

Health and Safety Policy Statement

ISI reference 11

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Statement of Principle¹

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

The Law

The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act.

The employer (THS School Trust Ltd, referred to as THS) is responsible for health and safety, though tasks are delegated to staff.

THS has a duty to look after their own and others' health and safety.

General Practice

1. The Employer, THS Trust Ltd, is firmly committed to providing safe and healthy working environment for all employees, as well as safe and healthy living for all pupils and living-in staff. It is also a policy of the Trust that any work or activity performed by employees and pupils does not adversely affect the health and safety of other people.
2. The Trust recognises the need for employer/employee consultation on health and safety matters. There are termly Health & Safety Committee Meetings attended by staff with particular responsibility for areas of the school. Health and Safety is a rolling item on the Finance & Estates agenda, and is also a sub-committee of the board of governors which meet three times per year. There is a Health and Safety governor.
34. THS is committed to provide sufficient information and training for employees in respect of risks to health and safety.
5. It must be pointed out here that the objectives of this safety policy cannot be achieved without the support of all employees and not just those who have been allocated specific functions connected with health and safety.

What Does Assessing and Managing Risk Mean?

Health and safety law requires our school to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

¹ Written with regard to 'Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies', February 2014.

THS will always take a common sense and proportionate approach, remembering that in schools, risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. *Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.*

THS's Duties as an Employer

Under the Health and Safety at Work etc. Act 1974, THS must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take

The Duties of Employees of THS

The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with their employers on health and safety matters;
- do their work in accordance with training and instructions; and in form the Headmaster of any work situation representing a serious and immediate danger, so that remedial action can be taken. In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

Training

THS ensures that staff are given the health and safety training they need for their job. This can mean training courses, online courses or following basic instructions or information about health and safety in the school. There is more information available on the [HSE website](#).

Organisation

The ultimate responsibility for health and safety at THS rests with the Trust in the person of its chief executive on site, the Headmaster. For practical purposes, functions will be delegated to the holders of the following appointments. Academic staff Risk Assessments are overseen and collated by the Director of Studies (shown in blue):

a)	School Safety Coordinating Officer (including COSHH)	Headmaster
b)	Fire Prevention Officer	Bursar
c)	Safety in PE/Games/Swimming Pool	Director of Sport
d)	Safety in Laboratories	Head of Science
e)	Safety in the Pre-Prep	Head of Pre-Prep
f)	Health & Safety in the boarding area	Head of Boarding and
	Headmaster	
g)	General Health of pupils/First Aid	Head of Boarding and
	Headmaster	
h)	Safety in the kitchen	Catering Manager
i)	Health & Safety in the changing rooms	Teacher on Duty
j)	Health & Safety on outings/field trips etc	Teacher in Charge
k)	Electrical Installations and Electrical Equipment	
	Bursar/J A Richardson	
l)	Grounds Equipment Grounds and Gardens Manager	
m)	COSHH (Cleaning)	Cleaning Supervisor
n)	Science Labs (COSHH)	Head of Science
o)	Art	Head of Art
p)	Minibuses	Bursar

The above are to draw up and display where appropriate codes of safe working practices for their departments and make arrangements for their implementation. Please see Appendix 1 for an

example of an academic risk assessment. *A copy of each code of practice is to be lodged with the school safety coordinating officer for maintenance in a file which will be kept available for inspection by statutory bodies such as the HSE, ISI or DfE.*

Arrangement for Implementation

Dealing with Health and Safety Emergencies

Accidents will be recorded in the Accident book and the Headmaster will be notified of major incidents. The nature of the accident will be assessed and the reporting requirement, if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Accident reports will be considered at every meeting of the School Health and Safety Committee. All accidents reportable by the school under RIDDOR will be investigated.

For other Health and Safety emergencies the School's Crisis Management Plan may need to be used to assist with the situation.

School Trips and Trips Abroad²

In planning a trip, staff need to consider their duties under health and safety law when planning trips abroad. [HSE's frequently asked questions on school trips](#) provides further guidance³.

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Headmaster should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned.

Staff should complete the standard Risk Assessment Form (Appendix 1) prior to a school trip, and must have it reviewed and signed by the Headmaster. Trips abroad require a more detailed risk assessment and this forms the basis of a 'Trip File' which contains all risk assessments, contact details, travel details etc.

Adventure Activities

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

² <http://www.hse.gov.uk/services/education/school-trips.pdf>

³ <http://www.hse.gov.uk/services/education/faqs.htm#school-trips>

Reporting Accidents, Diseases and Dangerous Occurrences

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported⁴. THS is responsible for this, but staff may be asked to prepare the report. Guidance for schools on what, how, where and when to report is explained in the HSE Information Sheet (footnote 4).

Employers must report accidents which result in:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital; and
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.
-

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Fire Precautions

ALL STAFF are to be familiar with the Fire Prevention/Action to be taken in the event of Fire procedures listed below.

- 1) **Litter:** All litter, paper and other combustible waste should not be allowed to accumulate but should be deposited in the bins provided.
- 2) **Electrical Equipment:** All portable electrical equipment should be switched off and unplugged after use unless continuous power is required to items such as DVD/video recorders, computers and time-switches. Cables are to be inspected regularly and replaced immediately if worn. No multipoint adaptors will be used unless their use is previously cleared by a competent person. Fuses in three pin plugs must be replaced only with fuses of the correct rating.
- 3) **Open Fires: (Bottled Gas or Electrical):** pupils are not allowed to switch on/light open fires and such fires are NEVER to be left on unattended. The same applies to portable electric convector or fan heaters.
- 4) **Escape Routes:** ALL fire exits, stairways and doors must be kept clear of ALL obstructions at ALL TIMES. Fire doors so marked are designed to retard the spread of fire and smoke and should be kept closed whenever possible. They should ALWAYS be closed at night.
- 5) **Fire Alarms:** The Fire Alarms will be tested once a week on a regular basis, generally this will be on Monday at 10.45 a.m. Records are kept with the Bursar.

⁴ <http://www.hse.gov.uk/pubns/edis1.pdf> Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers, HSE Information Sheet.

- 6) **Fire Extinguishers, etc:** All staff should be familiar with the fire extinguishers installed in the rooms/corridors in which they operate. However, staff in charge of pupils are NOT to attempt to fight fires until all the pupils are safely evacuated from the scene of the fire. All equipment is checked by a contractor once a year. Records are kept with the Bursar.

Please see the Fire Safety Policy 2019 for further details.

Minibuses and Other Vehicles

Great care must be taken when entering and leaving the school. Please also ensure that the minibus's reversing warning "beeper" is utilized fully prior to reversing.

Please see the Minibus Policy 2049 for further details.

Electrical Installations and Appliances

Apart from the fire precautions at paragraph above, precautions must also be taken against electrical shock and injury from any power tools. The references to cables and fuses above apply equally towards preventing electrical shocks as fires. In addition, care must be taken that no electrical equipment is used in or near damp or wet conditions. Pupils are not to be allowed to operate electrical equipment, other than personal computers, personal audio equipment and musical instruments without adequate supervision.

Tools and Equipment

All art, maintenance and grounds equipment and tools are to be put away in storage after each use. The tractors, and all other ride-on machinery, is to be parked in a safe area with the ignition key remove and if a trailer is attached no loose gardening equipment or tools are to be left thereon.

Pupil Stairs

Considerable care must be exercised by the pupils who go up and down the stairs in the main building. Staff should be aware of the hazard when a number of pupils gather at the top and bottom. If it appears that some policing would prevent an accident then please ensure that it is carried out.

Occupational Health

Pre-employment medical questionnaires are undertaken, to help establish whether any reasonable adjustments need to be made for applicants during the selection process and to decide whether an applicant can carry out a function essential to the job and to take positive action to assist disabled people. Return to work (after long-term illness / injury): all reasonably practicable corrective action to ensure the health and safety of employees are made. A phased return to work plan may be put in place. All employees are required to inform the Headmaster or Bursar if their health or medical condition changes.

Managing Work-Related Stress

For further advice, please see the following documents:

- HSE Preventing Work-Related Stress in Schools, <http://www.hse.gov.uk/gohomehealthy/assets/docs/EducationTalkingToolkit.pdf>
- Work Related Stress Guidance (online) <http://www.hse.gov.uk/stress/index.htm>

Stress affects us all at different times and in different ways. It can cause us to feel physically unwell, cause mental health problems and make existing problems worse. We believe at Terrington Hall that happy staff make the most difference to children's lives; our aim is to support staff as much as possible to be happy stress-free.

The HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

Employees feel stress when they can't cope with pressures and other issues. Terrington Hall always attempts to match demands to employees' skills and knowledge. We aim to provide planning, training and support to help to reduce pressure and bring stress levels down.

Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether an employee can cope.

There are many factors which can effect stress levels. We should attempt to manage these properly. They are:

- Demands of work;
- Control of situations;
- Support available;
- Relationships between colleagues, parents and children;
- Role;
- Change within the work place.

How the Senior Management Team can help to reduce stress:

The earlier a problem is tackled the less impact it will have. Talking to someone is the first step, be it a GP, friend or line manager. The Deputy Head is very much seen as the 'conduit' between the Headmaster and other staff; she should be approached with any issues and has an 'open door' policy.

School security

The Bursar is responsible for site and building security which includes the locking of external doors and windows. Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, science laboratory, kitchen etc. the Bursar works in cooperation with staff to control these areas. All visitors are to report to reception, sign in the visitors' book and wear a visitors' badge. They are accompanied at all times. The school is gated at certain points and they are to be closed at all times apart from when access is needed. We ask staff to be vigilant and to report any suspected intruders to the Bursar.

Violence towards staff

The Health and Safety Executive's definition of work-related violence is: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare.

Violence towards any member of staff, from whatever quarter, is not tolerated and will be dealt with seriously. Support will be offered to the victim and any incident will be investigated by the Deputy Head. If required, the Police will be informed.

Manual Handling

As part of the induction process employees undertake Health and Safety training which includes Manual Handling and Working at Height

Management of Asbestos

The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up to date and for any sampling and removal before major works take place. He is also responsible for making sure Contractors are fully briefed on areas of asbestos before starting work.

Selecting and Managing Contractors'

The Bursar will seek to ensure that all contractors conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. When major work is undertaken, a qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994. Wherever possible, references will be sort from previous clients with regard to quality of work and working practices.

Monitoring

As has been mentioned earlier in this paper, no code or practice or operating procedures can be all embracing. As time goes by, practices and conditions do change and will necessitate periodic monitoring of this safety policy. It is incumbent on all staff, not just those specifically mentioned, to bring to the attention of the Safety Co-ordinating Officer any omissions above as well as any fresh hazards to health and safety that may become apparent.

Summary

Although it is acknowledged that THS Trust Ltd. bears the final responsibility for health and safety, all staff have an enormous part to play in ensuring that the School and its grounds continue to be a safe and healthy place to live, work and play in for everybody, but especially the pupils.

Appendix A: Example of Academic Risk Assessment

DEPARTMENT/ SERVICE		Classroom			
Assessor/ Person(s) assisting with the assessment			DATE May 2017		
TASK / ACTIVITY (Include duration and frequency of task activity)		Science Lab			
Likelihood of Occurrence	Severity of Risk			<p>Persons / groups at risk</p> <p>For the Purpose of Terrington Hall School Risk assessments it is assumed that all persons who come into contact with the assessed area/activity will be covered.</p> <p>Likelihood of occurrence X Severity of outcome = Risk Rating</p> <p>Example: Likelihood (possible 2) X Severity (Moderate 2) = Risk Rating (Medium 4)</p>	
	1 Negligible	2 Moderate	3 Severe		
	1 Unlikely	LOW (1)	LOW (3)		LOW (3)
	2 Possible	LOW (2)	MEDIUM (4)		MEDIUM (6)
3 Likely	LOW (3)	MEDIUM (6)	HIGH (9)		

Part B

What are the hazards and What could happen	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)
Movement Around Classroom Slips / Trips Falls. Banging into furniture. Tripping over bags and belongings. Tripping on cables.	Students are expected to act sensibly in classroom areas. Furniture should be in good condition and put away appropriately. All bags and belongings should be stored in lockers/pegs/trays. Children to be made aware of this. All cables to be tidied away.	R 2 L 1 2	Staff supervision during lesson time, high expectations of behaviour when unsupervised. Staff each term
Electric Appliances & sockets Electric shock.#	PAT Testing of all electrical appliances. All electric sockets to be filled with a socket cover where needed.	R 2 L 1 2	PAT testing completed every 12 months. Maintenance Team
Safeguarding of children. Abuse	The school operates a visitor badge system – staff confront any strangers immediately.	R 3 L 1	Students regularly briefed during pastoral learning and PSHE

What are the hazards and What could happen	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)
	All students aware that they should report adults onsite who are unaccompanied/not wearing a visitor badge immediately to the closest member of staff, and never approach.	3	Teaching staff – once/term
Substances Hazardous to Health Inhalation / Consumption	No Substances such as these are stored in classroom areas. All glues and whiteboard pens are non-toxic. If students bring in toxic pens, e.g. marker pens, they are requested to take them home and may be confiscated.	R 3 L 1 3	Cleaners take cleaning materials in and out of classrooms when needed Cleaning Team
Fire Load/ Fire Ignition Fire	Books / Paper stored in appropriate places. Ignition sources are only ELECTRICAL (see above) Students briefed on fire evacuation. Fire Exits – ALWAYS Clear Extinguishers maintained Clear posters detailing where fire exits are as well as the procedure should a fire occur. All staff trained in suitable evacuation process.	R 3 L 1 3	Fire Risk assessments – every 12 months Bursar
Working at Height Falls	No students are allowed to work at height Staff follow working at height procedures.	R 3 L 1 3	Safe use of ladder training INSET every 12 months
Fixtures and Fittings Crushing / Trapping Fingers	Furniture is maintained to a safe standard Staff and students briefed on safety of fire doors. Door hinges are covered where young children will be present.	R 2 L 1 2	Safety Checks Maintenance team Once/week

Part C

<i>Links to other risk assessments and or safe working instructions - please state</i>	Fire Risk Assessments COSHH		12
<i>Name and Sign</i> <i>When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented</i>			Date
<p>Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?</p> <p>Please record any changes required and or action taken, then date and sign</p>			
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	