

## **3.9 Health and Safety**

### **3.9.1 General Guidelines**

It is the policy of the Governors and Trustees, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school
2. establish and maintain safe working procedures among staff and pupils
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
5. maintain all areas of the school in a condition that is safe and with mitigated or proportional risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
6. formulate effective procedures for use in case of fire and for evacuating the school premises
7. lay down procedures to be followed in case of accident
8. teach safety as part of pupils' duties where appropriate
9. provide and maintain adequate welfare facilities.

### **3.9.2 Responsibility of the Governors and Headmaster**

The Governors, Trustees and Headmaster are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded
3. Ensure the Fire Alarm systems and Emergency Lights are regularly tested (Monday morning after Assembly) and maintained by an approved engineer
4. Ensure the Fire Extinguishers are fit for purpose (i.e. of the correct type) and are regularly maintained by an approved engineer
5. Make arrangements to draw the attention of all staff to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by other agencies in particular those departments using and storing hazardous materials such as Science and Art.
6. Make arrangements for the implementation of the reporting procedure and draw this to the attention of all staff at the school as necessary
7. Make arrangements for training staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed. Staff are given Health and Safety refresher training at the start of the academic year, and training (by the Deputy Head (Pastoral) in Risk Assessment as needed.
8. Ensure that regular safety inspections are undertaken for electrical and gas installations.
9. Arrange for withdrawal, repair or replacement any defect in the state of repair of the buildings or their fittings or surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed
10. Ensure all slips and trips are recorded in the Accident or 'Near Miss' Report Form and repairs are made promptly. Following this ensuring that appropriate investigation is undertaken to understand how the accident or near miss took place and how to avoid it in the future. This investigation would normally be

undertaken by the Deputy Head (Pastoral) unless more professional assessment was required, whereon professional help would be sought.

11. Ensure sufficient staff are trained in basic First aid (currently 13 staff) and at least one in Paediatric First Aid (One of the secretaries in the School Office).
12. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable
13. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Trustees and the Headmaster in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

### ***3.9.3 Duties of the Health and Safety Committee in the Management of Health and Safety***

The Health and Safety Committee consists of the Deputy Head (Pastoral) (Chairman), the designated Governor (currently Katie Brewer) the Head of Art, the Head of Science, Head of Physical Education and Games, and the Bursar. They meet at least termly to liaise over Health and Safety issues.

The Health and Safety Committee shall:

1. Assist the Headmaster in the implementation, monitoring and development of the safety policy within the school
2. Monitor general advice on safety matters given by other agencies and advise on its application to the school
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Trustees and Headmaster
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
7. Ensure that staff with control of resources (both financial and other) give due regard to safety
8. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

### ***3.9.4 Responsibilities of Staff Towards Pupils and Others in their Care***

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils
2. Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
4. Provide written job instructions, warning notices and signs as appropriate
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process

7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
8. Provide the opportunity for discussion of health and safety arrangements
9. Investigate any accident (or incident or 'near miss' where personal injury could have arisen) and take appropriate corrective action
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Deputy Head (Pastoral).

### **3.9.5 Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
2. Co-operate with the meeting of statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare
4. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. Where in doubt they must seek immediate clarification from the Deputy Head (Pastoral)
5. Ensure that tools and equipment are in good condition and report any defects to the Deputy Head (Pastoral)
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition
7. Ensure that offices, general accommodation and vehicles are kept tidy
8. Ensure that any accidents or 'near misses', whether or not an injury occurs, and potential hazards are reported to the Headmaster.

***Whenever an employee is aware of any possible deficiencies in health and safety arrangements he/she must draw these to the attention of the Deputy Head (Pastoral).***

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **3.9.6 Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils
2. Observe standards of dress consistent with safety and/or hygiene

3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
4. Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Governing Body and Headmaster will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, codes of conduct, notices and the Staff Handbook.

### **3.9.7 Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

### **3.9.8 Accidents or 'Near Misses'**

Prevention is always better than cure. No boy should run in either of the school buildings (supervised gym is an exception). Standing on or jumping off furniture is forbidden. If any boy notices any broken object or any defect in equipment or in school fabric he should report it immediately to a member of staff. The member of staff will report it to the Deputy Head (Pastoral).

Under the terms of RIDDOR 2013 we keep accident and incident records. In the case of accidents, near misses or incidents involving pupils, the following procedure should be followed:

- Keep the other pupils away and send a message immediately to the Office.
- Never attempt to move anybody who may be seriously injured.
- If you saw the accident or near miss, or were the first person to deal with it, you MUST complete an accident form available from the Office and return it to the Deputy Head (Pastoral). The Deputy Head (Pastoral) compiles statistics regarding location and frequency of accidents or near misses around the school.
- In very urgent cases an ambulance will be called and the parents notified by the office. The treatment will depend upon the degree of urgency of the particular case i.e., either immediate treatment or, in non-urgent cases, a visit to the School Doctor or hospital.
- Unless there are very special circumstances, teachers should not contact parents or escort a child to home or hospital. If such action is unavoidable it will be undertaken by the Deputy Head or delegated to another responsible person.
- An investigation should be carried out as soon as possible after any accident or near miss occurs, so that problem areas or procedures are identified and remedial action can be taken if necessary. (See also First Aid). The incident or accident should be assessed to see if it is reportable under RIDDOR.

#### **3.9.8.1 School Security**

The school employs a School Marshal to man the front door and to ensure that all visitors are signed in and out. There is also a video linked door entry system which is controlled by the office staff in case the School Marshal is otherwise engaged. The main school door is opened only by keys from the outside and all staff are issued with a key. The Annex building is also accessed by staff via a (different) key and there is a keypad entry which is disabled during school holidays and outside main school hours and the door is deadlocked at night. Staff know to challenge any unfamiliar adults in the building. The Art Room and the IT and Science labs are kept locked when not in use, and all classrooms are locked at the end of the school day. Staff conducting late clubs remain vigilant for unauthorised visitors in the evening and are supported in this by the School Marshal.

#### 3.9.8.2 Violence to staff

The school has a zero-tolerance policy of violence either amongst boys or to staff. Visitors are checked by the School Marshal and staff are encouraged to meet with parents etc. in accessible places. Any assaults would be reported to the police and the member of staff given appropriate support.

#### 3.9.8.3 Managing Asbestos

The first stage of any work to the school building is to investigate whether asbestos is present. Should any asbestos be discovered in the fabric of the building, work on that part would cease immediately and professional advice sought by a qualified expert in asbestos management. No such incident has occurred.

#### 3.9.8.4 Maintenance

In addition to the school's contracted Handyman, we have maintenance contracts for air conditioning, fire detection and alarm systems, fire extinguishers, boiler maintenance, gas safety testing, P.A.T. testing, electrical system testing, legionnaire testing for water sources and servicing of complex science equipment such as the fume cupboard

#### 3.9.8.5 Off-site visits

The school's guidelines for the safe conduct of off-site visits can be found in the Risk Assessment Policy.

#### 3.9.8.6 On site vehicle management

The school contracts Bliss coaches to transport boys to Games lessons on Tuesday to Friday afternoons. The Head of Games co-ordinates the loading of the boys and their equipment, aided by the Games staff, and also the disembarkation once at the Games venue.

#### 3.9.8.7 Classroom Safety

All staff have access to the 'Repairs Book' held in the Deputy Head (Pastoral)'s office with which to request small repairs to the fabric of the school to maintain a safe environment. This also helps to remind staff of their obligations under HASAWA (1974). Larger repairs are reported to the Deputy Head (Pastoral) who will ensure the site is safe and arrange for a professional repair. Classrooms are routinely inspected by the Deputy Head (Pastoral), who will conduct a 'walk-around' to assess safety.

#### 3.9.8.8 Building design

Whilst Sussex House is an iconic (and listed) building, there have been opportunities during remodelling parts of the school (the Science Lab, Art Room, IT room etc.) to incorporate more modern ideas in the design of the building to provide a safer environment. This is an on-going theme.

#### 3.9.8.9 Heights and weights

Contractors are the only staff working at height in the school and are skilled professionals in this respect. No such work takes place during school hours and the school endeavours to work with such staff to ensure they have all they require for maximum safety. The School Marshal moves any heavy items that need shifting, such as photocopy paper, and he has been trained in correct lifting techniques. If furniture or other heavy items are to be moved, the school's contracted handyman is asked to complete the task.

#### 3.9.8.10 Occupational Health Services

Staff who have needed support from trips and slips have been provided with Occupational Health support by the school. This is assessed on a case-by-case basis.

#### 3.9.8.11 Risk Assessment Forms

Risk Assessment documentation is available from the Deputy Head (Pastoral) and must be completed for all trips, whether day or residential.

#### 3.9.8.12 Insurance

The school has a highly comprehensive insurance policy. However, staff who are organising expeditions or trips and are uncertain about insurance should consult with the Bursar in advance. Where a trip involving a stay away from the school is concerned, staff should notify parents that there is comprehensive insurance cover.

### **3.9.9 Missing Child Policy**

Immediately after assembly one of the school secretaries will advise staff who teach the absent boy during the lessons they will miss that they will not be there. (The most likely reasons being a medical appointment / interview at a senior school).

Music staff are to **collect** boys at the start of the lesson and ensure that the subject teacher acknowledges this.

#### Upon discovering a boy is absent

- Take a register in order to ensure that all the other children were present
- Teachers must **not** accept the word of other boys as to the whereabouts of their peers.
- Ascertain when and where the child was last seen.
- Check with the School Office for exceptional arrangements (messages from home, appointments etc.)
- Check with the School Marshal for signs of entry/exit
- Inform the Deputy Head (Pastoral), who will arrange for one or more adults to search everywhere within the whole school, both inside and out, carefully checking all spaces and washrooms where a boy might be.

If the boy is still missing, the following steps would be taken:

- Inform the Headmaster
- Deputy Head (Pastoral) or School Office to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Deputy Head (Pastoral) will notify the Police, giving as much identifying detail as possible. The school may instigate its own search of the locale with any available members of staff.
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him
- The Deputy Head (Pastoral) would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### Actions to be followed by staff if a child goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be kept together and supervised by a member of staff
- Inform the Deputy Head (Pastoral) and/or the School Office by mobile phone
- Deputy Head (Pastoral) or the School Office to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- Staff on site to contact the venue Manager and arrange a search
- Contact the Police
- The DSL would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### Actions to be followed by staff once the child is found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Deputy Head (Pastoral) will speak to the parents to discuss events and give an account of the incident
- The Deputy Head (Pastoral) will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headmaster
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how he appeared to have gone missing, lessons for the future.

#### **3.9.10 Procedures when a Child is not Collected on Time**

##### Procedures to be followed by staff when a child is not collected on time

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the Deputy Head (Pastoral) or the School Office will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after.

#### **3.9.11 Unauthorised Visitors and Site Safety**

- The School Marshal is first line of security on the door and is on hand at all times during school hours
- All visitors must sign into the Visitors' Book.

- Staff are instructed to challenge any unfamiliar persons and ask for purpose and identification
- All external doors are kept locked or controlled by an entry system
- The School Secretaries in the School Office do not allow unidentified members of the public in to the building
- All visitors are accompanied as relevant e.g. The Head of ICT escorts guest speakers or IT contractors, The Director of Admissions conducts prospective parent tours
- The Art Room and the IT and Science labs are kept locked when not in use
- Classrooms are locked at the end of the school day
- Staff conducting late clubs remain vigilant for unauthorised visitors in the evening
- The key pad entry system on the annexe is disabled during school holidays and out of hours (the building is used in the evening by the Fencing Club). The last person to leave deadlocks the door.



## ACCIDENT / INCIDENT / NEAR MISS REPORT FORM

Name of pupil:		Form:	
Date:		Time of accident:	
Location: School/Gym/Games/Other		Names of any witnesses:	
Name of member of staff supervising:			
<p><b>Please provide a detailed description of incident &amp; of any first aid administered.</b></p> <p><b>Include diagrams if necessary and use a continuation sheet if necessary.</b></p>			
Signature:		Date:	
For Office use:	Have parents been contacted?  Y/N	Has Headmaster and/or Deputy Head been informed?  Y/N	Reportable under RIDDOR?  Y/N

**This form must be completed by the member of staff supervising at the time of any accident / incident / near miss in which the pupil or adult has suffered harm. It is vital that the report is completed as soon after the accident as possible.**

**The completed form should be filed by the School Office and a copy should, as soon as possible, be given to the Deputy Head.**

**The School Secretary should enter the location and date of the accident or near miss onto the accident spreadsheet.**