

## HEALTH AND SAFETY POLICY

Last internal review by Bursar:	March 2020
Last review by d'Overbroeck's Advisory Group:	
Last review by d'Overbroeck's Limited Board:	May 2020
Next DAG review:	February 2021
Next Board review:	May 2021

### PART 1: GENERAL STATEMENT

The Board of d'Overbroeck's ('the School') recognise 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 d'Overbroeck's Advisory Group (DAG) will regularly monitor the effectiveness and implementation of our Health and Safety Policy and report to the Board 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 Senior Leadership Team, Heads of Section, Academic 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 pupils, other staff, visitors, volunteers and contractors. They are responsible for co-operating with the Principal, the Bursar and other members of the Senior Leadership Team ('SLT') in order to enable the School to comply with health and safety duties. All members of staff are also responsible for reporting to the Facilities & Compliance 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. Changes may be made to this policy by the Bursar between Board reviews to reflect updates in legislation and best practice, any such changes will be reported to the next Board meeting.

C Spanoudakis  
 Chair of d'Overbroeck's Limited Board  
 4 May 2020

## **PART 2: ORGANISATION**

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. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section. Separate Policies containing detail of process and structure are listed at the end of this document

### **2.1 Board of d'Overbroeck's ('The Board')**

The Board has overall collective responsibility for health and safety within the School. They have a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **2.2 d'Overbroeck's Advisory Group ('DAG')**

The DAG has overall collective oversight for health and safety within the School. They have a remit to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will notify the Board via the Chair in order to make adequate resources available, to enable legal obligations in respect of health and safety to be met. The DAG will monitor, support and challenge the health and safety performance of the school.

### **2.3 School Principal**

The Principal will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Principal will also report to the DAG on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

### **2.4 Bursar**

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction
- Risk assessments

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Principal on maintenance requirements;
- Co-ordinating advice from specialist safety advisors and producing associated action plans;
- Monitoring health and safety within the School and raising concerns with the Principal;
- Compliance with the Construction Design and Management Regulations;
- Chairing the School Health & Safety Committee.

### **2.5 Facilities & Compliance Manager**

The Facilities & Compliance Manager will assist the Bursar with the implementation of the following:

- Building security;
- Provision and training of Site Fire Officers and Fire Marshals;
- Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate);
- Site traffic movements;
- Maintenance of School vehicles;
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos;
- Good standards of housekeeping, including drains, gutters, etc;
- Control of hazardous substances for grounds maintenance activities;
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces in the kitchens;
- Appropriate pest control measures to be in place.

## 2.6 Heads of Department (Teaching)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Director of Sport
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Director of Music
- Extracurricular <sup>1</sup> – Director of Sport
- Trips and visits – Trip Leader supported by Trip administrator
- Non-specialist classrooms, playgrounds and recreation facilities – Head of Section

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## 2.7 External Health and Safety Advisors

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are utilised to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists at Statutory intervals.
- The third party Catering Manager arranges for:
  - the sanitisation of all kitchen equipment and cutlery by trained individuals;
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas by an independent Environmental Health Officer on a regular basis;
  - termly audits are also carried out by in-house business support managers;
  - professional advice from an in-house nutritionist dietician on healthier food, menu planning and special diets as needed.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every two years, or when significant changes are made to the interior of buildings, or new buildings area acquired.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested at Statutory intervals by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas and public spaces.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing and monthly temperature testing regime in place.

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<sup>1</sup> Regular extra curricular activities should be covered by risk assessments. One off extracurricular activities are covered by the Educational Visits Policy

- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan which is maintained by the Facilities & Compliance Manager. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), Head of Physics (sixth form) is responsible for liaison with the radiation protection advisor of Oxfordshire County Council for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them. The school also retains an external RPS.

## **2.8 School Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will be invited to attend these meetings and will receive agenda and signed minutes. Agenda and minutes will be published in the Health & Safety section of Firefly. The other members of the Committee will be:

- Bursar
- Executive Assistant, who also acts as secretary
- Director of Pastoral Care and Wellbeing
- Head of Boarding
- Facilities & Compliance Manager
- School Nurse

The committee will also call upon the following representatives as required and will circulate minutes of meetings to them.

- Representative of Site Fire Officers
- Head of Science/head Science Technician
- Head of Art – representative from one of three sites
- Head of Drama
- The IT Manager or delegate
- Director of Sport
- Educational Visit administrator
- Catering Manager
- The nominated representative (budget holder) from the Wellbeing committee
- Director of Pastoral Care & Wellbeing

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations;
- Monitor the effectiveness of health and safety within the school;
- Review accidents and near misses, and discuss preventative measures;
- Review and update risk assessments;
- Discuss training requirements;
- Monitor the implementation of professional advice;
- Review the safety policy guidance and updating it;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to health and safety in the work place;
- Encourage suggestions and reporting of defects by all members of staff.

## **2.9 The School Nurse**

The School Nurse will be responsible for:

- Reporting notifiable diseases in accordance with statutory requirements;
- Keeping statistics and preparing summary reports for the School Health & Safety Committee;
- Managing students who are required to go hospital (and for informing their parents);
- Checking that all first aid boxes and eye wash stations are replenished.

## **2.10 Staff**

The co-operation of all staff is essential to the success of this Policy and the School requests that staff should notify their Head of Department / Facilities & Compliance Manager of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety.

Staff are required to:

- Be familiar with and follow the Health & Safety policy;
- Take reasonable care for the health and safety of themselves and others who may be affected;
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- Carry out all reasonable instructions given by managers / senior staff;
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.



## 2.12 Site by site assessment

Teaching/Admin sites	Likely maximum numbers	Higher-risk activities / special factors
333 Building (Sixth Form)	320 students + approx 40 staff	Almost all 16+ on this site Four A level science labs Art and Textiles rooms Photography darkroom Drama teaching
Swan Building (International School)	100 students + 20 staff	Science teaching, art room
Leckford Road (Years 7-11)	195 students + 20 staff	Most students aged 11-16 Three GCSE science labs Art Room and kiln Drama teaching
Harpes Road	20 Staff	Administrative staff

Boarding Houses	Likely maximum numbers	Higher-risk activities / special factors
Islip House, 376 Banbury Road	60 students + 3 staff	Boarding house. General domestic risks.
Hayfield House, 338 -340 Banbury Road	18 students + 2 staff	Boarding house. General domestic risks.
Nash House, 106 Banbury Road	24 students + 2 staff	Boarding house. General domestic risks.
Blenheim House, Springhill Road, Begbroke	28 students + 2 staff	Boarding house. General domestic risks.
Marlborough House, Springhill Road, Begbroke	23 students + 2 staff	Boarding house. General domestic risks.
St Aldates, 61 St Aldates	55 students + 2 staff	Boarding house. General domestic risks.
Wychwood Flats, Kidlington	14 students (from September 2020) + 1 staff	Boarding house. General domestic risks.



## **2.13 Ensuring staff have access to health and safety information**

### **a) 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:

- a copy of the Health and Safety Policy and the latest version of the Health and Safety Procedures (Part 3) is sent to all new staff with their letter of appointment;
- each new member of staff signs a declaration that they have read the Procedures (Part 3) before starting work;
- 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;
- in cases where the duties of a new member of staff will require them to have specialised health and safety knowledge and training, steps are taken to ensure that successful candidates are properly qualified;
- new members of staff attend Health and Safety briefings before commencing their duties, if this is appropriate for their role at the school.

### **b) Current staff**

- This Health and Safety Policy will be updated from time to time. The latest edition will be incorporated in the Staff Handbook on Firefly.
- 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 Firefly.
- A Health and Safety notice board will be maintained at every site.
- 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 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:

- Heads of Department in collaboration with teachers and staff
- Facilities & Compliance Manager and deputy
- Activity & Trip Leaders, event organisers
- The Heads of Section
- The School maintains a subscription to CLEAPS and their publications are used as sources of model risk assessment within Art and Science.

In addition, welfare monitoring systems are in place and are overseen by the School's Safeguarding Team.

#### 3.1.3 Heads of Department are responsible for ensuring that any actions required by the Risk Assessment are implemented.

#### 3.1.4 Copies of risk assessments should be held by the relevant department and a copy passed to the Facilities & Compliance Manager. Copies of all risk assessments (except for CLEAPS) will be published on Firefly by the Facilities & Compliance Manager.

#### 3.1.5 The findings of the risk assessments will be checked by:

- The Principal for all educational visits at the School
- The Senior Vice Principal for curriculum/extracurricular related risk assessments
- Facilities & Compliance Manager for all other types of risk assessments
- The Bursar for risk assessments carried out by the Facilities & Compliance Manager
- Holroyd Howe management for catering activities

### **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)**

3.3.1 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, Premises, Catering and Housekeeping and Maintenance.

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 Facilities & Compliance 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 Facilities & Compliance Manager, the Bursar and Senior Vice Principal

### **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 which will include basic 'manual handling' and 'working at height training', if relevant.
- 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 involved with trips and visits.

- Areas of work that require additional training include Catering (outsourced) and Housekeeping (partly 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 you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:
- (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
  - (b) You are entitled to a workstation assessment.
  - (c) You are entitled to an eyesight test by an optician at our expense (please refer to the Staff Expenses policy for further information).
- 3.7.2 If following your own work-station self-assessment you have concerns about any aspect of your working environment you must contact the ICT 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 you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.
- 3.7.3 The School will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need 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 so please discuss your requirements with us. Costs will be covered from the maintenance budget. Equipment should be bought by us and installed (if necessary) by us.
- 3.7.5 Where a request is made for a tool/aid with a cost of more than £100 then this will only be purchased by the school 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 Bursar in writing or person is suggested to begin the process.

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

- 3.8.1 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.
- 3.8.2 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.
- 3.8.3 Staff are reminded to be aware of 'slips and trips' hazards in their areas and report any issues to the maintenance team via the Facilities & Compliance Manager. Staff should also report any slips or trips that result in a near miss or accident to the Facilities & Compliance Manager.

### **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 recorded on accident forms. These are held at Reception of each school site or in the office of each boarding house. A senior member of staff such as an SLT member or School Nurse is responsible for investigating minor accidents or incidents if deemed necessary by the Facilities & Compliance Manager. The Accident investigation form is available on the staff intranet (Firefly) and should be sent to the Facilities & Compliance Manager.

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 Bursar. For moderate or serious incidents, the Bursar should 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 Bursar) will promptly advise the Chair of the Board and DAG.
- A termly summary of accidents, near-misses and incidents is submitted to the DAG.

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

- The Facilities & Compliance Manager (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 <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 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 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 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 The International School is staffed by the School Nurse.
- Sixth Form students may use the medical room at Islip House. Years 7-11 who need to wait more than an hour for collection should be transferred to the medical room at the International School.
- Appropriate staff undertake Emergency First Aid at Work Training (EFAW) when they are recruited and renew their training periodically.
- Staff leading DofE undertake the 3 day First Aid at Work training.
- A list of trained first aiders is displayed prominently around the school.
- First Aid boxes are kept at appropriate points in each building and in minibuses.
- First Aid bags are available from the School Nurse for trips and sports fixtures.

### 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 Senior Vice Principal 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 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**

- 3.10.1 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 separate Lone Working policy with further detail.
- 3.10.2 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.
- 3.10.3 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 SSEcity Company each weekday unless there is a late night event.
- All visitors (except those instances detailed in the School's Visitor 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 Visitor 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 Facilities & Compliance 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, 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 Facilities & Compliance Manager is responsible for ensuring that the school's minibus safety arrangements fully comply with all transport and health and safety requirements.
- The Deputy Facilities & Compliance Manager 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 Deputy Facilities & Compliance Manager arranges necessary training.
- The Deputy Facilities & Compliance Manager 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, Facilities & Compliance Manager, and Catering Manager.
- A termly summary H&S report is submitted to the DAG.
- The risk register is reviewed termly by the DAG.

### **3.14 Emergency procedures – fire and evacuation** (see Fire Policy for further information)

3.14.1 The Bursar in collaboration with the Facilities & Compliance Manager 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 on Firefly 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 Key Health and Safety Contacts**

Bursar: Georgina Paton, [georgina.paton@doverbroecks.com](mailto:georgina.paton@doverbroecks.com)

Facilities & Compliance Manager: Matt Bird [matt.bird@doverbroecks.com](mailto:matt.bird@doverbroecks.com)

Deputy Facilities & Compliance Manager: John Chrystal [john.chrystal@doverbroecks.com](mailto:john.chrystal@doverbroecks.com)

### **Supporting school policies**

- Administration of medicines policy
- Educational visits policy
- Fire risk prevention policy
- First aid policy
- Lone working policy
- Minibus policy
- Risk assessment policy
- Safeguarding & promoting the welfare of children
- Stress policy

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