



**D'OVERBROECK'S  
OXFORD**

A NORD ANGLIA EDUCATION SCHOOL

## **HEALTH AND SAFETY POLICY**

Last review:	April 2025
Next review due:	April 2026
Reviewed by:	Operations Manager
Approved by Board of Governors:	April 2025

### **Nord Anglia Education (NAE) Health and Safety Policy Statement**

The welfare of our students is our number one priority. We have a duty to keep them safe and promote their well-being. With this in mind, we have developed a comprehensive health and safety programme based on the following principles:

- we ensure a safe place to work and visit for all our colleagues, students and visitors.
- we comply with health and safety laws in each of the countries in which we operate.
- we have a global health and safety team that is responsible for ensuring the programme is implemented in practice, although all our staff understand that, ultimately, responsibility for health and safety is shared by everyone.

NAE is committed to:

- its senior managers leading and encouraging a positive health and safety culture.
- achieving and maintaining best practice in health and safety performance.
- providing specialist safety, health, security and fire advice across our global operations.
- monitoring and reviewing systems and procedures to ensure their suitability, adequacy and effectiveness.
- ensuring all colleagues play their part in meeting NAE standards through the provision of appropriate information, instruction and training.
- ensuring all third parties we work with are aware of, and comply with, their responsibilities.

Our health and safety programme is regularly monitored and updated. This happens at least every 12 months but more frequently if necessary, such as in response to new legislation. Further details on how this statement is implemented in practice, and the people responsible, are set out in the underlying policy documentation.

Andrew Fitzmaurice  
Chief Executive Office

March 2024

## **PART 1: d'Overbroeck's General statement**

d'Overbroeck's Limited ('the school') as part of Nord Anglia Education recognises our responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our students, employees, contractors, visitors (including parents) and others who could be affected by our activities. The school will monitor the effectiveness and implementation of our Health and Safety Policy and report to the Board of Governors as appropriate. We attach a high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner.

The Extended Leadership Team, Heads of Site, Academic Heads of Faculty, Heads of Department and Support Heads of Department will take all reasonably practicable steps to:

- Provide and maintain a safe and healthy working environment including safe access/egress arrangements and suitable welfare facilities;
- Provide information, instruction, training and supervision to enable governors, employees, contractors and pupils to perform their roles safely; including displaying a copy of this policy at the school premises and drawing the policy to the attention of new governors and employees as part of the induction process;
- Undertake risk assessments, implement the identified control measures, and ensure that safe systems of work are applied in relation to all of our activities;
- Ensure that any events organised by the school are well managed so that they are safe and without risk to health;
- Ensure that all work equipment is suitable for purpose and properly maintained;
- Ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles and substances;
- Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls;
- Make available all necessary safety devices and protective equipment and supervise their use;
- Take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety;
- Be prepared for emergencies such as fire and medical emergencies;
- Promote a positive health and safety culture within the organisation;
- Ensure that any food sold, cooked, stored/handled, prepared, and/or distributed, is done so in accordance with the relevant legislation.

All members of staff are responsible for taking reasonable care of their own safety, that of students, other staff, visitors, volunteers and contractors. They are responsible for co-operating with the Principal, the Director of Finance and Operations and members of the Extended Leadership Team ('ELT') in order to enable the school to comply with health and safety duties. All members of staff are also responsible for reporting to the Maintenance & Facilities Manager any significant risks or issues.

All employees, on appointment, are required to read this policy and confirm that they have read and understood it. Employees are also regularly provided with updates to key policies and procedures, either at INSET meetings, onsite training events or electronically. Details of the organisation and arrangements for carrying out the policy are to be found in parts 2 and 3 of this document.

This policy is reviewed annually by the Board of Governors. Changes may be made to this policy by the Operations Manager between Board reviews to reflect updates in legislation and best practice, any such changes will be reported to the next meeting of the Board of Governors.

## **PART 2: Organisational Responsibilities**

This part of the policy deals with the organisation, planning, implementation, operational monitoring and management review of the Health and Safety Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. Separate policies containing detail of process and structure are listed at the end of this document.

### **2.1 NAE Chief Executive Officer (CEO)**

The CEO has overall responsibility for health and safety and in particular for:

- Ensuring that adequate resources are available to implement the health and safety policy.
- Ensuring health and safety performance is regularly reviewed at board level.
- Monitoring the effectiveness of the health and safety policy.

### **2.2 NAE Chief Operating Officer (COO)**

The COO is responsible for:

- Providing the direct influence of the board on health and safety policies and strategies and monitoring progress.
- Reviewing the policy regularly.
- Determining health and safety objectives and assign clear responsibilities for meeting them.
- Allocating resources to implement the health and safety policy, achieving health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.
- Ensuring that health and safety responsibilities are clearly communicated to employees.
- Establishing a system of monitoring and performance measurement that ensures effective implementation and working of the Company's health and safety policy and strategy.

### **2.3 NAE Health and Safety Director**

The Health & Safety Director is responsible for the day-to-day operation and monitoring of the health and safety management system and:

- Liaising with all schools and offices, Health & Safety representatives and safety consultants.
- Overseeing the implementation of safety and health programmes.
- Support the implementation of training identified by Heads of departments.
- Monitoring monthly safety performance reporting systems.
- Actively promoting all health and safety issues.
- Ensuring yearly audits of all company facilities are undertaken.

- Prioritise safety issues.
- Review and monitor the outcomes of audits and inspections and review accidents and incidents.
- Review the implications of any changes in Health and Safety Legislation.

## **2.4 NAE Regional Health & Safety Managers**

The Regional Health & Safety managers are responsible for:

- Liaising with all schools and offices, Health & Safety representatives and safety consultants.
- Assisting in the implementation of safety and health programmes.
- Assist in the creation/delivery of in-house training.
- Creation of monthly safety performance reporting.
- Actively promoting all health and safety issues.
- Assist in carrying out yearly audits of all company facilities.
- Assist schools and offices in the completion of audit tasks.
- Assist in the review and monitoring of the outcomes of audits and inspections and assist in the review of accidents and incidents.

## **2.5 d'Overbroeck's Board of Governors ('the Governing Body')**

The Board of Governors has overall responsibility for:

- A collective oversight for health and safety within the school.
- Having a remit to ensure that health and safety issues are considered and addressed, and that the policy is implemented throughout the school.
- Notifying the NAE CEO via the Chair in order to make adequate resources available, to enable legal obligations in respect of health and safety to be met.
- Monitoring, supporting and challenging the health and safety performance of the school.

## **2.6 School Principal**

The School Principal/ELT are responsible for:

- The implementation of the NAE health and safety strategy at their school.
- Promoting health and safety initiatives across the school.
- Ensuring that there are effective health and safety arrangements within their school and that they are reviewed on a regular basis to ensure that they remain suitable for the needs of the business.
- Determining health and safety objectives for the school and assign clear responsibilities for meeting them.
- Allocating resources to implement the NAE health and safety strategy through a structured risk management programme.
- Ensuring that health and safety responsibilities are clearly communicated to all employees.
- Monitoring the health and safety performance across the school to ensure the effective implementation of the NAE health and safety strategy

## **2.7 Site Leadership Teams, Heads of Faculty**

Site Leadership Teams, Heads of Faculty, Heads of Department are responsible for:

- Identifying the implications of changes in local health and safety legislation or guidance.
- Ensure that H&S actions are effectively managed through the NAE H&S management system.
- Ensuring that adequate emergency response arrangements are in place, that they are regularly tested and updated as required (including fire, first aid, lockdown etc).
- Ensuring that appropriate health and safety arrangements are in place for all school activities.
- Co-operating with the development and implementation of the long-term safety plan by highlighting priorities and developing local plans to improve safety performance.
- Ensuring that all members of their team are aware of their responsibilities and have received appropriate training.
- Carrying out regular documented safety inspections that highlight unsafe conditions and acts.
- Ensuring that there are appropriate documented structures for the discussion of health and safety matters with their teams, e.g. team meetings, etc.
- Ensuring that areas of particular concern, which cannot be solved at this level, are communicated effectively to Senior Leadership Team.
- Supporting and participation in the established system of communication in respect of health and safety within the Company/School.
- Investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees.
- Taking responsibility for the management and accurate recording of all accidents/incidents in their areas of responsibility.
- Ensuring that all mandatory Audits and Inspections are conducted on SPHERA.
- Ensuring that all corrective actions are managed and closed out on SPHERA.

## **2.8 Heads of Department, Heads of Year and Heads of Key Stages**

Heads of Department, Heads of Year and Heads of Key Stages are responsible for the effective management of health and safety within his or her own area or function. In particular this includes:

- Ensuring that safe systems of work are implemented.
- Enforcing personal protective equipment requirements.
- Ensuring that employees/pupils are adequately trained for the tasks they perform.
- Monitoring classrooms, offices and equipment, reporting faults where necessary.
- Identifying, managing and reporting health and safety related issues on SPHERA.
- Identifying training needs and ensuring that effective interim arrangements are established until required training is completed.
- Investigating and reporting on accidents and incidents.
- Participating in the risk assessment programme.
- Setting a good example on health and safety matters.

## **2.9 All Staff**

All staff are responsible for:

- Co-operating and engaging with management in the implementation of the NAE health and safety strategy and associated policies and procedures.
- Taking ownership for their own safety and for the safety of others who may be affected by their actions.
- Not interfering with or misusing anything provided for the purposes of health and safety.
- Reporting all health and safety concerns/incidents through the H&S management system (SPHERA).
- Completing health and safety tasks/responsibilities that are assigned to them i.e. audits, inspections, improvement actions, risk assessments, incident management etc.
- Ensuring that they maintain the required competencies to deliver any specific health and safety roles that they have been appointed to, i.e. Health and Safety Manager, First Aider, Fire Marshal/Warden, Electrician etc.

## **2.10 Designated Competent Person(s)**

### **2.10.1 School Health and Safety Manager/Operations Manager**

The School Health & Safety and Operations Manager is responsible for:

- The implementation of the NAE health and safety strategy at their school.
- Leading health and safety activity across the school, in line with the NAE health and safety strategy.
- Ensuring that the school has implemented a suitable risk assessment programme.
- The effective management of health and safety events including accidents through the NAE H&S management system (SPHERA).
- Engagement with key internal and external stakeholders including contractors, regulators and enforcement agencies as required.
- Submitting any statutory notification reports as required by local legislation.
- Implementing the NAE audit and inspection requirements and programme.
- Identifying and providing appropriate health and safety training for all staff.
- Providing health and safety induction/refresher training to all staff.
- Identifying the implications of changes in local health and safety legislation or guidance.
- Ensure that H&S actions are effectively managed through the NAE H&S management system.
- Ensuring that adequate emergency response arrangements are in place, that they are regularly tested and updated as required (including fire, first aid, lockdown etc).
- Ensuring that appropriate health and safety arrangements are in place for all school activities.

#### 2.10.2 Fire Marshals

Fire marshals will:

- Participate in all required fire marshal training.
- Know who works in their allotted area.
- Ensure that all employees/teaching staff and students in their area are familiar with their assembly points, and nearest escape routes.

#### 2.10.3 First Aiders

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under an approved training course.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise their manager when it is due to expire. The first aider will also keep a record of training and qualifications. The list of first aiders and their locations are displayed on notice boards and updated / maintained by the facilities assistant.

All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

#### 2.10.4 School Nurse

The school nurse is responsible for:

- Ensuring the school meets all regulatory requirements and professional standards with regard to the management, storage and dispensing of medicines.
- Ensuring the school has appropriate protocols for the management of individual students' clinical requirements.
- Ensuring that the school medical room meets all regulatory requirements.
- Ensuring that appropriate records and communication are in place.
- Ensuring the school has appropriate medical equipment available including emergency first aid provision for all activities.
- Ensuring that all the first aid boxes are appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.

#### 2.10.5 Facilities/Operations Manager

The Facilities/Operations Manager is responsible for:

- Ensuring that site facilities are maintained to an appropriate standard and in line with all legal requirements.
- Ensuring that appropriate management controls are in place to manage food hygiene and safety in line with SPHERA requirements.
- Ensuring that all emergency protocols and arrangements including fire safety, lockdown, earthquake response etc. are being maintained in line with policy and SPHERA requirements.
- Ensuring that all contractors/third parties are appropriately controlled and managed to ensure that safety is maintained.
- Ensuring that appropriate security arrangements are in place including regular monitoring of their effectiveness.

### 2.10.6 Human Resources

The Human Resources department will:

- Ensure that adequate training is being undertaken so that all staff remain competent to undertake their roles.
- Maintain health and safety records, e.g. staff development and training, etc.

### 2.11 Site by site assessment

Teaching/Administrative sites	Likely maximum numbers	Higher-risk activities / special factors
Senior School (Leckford Road)	205 students + 30 staff	Most students aged 11-16 Three GCSE science labs Art room and kiln Drama teaching
Sixth Form (333 Banbury Road)	450 students + 60 staff	Students aged 16+ Four A level science labs Drama teaching
d'Overbroeck's International (111-113 Banbury Road)	120 students + 25 staff	Students aged 13-16 Two science labs
Milford House (Arts Centre for the Sixth Form and d'Overbroeck's International)	90 students + 12 staff	Students aged 13+ Art room and kiln Textiles room Photography darkroom Workshop and fume room Cutting and soldering equipment
Harpes Road	20 Staff	Administrative offices

Boarding Houses	Likely maximum numbers	Higher-risk activities / special factors
Hayfield House, 338 -340 Banbury Road	17 students + 3 staff	International School (and some Sixth Form) boarding house. General domestic risks.
Nash House, 106 Banbury Road	18 students + 2 staff	International School boarding house. General domestic risks.
St Philips House, Springhill Road, Begbroke	56 students + 6 staff	International School boarding house. General domestic risks.
Wyvill Court, 92 Botley Road	27 students + 2 staff	International School boarding house. General domestic risks.



Islip House, 376 Banbury Road	63 students + 3 staff	Sixth Form (and some International School) boarding house. General domestic risks.
St Aldates House, 61 St Aldates	57 students + 3 staff	Sixth Form boarding house. General domestic risks.
Westway Studios 5 Westway, Botley	65 students + 3 staff	Sixth Form boarding house. General domestic risks.
Host Families	43 Sixth Form students	Privately owned homes. General domestic risks.

## **2.12 Ensuring staff have access to health and safety information.**

### **2.12.1 New employees**

In order to ensure that new members of staff have an adequate understanding of health and safety issues before they undertake their duties at the school, the school will ensure that:

- new staff are directed to the website and instructed to read the Health & Safety policy, and receive health and safety induction;
- where new staff receive a specialised Health and Safety induction, the member of staff signs a declaration that confirms they have received a list of what it covered;
- will be properly qualified; in cases where the duties of a new member of staff will require them to have specialised health and safety knowledge and training,
- attend Health and Safety briefings before commencing their duties, if this is appropriate for their role at the school.
- complete Health and Safety training in line with the Health and Safety Training Matrix.

### **2.12.2 Current staff**

- This Health and Safety Policy will be updated at least annually.
- Updates on new risks and safety procedures will be sent out to all concerned as they become available.
- The Site Files will be made readily available to all members of staff and will be regularly checked and updated and electronic copies will be posted on the SharePoint.
- Further training and briefings will be provided as necessary.

## **Part 3: Practical Arrangements and Operational Procedures**

This part deals with the practical application of Health and Safety procedures across the school.

### **3.1 The school's Risk Assessment and Management policy**

#### **3.1.1 Health and safety risks arising from our work activities**

Risk assessments for all activities presenting a significant risk and all 'risky areas' within the school are conducted by the relevant staff and reviewed on an annual basis, or sooner if circumstances change. Where appropriate, safeguarding risks to individuals are also considered as part of school risk assessments.

### 3.1.2 Risk assessments are undertaken by:

- The designated safeguarding team led by the Designated Safeguarding Lead;
- Heads of Faculty and Heads of Department in collaboration with teachers and staff;
- Operations and Health & Safety Manager;
- Maintenance & Facilities Manager and Assistant Facilities Manager (Compliance);
- Deputy Director of Extended Learning
- Director of Sport
- Activity and Trip Leaders, event organisers;
- The Heads of Site for any pastoral and related risks;
- The School Nurse
- The Head of Boarding
- Heads of Section (Sixth Form, Senior School, International School)

The school maintains a subscription to CLEAPSS and their publications are used as sources of model risk assessments within Art and Science.

The school uses the Nord Anglia preferred online system Sphera for recording Injuries and Near Misses.

Learnings from risk assessment reviews will be reported to the Risk Assessment and Risk Management Committee.

During the academic year 2024/25 we will move all Risk assessments, Fire evacuations, Lockdown practices and Audits to Sphera, in order to be fully using the system by September 2025. Risk assessments will be signed off by:

- Vice Principal (Staffing) – for curriculum risk assessments;
- Vice Principal (Pastoral and Wellbeing) – for individual student risk assessments, eg, linked to wellbeing or medical care;
- Director of Extended Learning – for trips, visits and extracurricular risk assessments;
- Head of Operations and Health & Safety Manager or Director of Finance & Operations – for all other types of risk assessments;
- The Director of Finance & Operations – for risk assessments carried out by Operations and Health & Safety Manager;
- Principal- for risk assessments for staff recruitment.

## 3.2 Safe plant and equipment and electrical safety

### 3.2.1 Heads of Department/non-teaching managers are responsible for:

- checking that new plant and equipment meets health and safety standards before it is purchased;
- ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required;

- seeking to ensure that any equipment or plant needing maintenance, service and inspection is identified;
  - ensuring that effective maintenance procedures are drawn up and implemented.
- 3.2.2 All staff are required to report any problems found with plant/equipment. Defective equipment must be clearly marked and taken out of service pending repair/disposal.
- 3.2.3 All staff are asked to conduct a visual inspection of plugs, cables and electrical equipment prior to use and to report any defective equipment.

### **3.3 Safe handling and use of substances (Control of Substances Hazardous to Health, COSHH)**

Heads of Department/non-teaching managers are responsible for identifying substances used or occurring during their department's work activity requiring a COSHH risk assessment. In particular, Science, Catering, Cleaning and Maintenance & Facilities.

This includes:

- undertaking COSHH assessments and ensuring that all actions identified in the assessments are implemented, and all relevant employees are informed;
- checking that new substances can be used safely before they are purchased;
- assessments are reviewed regularly to ensure the assessment is still suitable and sufficient.

### **3.4 Asbestos**

An asbestos survey and management plan is in place for the school in accordance with the Education & Skills Funding Agency 'Managing Asbestos in your School February 2017' and 'Control of Asbestos Regulations 2012'. The school's Asbestos Register and Survey data is held by the Maintenance & Facilities Manager who oversees all maintenance work requests. Areas identified as containing asbestos are marked with asbestos hazard warning labels and must not be disturbed except by authorised personnel.

### **3.5 Information, instruction and supervision**

- New staff receive a Health and Safety induction. Refreshers and reminders are provided as appropriate by notice, team meeting or during Inset.
- The school is a No Smoking site; this includes buildings and grounds.
- It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.
- Heads of Department/non-teaching managers are responsible for instructing staff in departmental safety management systems and ongoing supervision of Health and Safety in their areas.
- The Health and Safety Law poster is displayed on main departmental or common room notice boards.
- Health and Safety advice is available from the Operations and Health and Safety Manager, the Maintenance & Facilities Manager, the Director of Finance and Operations and Vice Principal (Staff and Curriculum).

### **3.6 Health and Safety training**

- The school has a programme in place for the training and induction of new staff in health and safety related issues according to the Health and safety Training Matrix.
- Health and safety training that is related to an individual member of staff's functions, such as a science technician, will be provided in addition to the 'standard' induction training.
- First aid training and minibus driver training are provided to any member of staff where required with trips and visits.
- First aid training is provided to all boarding staff.
- Areas of work that require additional training include Catering (outsourced) and Housekeeping (mainly outsourced), Maintenance, Grounds, Science, Art and DT Technicians, and Duke of Edinburgh Scheme.
- Health and Safety related training records are kept by the HR Department who will issue reminders for refresher training within prescribed time limits. This includes safeguarding training records.
- Staff are responsible for drawing their line manager's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

### **3.7 Display Screen Equipment ('DSE') policy**

- 3.7.1 The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. If staff use a computer screen or other display screen equipment (DSE) habitually as a significant part of their work, they:
- (a) should try to organise activities so that they take frequent short breaks from looking at the screen;
  - (b) should carry out a workstation self-assessment via iHASCO;
  - (c) are entitled to an eyesight test by an optician at our expense (please contact d'Overbroeck's HR department for further information).
- 3.7.2 Following a work-station self-assessment, if staff have concerns about any aspect of the working environment they must contact the IT help desk or HR to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if a member of staff develops eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) they can request a further eye test at any time.
- 3.7.3 The school will not normally pay for glasses or contact lenses, unless vision cannot be corrected by normal glasses or contact lenses, and the member of staff needs special glasses designed for the display screen distance. In such cases the school will pay the cost of basic corrective appliances only.
- 3.7.4 The school will usually authorise requests for lower value workstation tools/aids for DSE/VDU use, even if that item is requested as a matter of personal preference rather than medical need. Staff should discuss their individual requirements with the Maintenance & Facilities Manager. Costs will be covered from the maintenance budget. Equipment should be bought by the school and installed (if necessary) by authorised staff only.

- 3.7.5 Where a request is made for a tool/aid with a cost of more than £100 then this will be purchased by the school only on the basis that there is a medical need. The school will decide in its absolute discretion what medical evidence will be required but in the first instance a confidential approach to the Director of Finance and Operations in writing or in person is suggested to begin the process.

### **3.8 Lifting & handling / slips & trips**

Generic risk assessments for regular manual handling operations are undertaken and relevant staff are provided with training where appropriate and information on safe moving and handling techniques is provided.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Staff are reminded to be aware of 'slips and trips' hazards in their areas and report any issues to the maintenance team via the Maintenance & Facilities Manager. Staff should also report any slips or trips that result in a near miss or accident.

### **3.9 Accidents, first aid and work-related ill health and RIDDOR reporting**

#### **3.9.1 Accidents**

All accidents and cases of work-related ill health are currently recorded on SPHERA. The School Nurse is responsible for investigating minor accidents or incidents or, if deemed necessary, the Director of Finance and Operations will investigate.

In the case of incidents of a moderate or serious nature, including all RIDDOR reportable incidents (see below), the school will arrange for these to be investigated, (a) to determine the need for any remedial action, and (b) in appropriate cases where litigation is anticipated to arise, the dominant purpose may be to act upon legal advice and investigate in order to prepare for the conduct of such litigation. The person responsible for deciding who shall carry out the investigation is the Director of Finance and Operations in consultation with the Group HR Director. For moderate or serious incidents, the Director of Finance and Operations should contact the Group Health and Safety Director and if necessary obtain specialist health and safety legal advice before commencing any investigation. In appropriate cases, the specialist lawyer will commission an investigation and report for the dominant purpose of the conduct of anticipated litigation. Such reports will be protected by legal privilege and circulation of the full report will need to be restricted, although details of any remedial actions may be circulated more widely as appropriate.

- In the case of serious accidents or near misses, the Principal (or Director of Finance and Operations) will promptly advise the Chair of the Board of Governors and Group Health and Safety Director.
- A termly summary of accidents, near-misses and incidents is submitted to the Governing Body

#### **3.9.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

- The Director of Finance and Operations (or the School Nurse for notifiable diseases) is responsible for reporting accidents, diseases and dangerous occurrences (RIDDOR) to the enforcing authority.

- Accidents, injuries and incidents falling within the RIDDOR guidelines must be reported to the HSE via their online reporting system [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/) within 15 days of the incident occurring. These will include:
  - accidents which result in death;
  - a specified injury such as fracture, loss of sight, serious burns;
  - occupational diseases such as hand-arm vibration syndrome, carpal tunnel syndrome, occupational dermatitis;
  - accidents which prevent the injured person from continuing their normal work for more than seven days.

### 3.9.3 Injuries to pupils and visitors are only reportable under RIDDOR if the accident results in:

- The death of the person and arose out of or in connection with a work activity.
- An injury that arose out of or in connection with a work/curriculum activity and the person is taken directly to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Note that sports injuries are reportable only if the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.

### 3.9.4 First Aid (see our First Aid policy for further information)

The school has assessed the need for first aid provision and identified areas and activities where suitably first aid trained staff need to be in attendance.

- The medical room at d’Overbroeck’s International is staffed by the full-time School Nurse.
- Students at the Senior School who need to wait more than an hour for collection should be transferred to the medical room at d’Overbroeck’s International.
- Sixth Form students may use the medical room at Islip House.
- Many staff undertake one -day first aid training. More extensive FA training is needed for residential trips, eg, 3 day training. For more information see FA policy and Educational Visits policy.
- Heads of House and designated boarding staff undertake the 3-day First Aid at Work training.
- A list of trained first aiders is displayed prominently around the school.
- First Aid boxes and emergency asthma kits are kept at appropriate points in each building.
- First Aid kits for trips and sports fixtures are available from Reception at the appropriate teaching site. Students who have asthma will have their own inhalers kept at Reception for sports/trips staff to collect when going off site.

### 3.9.5 Occupational Health and work-related stress

- Occupational Health Services will be consulted for staff who might need occupational health guidance.

- Teaching staff welfare issues are dealt with by the Vice Principal (Staff and Curriculum) or Head of Section including managing work-related stress. Similarly Heads of Administrative and Support Department staff are responsible for managing work-related stress issues in their departments. The school has a separate Stress Management policy giving more detail including information about counselling.

#### 3.9.6 Work related ill-health

The HR advisor is responsible for investigating work-related causes of sickness absences and then escalating as necessary.

### **3.10 Personal safety and lone working**

Staff are encouraged not to work alone in school. Work involving potentially significant risks, such as work at height, must not be undertaken whilst working alone. The school has a Lone Working policy with further detail.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency, eg, access to a telephone or mobile phone.

Lone working guidance is issued at staff induction. Staff should not take risks or undertake any hazardous activities when working alone such as heavy lifting, working at height, working with chemicals that pose a risk.

### **3.11 Visitors and Contractors**

(see Security, Access Control, Workplace Safety and Lone Working policy for further information).

- The school aims to provide a safe and secure environment for students, staff and visitors and to protect the buildings, grounds and equipment.
- The main entrances are secured by automated gates with keypad locks, lighting is provided around the buildings. Main doors to boarding houses are kept locked and are operated by Salto locks. School buildings are secured out of school hours with Salto locks.
- Key buildings are fitted with intruder alarms and are secured by a contracted security company each weekday unless there is a late-night event.
- All visitors (except those instances detailed in the school's Visiting Speaker Policy) are required to sign in at reception and be escorted whilst they are on site. They are issued with a visitor's pass. Full details are available in the Visiting Speaker Policy.
- All staff are required to wear the school lanyard and identity card.
- All contractors must report to Reception and sign the contractors' visit register.
- Regular contractors must have DBS clearance before they can be allowed on site unescorted.
- The Maintenance & Facilities Manager is responsible for overseeing the appointment of suitable contractors and maintaining relevant records.

### **3.12 Vehicles on site and school minibuses**

#### **3.12.1 Vehicles on site**

- To protect pedestrians on the school site, vehicular access is restricted to school staff and some visitors/contractors and is not for general use.
- Coaches arriving in the morning and evening are supervised by duty staff to ensure pedestrian safety.

#### **3.12.2 Minibuses (see Minibus policy for further information)**

- The Maintenance & Facilities Manager is responsible for ensuring that the school's minibus safety arrangements fully comply with all transport and health and safety requirements.
- The Assistant Facilities Manager (Compliance) maintains a list of drivers who have received training in order to drive a minibus and conducts an annual check of their driving licences.
- The Assistant Facilities Manager (Compliance) arranges necessary training.
- The Assistant Facilities Manager (Compliance) ensures that all minibuses are serviced and maintained in accordance with the relevant regulations.

### **3.13 Monitoring**

To monitor the effectiveness of the Health and Safety policy a range of safety checks and inspections take place:

- Systematic inspections of plant and equipment take place at appropriate intervals to ensure the effective operation of workplace precautions such as engineering examinations of lifting equipment, inspections of LEV equipment, PAT tests, formal and informal inspections of ladders.
- Periodic examination of documents such as risk assessments and training records to ensure they are kept up to date and that training requirements and needs are properly addressed.
- Regular internal workplace/classroom safety inspections.
- Regular fire risk assessment reviews, fire safety inspections and planned fire drills to check the effectiveness of the fire safety measures.
- Termly reports are submitted to the Health and Safety Committee by the School Nurse, Maintenance & Facilities Manager, and Catering Manager.
- A termly summary Health & Safety report is submitted to the Board of Governors.
- The risk management matrix is reviewed termly by the Board of Governors.

### **3.14 Emergency procedures – fire and evacuation**

(see Fire Risk Prevention Policy for further information)

The Operations Manager in collaboration with the Maintenance & Facilities Manager and the Assistant Facilities Manager (Compliance) acting as Fire Safety Manager, is responsible for ensuring fire risk assessments are undertaken and the necessary safety measures are implemented.

- Fire and emergency evacuation procedures are detailed in the Staff Handbook and made available to all staff as part of the health and safety induction.



- Most alarms are linked to the Advanced Independent Monitoring Company which sends text alerts to the maintenance team and Caretakers. For Boarding houses the alarms are not linked to the Fire Services and an emergency call would have to be made if a fire is discovered.
- Fire risk assessments are reviewed every two years and fire safety checks are carried out weekly.
- The fire alarm call points are tested weekly in rotation and recorded in the log book kept by the fire panel.
- Planned fire drills for all buildings are carried out at least annually and planned fire drills for boarders are carried out termly during 'boarding time'. These are recorded in the fire drill log book.
- Fire extinguishers are maintained and checked by an approved contractor regularly.
- Fire detection, alarm systems and emergency lighting are maintained and checked by an approved contractor.
- Emergency exits, fire alarm call points, assembly points, etc., are clearly identified by safety signs and notices.
- The school also has a Lockdown procedure.

### **3.15 Audit and inspection process**

NAE has developed a bespoke online Health and Safety Management system (SPHERA) to support the school. This includes an audit module that must be used by schools/Region to ensure they can undertake consistent, high-quality monitoring/evaluation and ensure that ongoing improvements are made to the safety management systems.

Everyone has a responsibility to engage with the audit, inspection and drill processes and all staff will receive health and safety training appropriate to their role and responsibilities. Any contractors and third parties are also required to fully engage and comply with all NAE incident reporting processes.

- NAE provides specific training on the use of the SPHERA Audit module and this can be accessed by all relevant staff on the H&S Intranet site.  
[SPHERA Training Session #2 - How To Use The Audits Module.mp4](#)
- The SPHERA Audit module can be accessed via the SPHERA log in page.  
<https://www.rivosafeguard.com/auth/saml/SignIn?idp=https://sts.windows.net/189ae708-15d7-447e-9278-38b19d37390b/>
- Additional detailed information on Audit, inspections and drills is also available as part of the H&S Management Training.  
[H&S Manager Training Module 6 - Monitoring and Assurance](#)  
[H&S Manager Training Module 7 - Continuous Improvement and Case Studies](#)
- There are a wide range of audits, inspections and drills available and they must be completed as per the required frequencies, including:
  - Food Hygiene and Safety – Annual
  - Food Hygiene and Safety – Termly
  - Electrical Safety – Annual
  - Boarding – Annual
  - Playground – Annual

- Playground – Monthly
- Fire Safety – Annual Audit
- Fire Safety – Annual Maintenance Checklist
- Fire Safety – Termly Maintenance Checklist
- Fire Safety – Weekly Maintenance Checklist
- Fire Evacuation Drill - Termly
- Severe Weather/Natural Disaster Drill – Yearly/as required
- Lockdown/Emergency Response Drill – Bi-annual
- Regional Health and Safety Audit – Annual (can be remote if required)
- Regional on-site H&S Audit – Annual (can be less frequent if replaced by remote Regional audit)

### **3.16 Key Health and Safety contacts**

Director of Finance and Operations: Melanie Mason [melanie.mason@doverbroecks.com](mailto:melanie.mason@doverbroecks.com)  
01865 688666,

Operations Manager: Sophie Baillie [Sophie.baillie@doverbroecks.com](mailto:Sophie.baillie@doverbroecks.com) 07884 536015

Maintenance & Facilities Manager: Justin Heavens [justin.heavens@doverbroecks.com](mailto:justin.heavens@doverbroecks.com) 07912 795520

Assistant Facilities Manager (Compliance): John Chrystal [john.chrystal@doverbroecks.com](mailto:john.chrystal@doverbroecks.com)  
07502 050414

### **Supporting school policies**

Available from the [school website](#):

- Administration of medicines policy
- Educational visits policy
- First aid policy
- Safeguarding & promoting the welfare of children
- Security, access control, workplace safety and lone working policy
- Visiting speakers policy

Available to staff from the [staff SharePoint](#):

- Fire risk prevention policy
- Lockdown procedure
- Minibus policy
- Risk assessment policy
- Stress management policy

Hard copies of all policies may be requested from the school office.

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