the Head and the Bursar. The responsibility for organising and recording scheduled fire practices lies with the Deputy Head, in consultation with the Head.
- c. Pupils will be instructed as to the whereabouts of the fire exits when they join the School. It is the responsibility of the housemistresses to ensure that boarders know the location of emergency fire escapes and how to access them.
- d. The annual fire assessment is the responsibility of the Bursar who, under the Regulatory Reform (Fire Safety) Order 2005 is the "responsible person" and the "competent person" and is responsible for maintenance of the fire escapes, the fire alarm system and the extinguishers, and for keeping appropriate records of servicing and maintenance works. The Bursar will also maintain liaison with the fire authorities. The Bursar will keep a record of all occasions when the fire alarm is triggered.

I 3. Catering and Food Safety

I 4. The Bursar arranges for regular external deep cleaning of the equipment and food preparation and service areas. The safe handling, cooking, and storage of food is the responsibility of the contract caterers. They are regularly inspected by their own H&S team and by the local Environmental Health Officer.

I 5. Co-operation of Staff, Pupils and Visitors

- a. Visitors must display a Visitor's Badge issued by reception. All staff are empowered and encouraged to challenge anyone not wearing a school identification badge whilst on school premises.
- b. Whilst the school will take all reasonable steps to ensure that the principles and practice set out in this policy are implemented, it should be recognised that staff, pupils and visitors have a responsibility to co-operate with any arrangements made to protect their health

and safety, to report any hazards that they have observed, and to show due care and diligence in their own behaviour so as to avoid putting themselves or others at risk. Employees have an obligation to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care; namely people who may come into contact with their work such as pupils, parents and visitors. To achieve this, employees must familiarise themselves with the school's Health and Safety policy and procedures; obey all Health and Safety rules and procedures, including the wearing of protective clothing and the use of protective devices as necessary; exercise awareness, alertness, self-control and common-sense at work; not interfere with or misuse any item or facility provided in the interests of health, safety and welfare.

16. Health and Safety Advice

The School sources regular Health and Safety guidance through its membership of ISBA and receives updates from HSE.

17. Monitoring and Evaluation

This policy statement must be read in conjunction with the Fire Safety Policy and Procedures, First Aid Policy and any other relevant policies and procedures as may from time to time be promulgated.

Reviewed by:	Bursar
Date of next review:	October 2025
Governors review:	E&W Autumn 2024/Estates Autumn 2024
Location:	Website/ISI/portal
Updates:	Removal of hard copy accident forms – now all online DfE Guidance is now 2021 not 2014

APPENDIX Health and Safety – Students' Guide

Everybody who lives, works or studies in Prior's Field should be aware of their own health and safety, and the health and safety of others. This means being sensible in the way you behave in the School, taking care to avoid creating hazards for others and reporting to a teacher anything that might be dangerous, from loose carpet on the stairs to a faulty piece of equipment.

Some dos and don'ts:

Do think about others when you put down your bag – are you dropping it in a place where others might trip on it?

Don't run along corridors, down stairs or round corners.

Don't go into the wooded areas during the winter months: during the summer you may use this area in groups of 3 or more.

Do behave in a responsible and sensible manner – the grounds and wooded areas have additional risks for slips, trips and falls

Do take care not to spill food and drink in the dining hall; others may slip on it before it can be cleaned up.

Do make sure you know what to do if there is a fire, and where the fire exits are. Boarders should also know the location of the nearest emergency exits to their rooms.

Do report any faulty equipment or potential hazard that concerns you to a teacher or housemistress.

Do have any piece of electrical equipment which *you* bring into the School checked for safety – your houseparent can arrange this.

Don't have electrical flexes trailing across the floor of your room.

Don't use candles, matches or any other naked flame on the School premises, except under the instruction of a teacher. It is against School rules.

Do look out for cars and other vehicles whenever you go into the front drive, to the Sports Hall or across the delivery road by the back door.

Do tell a teacher about any accident which takes place on the School premises or while on a School trip.

Don't bottle up any worries you have about your health; talk to the School nurse in the medical centre.