



HEALTH AND SAFETY POLICY

Last review:	October 2022
Next review due:	October 2023
Reviewed by:	Bursar Assistant Bursar Maintenance & Facilities Manager
Approved by Board of Governors:	

PART 1: GENERAL STATEMENT

d'Overbroeck's Limited ('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 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 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 students, other staff, visitors, volunteers and contractors. They are responsible for co-operating with the Principal, the Bursar/Assistant Bursar and 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 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 Bursar/Assistant Bursar 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.

Brian Cooklin
Chair of d'Overbroeck's Board of Governors

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. Separate policies containing detail of process and structure are listed at the end of this document.

2.1 d'Overbroeck's Board of Directors ('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 Board of Governors ('the Governing Body')

The Board of Governors 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 Board of Governors will monitor, support and challenge the health and safety performance of the school. A full report on Health and Safety written by the Assistant Bursar/ Maintenance & Facilities Manager will be tabled at each Governing Body meeting.

2.3 School Principal

The Principal working closely with the Bursar will be responsible to the Board of Governors 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 seek to ensure that all staff and pupils are aware of and fulfil their obligations as described in this policy.

2.4 Bursar

The Bursar, working closely with the Principal and supported by the Assistant Bursar will be responsible to the Governors for facilities, estates and administrative aspects of health and safety and will seek to ensure that all of her direct reports and other non-academic staff fully understand their responsibilities and are given the time and encouragement to fulfil them.

2.5 Assistant Bursar

The Assistant Bursar (who reports to 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 Assistant Bursar will also act as the school's Safety Co-ordinator, whose duties will include:

- Advising the Bursar and Principal on maintenance requirements;
- Reporting termly to the Health and Safety Committee;
- Co-ordinating advice from specialist safety advisors and producing associated action plans;
- Monitoring health and safety within the school and raising concerns with the Bursar and Principal;
- Compliance with the Construction Design and Management Regulations;
- Reporting to the fortnightly Operations Group on health and safety monitoring and issues;
- Ensuring that risk assessments are completed and logged;
- Ensuring that accidents, near misses, etc, are logged using the designated systems.

2.6 Maintenance & Facilities Manager

The Maintenance & Facilities Manager will assist the Assistant 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.

2.7 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 (3)
- Sports activities – Director of Sport
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art (3)
- Music – Director of Music
- Extracurricular ¹ – Director of Sport
- Trips and visits – Trip Leader supported by Educational Visits Co-ordinator
- Non-specialist classrooms, playgrounds and recreation facilities – Head of Section

Heads of Department will ensure

- Health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented;
- Appropriate working procedures and safety management systems are brought to the attention of all staff under their line management;
- Appropriate action on health and safety issues referred to them is taken;
- Sufficient information, instruction, training and supervision is provided to enable staff and pupils to avoid hazards and work safely;
- Training requirements within their areas are identified and communicated to HR accordingly;
- Health and safety information is recorded on the designated systems.

2.8 Heads of Department (Support)

Heads of support departments 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. Heads of support departments include:

- Maintenance & Facilities Manager
- Head of Boarding
- IT Manager
- Catering Manager (for Holroyd Howe)
- Director of Pastoral Care and Wellbeing (for the School Nurse)
- Administration Manager

¹ Regular extra curricular activities are be covered by risk assessments. One-off extracurricular activities are covered by the Educational Visits Policy

2.9 External/Group Health and Safety Advisors

The school is able to refer to the Group Director of Health and Safety for advice. The Assistant 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 are 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.
- The group Director of Health and Safety reviews 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 that is reviewed every two years, and a quarterly water sampling/testing and monthly temperature testing regime in place.
- The school maintains an asbestos register and the Assistant 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 Maintenance & Facilities 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) is the Head of Physics (Sixth Form) and 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.

2.10 School Health and Safety Committee

The Committee will meet once every half term, and will be chaired by the Bursar/Assistant Bursar. The Group Director of Health and Safety who is responsible for overseeing health and safety will be invited to attend these meetings and will receive agenda and minutes. Agenda and minutes will be published in the Health & Safety section of the intranet. The members of the Committee will be:

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

The Group Health and Safety Director has an open invitation to attend and is invited as an optional attendee to all meetings.

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 Milford House
- Head of Drama
- The IT Manager or delegate
- Director of Sport
- Educational Visit Co-ordinator
- Catering Manager
- The nominated representative from the Wellbeing committee

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.

2.11 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's 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.

2.12 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 and/or the Maintenance & Facilities 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.

2.13 Site by site assessment

Teaching/Admin sites	Likely maximum numbers	Higher-risk activities / special factors
Leckford Road (Years 7-11)	205 students + 30 staff	Most students aged 11-16 Three GCSE science labs Art room and kiln Drama teaching
333 Building (Sixth Form)	420 students + 60 staff	Students aged 16+ Four A level science labs Drama teaching
Swan Building (International School)	120 students + 25 staff	Students aged 13-16 Two GCSE science labs
Milford House (Arts Centre for the Sixth Form and International School)	30 students + 6 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	19 students + 2 staff	TIS boarding house. General domestic risks.
Nash House, 106 Banbury Road	24 students + 2 staff	TIS boarding house. General domestic risks.
St Philips House, Springhill Road, Begbroke	52 students + 4 staff	TIS boarding house. General domestic risks.
Wyvill Court, 92 Botley Road	27 students + 2 staff	TIS boarding house. General domestic risks.
Islip House, 376 Banbury Road	62 students + 4 staff	SF boarding house. General domestic risks.
St Aldates House, 61 St Aldates	55 students + 2 staff	SF boarding house. General domestic risks.
Westway Studios 5 Westway, Botley	24 students + 2 staff	SF boarding house. General domestic risks.
Host Families	76 Sixth Form students	Privately owned homes. General domestic risks.

2.14 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:

- 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;
- 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 the intranet.
- 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 intranet.
- 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
- Maintenance & Facilities Manager and deputy
- Activity and 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 The school is moving to an online system (Sphera) to manage risk. However in the interim copies of risk assessments should be held by the relevant department and a copy passed to the Maintenance & Facilities Manager. Copies of all risk assessments (except for CLEAPS) will be published on the intranet by the Maintenance & Facilities Manager.

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

- Senior Vice Principal – for curriculum/extracurricular related risk assessments;
- Maintenance & Facilities Manager or Assistant Bursar – for all other types of risk assessments;
- The Assistant Bursar – for risk assessments carried out by the Maintenance & Facilities Manager;
- School staff as described in the Education Visits policy – for educational visits at the school;
- 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)

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 Maintenance & Facilities Manager, the Assistant Bursar and Senior Vice Principal.
- During 2022/23 the school will roll out the Group online system of Health and Safety management (Sphera) to all staff.

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.
- 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 Assistant Bursar 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 accident forms. These are held at Reception of each school site or in the office of each boarding house and should be sent to the Maintenance & Facilities Manager, who will upload this to Sphera. A senior member of staff such as an SLT member or School Nurse is responsible for investigating minor accidents or incidents or, if deemed necessary, the Maintenance & Facilities Manager will investigate. The Incident Investigation Form is available on the staff intranet and should be sent to the Maintenance & Facilities Manager, who will upload this to Sphera.

This process will be updated following the introduction of the new online Health and Safety software (Sphera).

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 Assistant Bursar in consultation with the Group HR Director. For moderate or serious incidents, the Assistant Bursar 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 Assistant Bursar) 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 Maintenance & Facilities 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/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 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 full-time School Nurse.
- Years 7-11 who need to wait more than an hour for collection should be transferred to the medical room at the International School.
- Sixth Form students may use the medical room at Islip House.
- Most Teaching Staff undertake Emergency First Aid at Work Training (EFAW) when they are recruited and renew their training periodically. Other appropriate staff will undertake a 3-day First Aid at Work course and some also undertake paediatric first aid.
- Staff leading Duke of Edinburgh undertake the 3-day First Aid at Work training.
- 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 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 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 Maintenance & Facilities 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 Maintenance & Facilities Manager arranges necessary training.
- The Maintenance & Facilities 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, Maintenance & Facilities Manager, and Catering Manager.
- A termly summary H&S report is submitted to the Board of Governors.
- The risk register is reviewed termly by the Board of Governors.

3.14 Emergency procedures – fire and evacuation

(see Fire Risk Prevention Policy for further information)

The Assistant Bursar in collaboration with the Maintenance & Facilities 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 the intranet 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 01865 688611, 07771 592269

Assistant Bursar: Tammy Heavens tammy.heavens@doverbroecks.com 01865 688666, 07884 536015

Maintenance & Facilities Manager: Justin Heavens justin.heavens@doverbroecks.com 07912 795520

Assistant Facilities Manager: John Chrystal 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 intranet](#):

- 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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