



DANES HILL SCHOOL

Health and Safety Policy

This policy is applicable to the Prep School and Pre-Prep School (including EYFS)

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PART 1

Danes Hill School

Health & Safety Annual Statement of Intent 2024-2025

1. The Governors of Danes Hill School are committed to ensuring the health and safety of staff, pupils and anyone affected by the School's activities, and recognise and accept that they are responsible for providing a safe and healthy environment for the staff employed in the School, for the pupils attending it and for other persons on the premises.
2. The Governors will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999, other relevant Regulations made under the Act, and the guidance in **DfE Health and safety: responsibilities and duties for schools**. The Governing Body, as a whole, has strategic oversight of the School's Health and Safety Organisation and Arrangements but, at the same time, each member is expected to reinforce the Board's message on Health and Safety. The Governors will ensure that within the School budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the School. The Governors will procure that general workplace risk assessments are carried out periodically in order to assess risk and identify any measures that need to be taken to control those risks.
3. The Governors have taken note of the Corporate Manslaughter and Homicide Act 2007 which came into force on 6th April 2008 and believe that the School's Health and Safety Management systems are duly in place. They will continue to monitor those systems in respect of the health, safety and welfare of staff and pupils and will draw the added importance of implementing these systems to the attention of the School Senior Management and all staff.
4. The Governors will take reasonable steps to bring to the attention of each and every member of staff that: (i) under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work; (ii) they must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the School's Health and Safety Policy; and (iii) they each read the School's Health and Safety Policy and arrangements documents, including the statements about the organisation and arrangements through which the Governors, the School Management and staff aim to fulfil the relevant requirements.
5. The Governors will ensure that every member of staff receives adequate and suitable health and safety training.



Mr Cedric Ntumba
Chair of Governors



Mr Colin Baty
Head

PART 2- Organisation

1. Legal Framework and Other Policies

1.1 This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

1.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

1.3 This policy operates in conjunction with the following policies:

- First Aid and Medical Provision Policy
- Occupational Health and Wellbeing of All Employees
- Fire Prevention and Fire Evacuation Policy
- Critical Incident Policy and Emergency Procedures (including lockdown procedures)
- Visitors and Contractors Policy
- Staff Code of Conduct
- COSHH Policy
- Adverse Weather Policy
- Educational Visits Policy
- Overarching Data Protection Policy
- Lone Worker Risk Assessment
- Working at Heights Risk Assessment
- Other risk assessments

2. Scope

- 2.1 The organisational structure of the School is established with defined functional responsibilities and lines of communication for the management, direction and execution of activities relating to implementing and ensuring that the requirements of the Health & Safety Policy and arrangements are met.

3. Organisational Structure

3.1 The responsibility assignments are such that:

- Those with responsibility for performing the work accomplish attainment of health & safety objectives.
- Those without direct responsibility for performing the work in general, accomplish verification of conformance to established health and safety (H&S) arrangements.
- Provision of adequate resources essential to the implementation and control of health and safety. Resources include human resources with specialised skills, technology and financial resources.

4. Responsibilities

4.1 Board of Governors

- Take reasonable steps to make sure that the school is following the school's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Head and Senior Leadership Team to support sensible health and safety management and to challenge as appropriate.

4.2 Head

- Ensure that the school is following the Health and Safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

4.3 Director of Finance and Operations (DFO)

The DFO is the person appointed by the Board of Governors as the **Responsible Person**, for the implementation of the Health and Safety Policy and arrangements within the school and to ensure that the school meets its statutory obligations.

The DFO has been appointed by the Board of Governors to take the lead for health and safety on site and is the focal point for the school's health and safety management arrangements. School-wide roles include management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed.

- Ensuring that contractors are informed of site specific risks and their activities are overseen whilst on the school site.
- Ensuring staff and visitors are aware of the onsite procedures and the precautions to follow.
- Ensuring that all accidents and incidents are reported appropriately.
- Implementation, monitoring and review of training procedures.
- Preparation of reports and returns for the Senior Management Team and Board of Governors

Communication, responsibilities and training

The DFO ensures that:

- Adequate communication channels are maintained so that information concerning Health and Safety is passed on to staff. Also, that any H&S matter of concern to any employee is directed to the responsible manager or to the Head so that any necessary action can be taken.
- Employees receive up-to-date information concerning H&S matters and any concerns they may raise are addressed, investigated and corrected.
- Responsibilities for health and safety activities are communicated to the appropriate staff as identified in the policy and relevant procedures.
- Adequate training and instruction is given to enable responsibilities to be met.
- All employees have had sufficient instruction and training to allow them to work in a safe manner irrespective of the task, which has to be carried out.

4.4 Deputy Head Organisation and Co-Curricular (DHOCC)

The DHOCC deputises for the Head, in their absence.

4.5 Deputy Head Academic and Deputy Head Pastoral

The Deputy Head Academic and the Deputy Head Pastoral's report into the Head in relation to their H&S responsibilities. The Deputy Head Academic is responsible for Heads of Departments' responsibilities.

4.6 Heads of Sections

The Heads of Sections are responsible to the DFO (Responsible Person) for ensuring that the Health and Safety policy and arrangements are implemented within their areas of responsibility, taking into account the level of risks within their area of responsibility.

The Heads of Sections (Head of Bevendean Pre-Prep, Head of Junior School, Head of Upper School):

- Bring any health and safety issues to the attention of the Senior Leadership Team and DFO
- Preserve and promote the safety and well-being of staff and pupils under their responsibility
- Ensure training is carried out for their staff

4.7 Estates Director

The Estates Director is responsible to the DFO (Responsible Person) for ensuring that the Health and Safety Policy and arrangements are implemented within the areas that they have responsibility for, and ensuring that the statutory obligations of the school are met and maintained such as:

- Maintain the facilities
- Ensure safe access and egress for pupils and staff.
- Ensure all equipment is maintained and serviced
- Ensure training is carried out for all staff in the maintenance department.
- Carrying out repairs and renewals for all safety concerns as soon as possible .
- Ensure safe access to grounds for children and staff .
- Ensure safety of the children and staff .
- Maintaining trees and outdoor areas to a safe standard .

4.8 Catering and Cleaning Managers (Outsourced)

The Catering and Cleaning Managers are responsible to the DFO (Responsible Person) for implementing the school's Health and Safety Policy and arrangements within the area that they are responsible for. The catering manager must ensure that the requirements of food safety legislation together with any statutory obligations of the school are met and maintained:

- Ensure sound operation of all kitchen facilities.
- Maintain a safe and healthy environment in catering and cleaning facilities.
- Make sure they are up to date with children's allergies and medical conditions and have a management plan in place, as per the information provided by the school nurses.
- Ensure they keep up to date with current legislation.

4.9 Heads of Year

The Heads of Year are responsible to the DFO (Responsible Person) for ensuring that the Health and Safety Policy and arrangements are implemented within their areas of responsibility. Taking into account the level of risks within their area of responsibility:

- Ensure they keep up-to-date with current legislation.
- Responsible for their staff's H&S needs, including referring them to the Head of Compliance for H&S assessments if their situation warrants it.
- Responsible for the well-being of the children.
- PEEPs (personal emergency evacuation plan) have been recorded and shared appropriately.
- Ensure staff have undertaken training where necessary and apply their skills and knowledge

4.10 All Teachers

Teachers are responsible to the Heads of Sections / Years for implementing the Health and Safety policy and arrangements within their areas of responsibility. Considering the level of risks within their area of responsibility, teachers are expected to:

- Undertake the necessary training
- Report any safety issues/defects on the online reporting system
- Carry out a daily visual classroom assessment.
- Report accidents promptly and check that any potential fixes or changes have been implemented.

- Supervise pupils in accordance with the set staff-pupils ratios and whilst acting in a “in loco parentis” position.

4.11 Teaching Assistants

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do.
- Cooperate with the school, fellow members of staff, contractors and others to enable them to make and keep the workplace safe. Raise health and safety concerns with their line manager.
- Supervise pupils in accordance with the set staff-pupils ratios and whilst acting in a “in loco parentis” position.

4.12 Head of Compliance

The Head of Compliance has the responsibility to provide competent health and safety advice to the school in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999:

- Ensure staff training is carried out, including the health & safety induction of new staff
- Update school policies in H&S and other related policies
- Consult with H & S consultant about new legislation and keep staff informed of any changes and their implications.
- Investigate all accidents and near misses and report to the health & safety committee and governors
- Chair regular H & S meetings half termly
- Carry out inspections and H&S audits of site with the Estates Director and report outcomes to the DFO of any actions that may be appropriate
- Conduct sample audits of the risk assessments termly
- Provide regular reports to the governing body
- Liaise with the external Health & Safety Consultant in relation to the H&S audit and action points.

4.13 All other employees

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do. Cooperate with the school, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns with their line manager or DFO

4.14 Fire Marshalls

Selected staff receive full fire marshal training.

- Fire marshals are responsible for carrying out inspections of all the fire-related arrangements within their area of responsibility.
- Ensure that in the event of a fire, that all pupils, visitors and contractors are safely evacuated to the Assembly Point.

PART 3-Arrangements

- 1 Accidents, incidents and investigation
- 2 Administration of medicines
- 3 Adventure Playground
- 4 Alarm Systems
- 5 Allergens
- 6 Asbestos Management
- 7 Audit and review
- 8 Clear Passageway
- 9 Contractors on Site
- 10 Control of Noise and vibration at Work Regulations 2005
- 11 COSHH
- 12 Defect and Hazard Reporting
- 13 Display Screen Regulations
- 14 Doors on site
- 15 Driving policy – minibuses, coaches and driving permits
- 16 Electricity at Work Regulations
- 17 Emergency Plan
- 18 Fire Fighting Equipment
- 19 Fire Safety
- 20 First Aid Policy
- 21 Gas Safety
- 22 Health and Safety Policy – Acknowledgement by staff
- 23 Health and Safety (Consultation with Employees) Reg's 1996
- 24 Health and Safety Training
- 25 Information on Health and Safety
- 26 Intruders
- 27 Lone working
- 28 Manual Handling
- 29 Occupational health and well-being of all employees
- 30 Other Users
- 31 Parking
- 32 PPE
- 33 Prevention or Control of Legionella
- 34 Risks Assessment Policy
- 35 Road Safety
- 36 School Journeys and Off-site Activities including Adventure/ Outdoor Activities
- 37 Security
- 38 Smoking
- 39 Storage – Safe System of Work
- 40 Supervision Rota
- 41 Swimming Pool Safety
- 42 The Lifting Operations and Lifting Equipment Reg's 1998 (LOLER)
- 43 The Management of Health and Safety at Work Regulations 1999 - New and Expectant Mothers at Work

- 44 Young Persons
- 45 The Provision and Use of Work Equipment Regulations 1998 – (PUWER '98)
- 46 Violence to staff
- 47 Working at height

1. Accidents, Incidents and Investigations

1.1 Please refer to the *First Aid and Medical Provision Policy* in the *Medical Centre Handbook*.

1.2 All injuries and medical incidents are recorded by Registered Nurses in confidential nursing notes on iSAMS. However, an *Accident Report Form (ARF)* should also be completed by the witnessing staff member, if an injury is severe, required hospital treatment or if the accident was preventable. This should also be used for near misses. The ARF will be copied to the Nurses, Head of Compliance, the Deputy Head Organisation & Co-Curriculum and the Director of Finance and Operations (DFO).

1.3 In the event of an accident requiring a RIDDOR report, the DFO will be informed immediately, or in their absence, the Head of Compliance. It is a legal requirement to report certain accidents and ill health at work in certain circumstances, such as death, major injuries and accidents resulting in over seven days of absence due to injury, diseases, dangerous occurrences and near miss incidents. Also refer to: HSE *Incident reporting in schools (accidents, diseases and dangerous occurrences): Guidance for employers*.

1.4 The responsible person must complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. The school will receive a copy for record keeping purposes.

1.5 All incidents will be investigated by the Head of Compliance or a suitably delegated staff member, in her/his absence and findings documented. Accidents will be summarised at H&S meetings, with more serious incidents discussed in detail as well as any identified accidents or near misses' trends. Any incident reported to RIDDOR will also be reported to Governors.

2. Administration of Medication

2.1 Please refer to the *First Aid and Medical Provision Policy* in the *Medical Centre Handbook*.

2.2 Over the counter medications are administered to pupils under a Homely Remedies Policy, from the Medical Centre or by trained staff on school trips or fixtures.

2.3 Any medication brought from home whether it be prescribed or over the counter, must be registered and stored in the Medical Centre at the Main School, or in the School Office at Bevendean. It must be accompanied by an **Administration of Prescribed Medicines Form**, which can be downloaded from the school website or collected from The Medical Centre or Bevendean School Office.

2.4 The medicine must be in the **original packaging** stating generic drug name, dose and the pupil's name. The original dispensing label must not be altered. An English translation must be provided in the case of foreign medicines.

2.5 For residential visits, a form will be completed by parents giving a member of staff permission to administer medicines. A trained member of staff will be designated to administer the medicine and make arrangements for its safekeeping. Main School staff receive training via the ***Administration of Medication Guidance for Staff*** in-house booklet.

3. Adventure Playground

3.1 If an accident were to happen on the Adventure Playground, the phone in the Pavilion or Sports Office are the nearest phone to immediately contact the medical centre. Site Walkie Talkies can also be used (the medical centre has a Walkie Talkie too).

4. Alarm Systems

4.1 The Estates Director is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

4.2 The fire alarms are tested as laid down in the Testing Procedures (See Fire Safety Record Book) to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the Estates Director or the DFO.

4.3 The IT Manager is responsible for ensuring the lockdown alarm system is performing as expected.

5. Allergens – Medical centre handbook

5.1 All relevant information on allergens, and the School's policy on dealing with these, can be found in the Medical Centre Handbook, which is available on the school's website or on request from the medical centre.

6. Asbestos Management

6.1 It is our policy at Danes Hill School to control the risks to the health and safety of all those who enter our premises or may be affected by activities under our control.

6.2 To achieve the effective implementation of this policy with regard to asbestos, the School will ensure that any risks arising in our premises are assessed and controlled.

6.3 The risks will be assessed and documented. Remedial action will be implemented where adequate control is not possible. The system of control will be reviewed once a year

6.4 The School will consider removal of ACMs that present a high risk and cannot be controlled by any other means. A specific asbestos management system for each building managed or occupied by the School will include a management plan for the control of ACMs in the building. The management plan will take into account the risk assessment and any relevant best practice guidelines.

- 6.5 The School will ensure that all employees and contractors are aware of their legal responsibilities and duties as allocated by the management plan and for the management control of asbestos.

7. Audit and review

- 7.1 At least once a term a member of the SLT will carry out a H&S inspection of the school. At least annually a governor will carry out a review of health and safety arrangements. External audits of H & S will be arranged and carried out on a regular basis.
- 7.2 Regular progress monitoring and compliance with any actions identified by inspectors and audits will be carried out by Head of Compliance with the points actioned by the Premises Team or outsourced contractors under the Estates Director lead. Significant findings from inspectors and audits will be reported to governors who will monitor the completion of any actions. Risk assessments and policies will be subject to regular reviews and monitoring.

8. Clear Passageway

- 8.1 All access and egress into, out of and through the buildings must be maintained at all times, in corridors and in classrooms - to allow safe evacuation and access in an emergency and to avoid accidents by tripping.
- 8.2 8.2 All doors on escape routes and final exit doors must be kept clear and unlocked during occupation of the buildings. Fire doors must be shut at all times.

This is the responsibility of all staff as well as of the Estates Director. The Estates Director receives regular health & safety and other relevant training and has site-specific responsibilities in terms of ensuring Safe Systems of work are updated, risk assessments are carried out and that all site team attend regular regulatory H&S site specific training. The Head of Compliance delivers health & safety training to all new staff as part of the induction process and also during the inset day at the beginning of each academic year.

9. Contractors on Site

- 9.1 Contractors are required to comply with all Health and Safety arrangements in the School particularly in respect of Fire Safety and Emergency Procedures. These will be brought to their attention at the outset of the contract. A Code of Practice containing issues such as Noise, Asbestos and Paint Stripping will normally be addressed at the tendering stage.
- 9.2 Contractors will be expected to comply with a Code of Behaviour whilst on the School premises; this will be established at the contract tendering stage.
- 9.3 The school ensures that any contractor, or any employee of the contractor, who is to work at the School, has been subject to the appropriate level of DBS checks. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

9.4 Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. The School is responsible for determining the appropriate level of supervision depending on the circumstances.

9.5 If an individual working at the School is self-employed, the School will obtain the DBS check where required, as self-employed people are not able to make an application directly to the DBS on their own account. The School will check the identity of contractors and their staff on arrival, and the contractor will sign in and be given a visitor's badge. If the contractor is not DBS checked, they will be escorted into the school by a member of the site team.

10.Control of Noise at Work Regulations 2005/Control of Vibration at Work Regulations 2005

10.1. Where a risk from excessive noise and vibration has been identified, a risk assessment will be completed and control measures implemented. Whilst there is some potential for noise and vibration within the DT department and for the premises team, it is not believed that staff are near to exposure thresholds for noise and vibration. However, PPE will be provided and any new equipment purchased will be reviewed for noise and vibration. Health surveillance will be made available where an individual or group of people are identified as at risk

11.Control of Substances Hazardous to Health (COSHH) 2002 (as amended)

11.1 The School carries out COSHH assessments on substances that are used throughout the school and update the COSHH register regularly in all areas. Staff handling such equipment receive appropriate training. Substances are stored safely and only used by authorised users.

12.Defect and Hazard Reporting

12.1 It is the responsibility of every employee and other persons using the School to report and defects or hazards to the Premises Team via the helpdesk system and immediately to the Director of Estates and DFO if any situation has the potential of significant harm, so that action can be taken to rectify the problem. (e.g. gas leak, overhanging damaged tree branch, apparent wall structure damage, unsecure area, etc)

12.2 If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the Estates Director. For all safety matters, staff report the fault/hazard on Parago system so they can be dealt with promptly. A Critical Incident may be called, depending on the situation.

13.Display Screen Equipment (DSE) Regulations

13.1 Workers qualify for a DSE assessment if they use display screen equipment (Laptops, tablets, PC stations, smart phones) as part of their normal work routine, continuously for one hour or more. A DSE assessment will be completed for all new staff who qualify and for any current staff who have a change in their workstation.

13.2 The DFO is responsible for designating users. A "designated user" is entitled to an Eye and Eyesight test specifically for computer use before or upon starting the job and when advised by the optician,

thereafter. A user may go more frequently if s/he feels their eyesight is being affected by the work (headaches, eyestrain, etc).

- 13.3 The employer will pay for the test. Employees can go to an optician of their choice for such eye test but can only reclaim the established cost. In respect of the payment for glasses, the employer will establish the cost and must pay for glasses only where they are prescribed for computer work up to a certain value. Assessments are carried out internally unless the problems cannot be resolved.
- 13.4 Risk Factors and Guidance: It is important to establish a comfortable working position in order to minimise/ reduce the risk of discomfort or injury from repetitive strain to your hands, wrists or other joints. All DSE users are to complete a DSE risks assessment available from the Head of Compliance.

14. Doors on site

- 14.1 When installing new doors, the principal designer of the build should ensure doors are fit for purpose. New doors should be fitted with barrel hinges. Door guards will be fitted to existing doors where barrel hinges are not installed. Doors should be checked during Health and Safety audit. Staff should report any defective doors on Parago system. Smaller children should be observed using doors and where necessary, staff should hold doors open for children. Children in the Middle and Upper schools should be educated on safe behaviour around doors. Fire doors should be installed following strict fire safety rules to ensure they are fit for purpose.

15. Driving Policy on and off-site including Minibuses, Coaches and Driving Permits

- 15.1 Please see the Minibus Policy for regulations on the use of school minibuses (e.g. general minibus safety, seat belts for children, breaks, minibus driving licensing, etc.)
- 15.2 These guidelines must be followed whenever a minibus is used or coach hired.

16. Electricity at Work Regulations 1989

- 16.1 These Regulations advise a safe system of work which will be adopted by the School and which will include the following measures:
- all fixed installations are tested at least every 5 years or at a shorter interval, recommended by the previous audits. Whole site PAT testing is carried out annually.
 - certificates of the test of fixed installations will be stored safely and any remedial action is completed based on their priority.
 - an inventory of all electrical apparatus/appliances is in place.
 - all portable appliances (i.e. those appliances which are plugged in and out of an electrical socket, including double-insulated appliances) vulnerable to damage on account of their being used and moved a great deal (a risk assessment has to be carried out to identify these appliances, e.g. irons, vacuum cleaners, power tools, etc.) and all other appliances are tested by a "competent" person using a portable appliance tester at least once a year. New appliances with a year's warranty need to be tested once a year once the warranty has expired. Failed appliances cannot be used until repaired or must be disposed of.
 - all portable appliances used by pupils have a brief visual inspection each time used. This can be done by the teacher or a pupil. (A visual inspection would involve looking at the plugs, casings and cables for damage, cracks, fraying, wire exposure, etc.).

- stage lighting and switchgear is inspected and tested after each alteration to the system and tested regularly.
- Any new personal equipment brought into school should be inspected and tested before use.

17. Emergency Plan/Serious Incident Policy

- 17.1 Please see the Critical Incident Policy and Emergency Procedures available on the SharePoint for all relevant information. A Critical Incident checklist is available and there is a Medical Incident Procedure in place. After school activities registers are taken promptly.

18. Fire Fighting Equipment

- 18.1 It is the responsibility of the Estates Director to check continually that firefighting equipment (extinguishers, hoses, blankets) have not been, in any way, tampered with or damaged and for ensuring that the equipment is serviced annually and will keep records of the service checks.
- 18.2 From time to time the DFO will undertake a review of the changing needs of firefighting provision in conjunction with the Estates Director and will instruct an audit of the equipment.

19. Fire Safety

- 19.1 A fire risk assessment has been carried out on all school buildings and this will be reviewed regularly. Please see the relevant policy on the website for full information.

(a) Procedures and Drills

See Following Emergency Procedures and for staff:

- All staff, pupils, contractors and visitors are required to evacuate the building on the sounding of the fire alarm or other instruction and to follow the procedures laid down. A record of all drills will be kept.
- The Estates Director is responsible, during the school day, for ensuring that:
 - drills take place as required
 - all fire-related procedures are implemented.
 - warning systems are set up and operating
 - equipment is maintained and serviced.
 - the Fire Risk Assessment is reviewed regularly, or when there is a change to the fabric of the building.
- The Estates Director (with the Electrician) is responsible for ensuring that:
 - the Fire Alarm is test-sounded once a week and records kept
 - escape Routes are unobstructed
 - call Points (break glasses) and Fire Fighting equipment are accessible at the start of each day
 - Fire Exit mechanisms work efficiently on a weekly basis
 - Emergency Lighting is checked on a monthly basis and records kept
 - Fire Escapes are in a safe condition at the start of each term and checked by a competent person on at least a three-yearly basis.

(b) Evacuation Notices and Signs

- Evacuation notices are displayed in all rooms and common areas. These indicate the quickest route out of the building, the nearest call point (break glass) and the assembly place. Emergency exit signs indicating the route out of the building and Refuge Points are also displayed. The Estates Director is responsible for ensuring that notices and signs are always displayed and renewed where necessary.

20.First Aid Policy

20.1 Please see the *First Aid and Medical Provision Policy* available on the School's website and on the internal SharePoint.

21.Gas Safety

21.1 The requirement for maintenance (as required) and servicing (annually) will be carried out by contractors. In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

22.Health and Safety Policy - Acknowledgement by Staff

22.1 Under the Health and Safety at Work Act, a copy of the School's Health and Safety Policy has been made available for you to read. This can be found on the Staff Intranet/SharePoint under Policies. All new staff are required to read the Health & Safety Policy as part of their induction points and regularly through their employment. The following is issued as guidance in respect of your main responsibilities.

22.2 You are requested and are expected to:

- adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments.
- develop a personal concern for your own safety and that of others working alongside you
- be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- use the correct utensils and equipment for the job
- avoid any improvisation which will entail unnecessary risk
- ensure personal protective equipment, where used, is kept in good condition
- report defects in the premises, utensils and equipment
- report any personal accident or injury via the accident and near misses' form
- report any known hazard to the Premises Team via the online reporting system

22.3 Please ensure that you have signed the acknowledgement of receiving the Health and Safety induction by the required date.

23.Health and Safety (Consultation with Employees) Regulations 1996

23.1 The H & S committee meets termly; this includes staff representatives and members of the SLT and Executive Team. Staff are encouraged to report any concerns or make any suggestions via the DFO and Head of Compliance. New points of regulation are sent out to staff via the Intranet and announcements will be repeated at the weekly briefing or during Inset day training. Any major changes are subject to staff communication and consultation, as appropriate.

24. Health and Safety Training

24.1 Staff are required to attend relevant Health and Safety training as part of their induction and at regular intervals whilst employed by the School. Where the training is necessary for the individual to do the job safely, the employee must not carry out the task before the training has been successfully undertaken.

24.2 Teaching staff will be provided with training on Risk Assessments, fire procedure, fire marshal and First Aid. Site staff including grounds, maintenance and IT will need all relevant H&S training including manual handling and working at heights.

24.3 DT and Science staff are required complete the following training:

- D&T Secondary Core H&S
- D&T Secondary Food H&S
- D&T Secondary Textiles H&S
- D&T Secondary Materials H&S
- D&T Secondary Core Technician H&S

Science staff are required to complete the following training:

- Understanding use of Fumes Cupboard
- Safe Storage of chemicals
- CLEAPPS

;) Premise and Grounds Team Staff complete relevant training, depending on their duties.

See staff Cascade records for training completed

25. Information on Health and Safety

25.1 All Health and Safety information which advises safe working practices will be made available on the Intranet, staff room noticeboard and are available from the DFO/Head of Compliance. Advice can be sought from the Head of Compliance, who will seek further professional advice, if required to answer your query. Any member of staff has the right to seek and to have independent advice on matters which may affect their health, safety or welfare.

25.2 New staff are briefed through the induction programme on health and safety matters. All staff must inform themselves of the contents of the School's Health and Safety Policy and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities. They are required to acknowledge that they have read it.

25.3 Pupils and other users of the premises will be given basic instructions and information on health and safety.

25.4 Contractors will be expected to familiarise themselves and implement the School's requirements for safe working on site, especially where pupils and staff might be affected by the work processes.

25.5 All health and safety audits and inspection reports will be made available to every member of staff through the DFO. The Staff will be required to address any issues contained in the report for which they are responsible.

26.Intruders

26.1 In the event of a member of staff encountering a person who appears to have no legitimate reason for being in the School, (s)he should politely and unthreateningly accompany the person to the School Office. If the intruder is not co-operative, help should be sought from the Estates Director, DFO, Head or senior member of staff. In the last resort the Police should be called. No effort should ever be made to touch or forcibly remove an intruder from the School. It is important that a record of these incidents is kept. CCTV recording is in place throughout the school to assist in such situations. In extreme circumstances, a critical incident/ lockdown will be called.

27.Lone working

27.1 Staff have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with the school in meeting their legal obligations.

27.2 Those who work by themselves without close or direct supervision, either staff who work separately from others in an establishment, or mobile workers who work away from a fixed base are classed as lone workers.

27.3 The school has a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This includes:

- Involving workers when considering potential risks and measures to control them
- Taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety
- Instruction, training and supervision
- Reviewing risk assessments periodically

27.4 Staff must read the school Lone Working Policy and the risk assessment and update where necessary.

28.Manual Handling

28.1 It is the policy of Danes Hill School to ensure that, wherever reasonably practicable, the need for manual handling is avoided. Where manual handling cannot be avoided a risk assessment will be carried out of all such activities to reduce the risk of injury to the lowest level reasonably practicable. All staff affected by manual handling activities should be involved in the risk assessments relating to their tasks.

28.2 The Estates Director (for ground and premises) and the Head of Compliance (the rest of the school) will ensure that Manual Handling Risk Assessments are recorded and reviewed regularly, particularly when there have been any significant changes in work activities. All employees who are involved in manual handling activities will be given appropriate training and information. Lifting equipment, such as trolleys, will be provided, as necessary, when heavy equipment and items require transporting. Mechanical lifts should be used where possible, or work outsourced to third party contractors where possible.

28.3 For activities where manual handling cannot be avoided, a risk assessment will be carried out.

28.4 Manual handling activities will be identified, and assessments conducted where necessary with results recorded.

28.5 Higher level training will be provided to departments where manual handling forms part of day-to-day routine, this will include the following:

- Grounds Department
- Maintenance Department
- IT Department

28.6 Employees are required to report any health problems, which may affect their ability to lift safely and also to co-operate with the Danes Hill School Health and Safety Policy.

29.Occupational Health and Well-being of All Employees

29.1 Danes Hill School will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work-related stress to a minimum. Where stress factors are identified, the school aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve these policy goals, the school will seek to give effect to the following:

- The school will communicate to all staff the content of these guidelines.
- The school will encourage line managers, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported to the Head.
- The school will operate reporting procedures with proper safeguard for confidentiality.

30.Other Users

30.1 Other users of the premises will have a copy of appropriate parts of this policy and are required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of the occupants of the School. Conversely, other users will provide the School with a copy of their policy so that the School can co-operate with them with regards to health, safety and welfare.

31.Parking

31.1 The DFO is responsible for safe parking arrangements. Parking is not allowed in any non-designated part of the School. The DFO is responsible for the safety arrangements for pupils and others at the start and end of each day, when they are entering and exiting the premises at the same time as vehicles.

32.Personal Protective Equipment (PPE)

32.1 All Staff have a general duty to take responsibility for the health and safety of themselves, of other members of staff and of pupils. They have a duty to request specific health and safety training.

32.2 Staff Practice must set a good example to both staff and pupils and be consistent with workshop rules over the wearing of PPE.

32.3 All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations). Advice on safety and suitability is sought from CLEAPSS, the local authority (health & safety), through publications and directly with the organisation.

32.4 Danes Hill accepts the duty to provide all PPE including eye protection, gloves, protective footwear, ear protectors, face masks, overalls and aprons for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Eye protection must be worn by all staff and students when using any machine or when soldering using soldering irons. Prescription safety spectacles are to be ordered where necessary and the employer will meet the cost of the safety features. The employer expects eye protection to be available for pupils and visitors whenever the risk assessment requires them. Face shields and Nitrite Gloves are provided by the employer to chemical-splash standard are worn whenever there is a risk using chemicals.

32.5 Any user who discovers a hazardous defect in an item of equipment must report it, both verbally and in writing to their Head of Department and Head of Compliance or DFO.

32.6 All staff must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices as per the risk assessment and safe operating procedures, must not be take place.

33.Prevention or Control of Legionellosis

33.1 The Estates Director is responsible for ensuring a Water Risk Assessment is reviewed as advised and for the quality control of the water supplied to the different buildings. The Estates Director will ensure that the Legionella risk assessment is reviewed on a regular basis as advised by competent contractors.

33.2 Regular flushing through of little used outlets will be carried out weekly, monthly temperature testing will take place and descaling carried out regularly. Records of these checks will be maintained, and any items found to be out of scope will be actioned.

33.3 Contractors will carry out regular maintenance visits including inspecting tanks at least annually.

34.Risk Assessment Policy

34.1 Under the Management of Health and Safety Regulations 1999, any activity identified as constituting a significant (medium/high level) risk to the health and safety of employees or other users (pupils, contractors, parents, visitors), must be assessed and control measures devised, documented (if repeated/ on-going) and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed.

34.2 If the risk is minimal (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to significant).

34.3 A Risk Assessment will be completed for any potentially harmful plant, machinery, equipment, activity, substance, product, material, etc. by all persons who are responsible for areas (teaching and non-teaching) where such risks are identified.

34.4 The Head of Compliance, DFO, Deputy Head Academic, Head of Pre-Prep and Estates Director are responsible for ensuring that the Risk Assessments are carried out and reviewed on an annual basis. Heads of Departments are responsible for completing and updating the risk assessments on an annual basis or as soon as a change in procedure or equipment is made. For off-site activities risk assessments must be carried out before each trip and signed by each member of staff attending. Please see the Educational Visits Policy for further information.

(a) Equipment, activities, substances, etc

All equipment, machinery, activities, etc which could cause significant harm or injury to children or staff, must be systematically assessed.

(b) New and Pregnant Mothers

A risk assessment is carried out for each staff member by the HR team as soon as possible after they get notified.

35.Road safety

35.1 Whenever pupils are to be going on educational visits, they will be reminded of the need to be careful and to follow instructions when crossing roads, walking along pavements, lining up waiting for the minibus, etc.

35.2 On-site vehicle movements – care and attention from vehicle users when children are in the vicinity. School vehicles have warning alarm and flashing lights when moving around the school site. A risk assessment is in place and available on the Sharepoint.

35.3 Staff are not allowed to take a child in their car unless the child may come to some harm if they do not or with permission of Head or Deputy Head.

a) Contractor Vehicular Movement and Parking

- Contractors' vehicles may only park within the designated area or on direction of the Estates Director / duty caretaker.
- The Speed Limit within the School Grounds is 5 mph.
- Contractor's vehicles must not enter the School site until they have signed in at Reception. Vehicles must be escorted to the site from the school gate.
- Drivers are to remember that the students may not be aware of the dangers of a moving vehicle.
- Failure to observe will this code of conduct entitles the school to exclude any member of contractors' staff from the premises.

36.School Journeys and Off-site Activities (including Adventure/ Outdoor Activities)

36.1 See the Educational Visits Policy – Staff SharePoint.

36.2 Any information and help can be obtained from DHOCC, Educational Visits Co-ordinator

36.3 The Deputy Head Organisation and Co-Curriculum (EVC) and SLT are aware of their responsibility in organising off-site activities and the need for pupil safety with checks done on centres' staff qualifications and licences before booking. The Operations Administrator maintains a register of these checks. The School's policy and procedures will be followed when arranging such activities. The school has noted the Department of Education advice on legal duties and powers for local authorities, Head teachers, staff and governing bodies.

37.Security

37.1 The Estates Director is responsible for ensuring that the School is securely closed at the end of the day.

37.2 Keyholders will be called out by the emergency services in the event of the alarm being activated.

37.3 Doors should be locked when rooms containing valuable equipment or belongings are not in use.

37.4 It is every member of staff's responsibility to ensure that he/ she takes the necessary measures to make safe the materials and equipment in his/her care.

- Keys, bags, passes etc., should not be left unattended
- Lost keys should be notified immediately to the DFO
- Any lost or stolen valuables should also be reported immediately
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the School office /Reception
- A member of SLT, DFO, Estates Director or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way

38 Smoking

38.1 The Health Act 2006 – Part 1 Smoking (Smoke-free Premises, Places and Vehicles) requires that there is no smoking in places of work which are “enclosed or substantially enclosed”, including vehicles. A breach of this on school premises is a breach of the law and will be dealt with as a disciplinary matter. “No Smoking” signs are displayed at all entrances to the premises.

39 Storage - Safe System of Work

39.1 Items will be stored appropriately and, in a manner, to reduce the likelihood of accident or injury. Any hazardous substances will be stored appropriately to avoid injury.

40 Supervision Rota

40.1 This is displayed on SharePoint and is regularly reviewed.

41 Swimming Pool Safety

41.1 The swimming risk assessment and Normal Operating Procedures are updated by the Head of Swimming on an annual basis. Relevant ratios, lifeguard and swimming training, pool water checks and maintenance are in place.

42 The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

- 42.1 Any lifting equipment will be inspected and maintained in accordance with manufacturer's requirements and regulations. Staff will be provided with appropriate training to carry out any lifting operation.

43 The Management of Health and Safety at Work Regulations 1999 – New and expectant mothers

- 43.1 Risk assessments are carried out for all new and expectant mothers. Any adjustments to work areas, routines or roles will be made case-by-case basis. Appropriate facilities will be made available for pregnant employees to rest and breastfeeding employees to express.

44 Young Persons

- 44.1 The principal aim of this policy is to ensure that all Danes Hill School employees are aware of the procedure to follow when young persons are employed in a permanent capacity, on apprenticeships or given work-related experience whilst still at school.
- 44.2 It is every employer's duty to ensure that young persons are protected at work from risks to their health and safety which could be a consequence of their lack of experience, absence of awareness of existing or potential risks or for the fact that young persons have not yet fully matured.
- 44.3 Please seek advice from the Head of Compliance or the HR Director on permitted hours of work and rest breaks for young persons. Staff must notify the Head of Compliance when a young person is due to start at the school.
- 44.4 The risk assessment process will ensure that risks to young persons are identified and controlled.

45 The Provision and Use of Work Equipment Regulations 1998 (PUWER '98)

- 45.1 The school will only purchase suitable equipment for the task from reputable suppliers. This equipment will be maintained and serviced as per manufacturers' requirements. Training and PPE will be provided for staff using the equipment.

46 Violence to staff

- 46.1 All misdemeanours will be dealt with within the school and in accordance with the disciplinary policy. Serious offences may be considered to merit dismissal. These might include:
- violent behaviour
 - significant and deliberate damage to property
 - persistent bullying
- This list is not intended to be all-inclusive.
- 46.2 All violent behaviour related to children are covered within the Safeguarding and Child Protection Policy, available on the School website.

47 Work at Height

47.1 It is the Policy of Danes Hill School that employees of the School will not undertake any form of work at height unless appropriate authorisation has been provided by the DFO or Estates Director.

47.2 It is the responsibility of the Estates Director to ensure that all equipment used for working at height is appropriately maintained.

47.3 Danes Hill School will:

- Complete a risk assessment to identify all the hazards associated with the task.
- Implement any remedial actions where possible arising from the above risk assessment.
- Using the risk assessment, plan the safest possible method of completing the job.
- Provide appropriate work equipment is selected to suit the task.
- Provide suitable personal protective equipment.
- Ensure all personnel are competent to undertake work at height.
- Provide any employee completing the task with training in safe working at height to include any specific conditions, which may apply to that particular task.
- Train the employee in the use of all safety equipment and personal protective equipment as necessary
- Ensure all safety equipment, e.g. harnesses, safety nets, ladders, etc., are inspected on a regular basis by a competent person
- Before using a step ladder the condition will be checked for any defects. In addition, formal ladder inspections will also be carried out on a regular basis.

47.4 Refer to the Working at Height Policy for further information.