Health & Safety Policy

BETHANY SCHOOL
CURTISDEN GREEN
GOUDHURST
KENT

Copy Location	Master Copy: Staff Team Policy Channel

Date of Revision (if applicable)	September 2025
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Revision History

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10.1	January 2020	Name change
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14.1	January 2024	Amendments
15.0	September 2024	Annual review
16.0	September 2025	Annual review
16.1	March 2026	H&S audit update (CDM)
17.0	September 2026	Annual review

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1 GENERAL STATEMENT OF POLICY FOR HEALTH AND SAFETY

The Governors of Bethany School (the Governors) are the employers under the Health and Safety at Work Act (HSW Act) of all those who work within the School as a charitable trust.

The Governors consider that one of their primary objectives is to seek to ensure appropriate standards of health, safety and welfare and will control risks so far as is reasonably practicable. The Governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable that this environment is also provided for staff, students and visitors to the school campus.

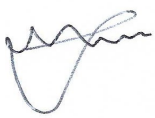
The Governors recognise the need to consult with employees on health and safety matters and they expect and encourage employees to bring to their attention through the School's H&S Officer any matter relating to the Health and Safety at Work Act, which gives cause for concern.

The Governors will ensure that expert advice is sought where necessary to determine risks to health and safety and are committed to provide sufficient information and training for employees in respect of risks to health and safety. The Governors will also ensure this policy is reviewed regularly and that a revised statement is issued when necessary.

The Governors require all house staff, heads of departments and management at all levels to display active leadership in health and safety. All staff are expected to and to promote a positive health and safety culture and to raise concerns promptly. Staff will ensure all pupils receive appropriate instruction, information, supervision and encouragement to behave safely and the follow the school's H & S arrangements.

The Governors require the Headmaster to bring this Policy to the attention of all employees of the School and to draw up the necessary instructions for ensuring that the Policy is implemented and to ensure that arrangements exist for carrying out the functions allocated to individuals for monitoring the effect of the safety policy.

The Governors are committed to ensuring that the School operates in accordance with current legislation. They are not, however, content to merely conform at the minimum acceptable standards but are determined to ensure that the best possible standards are met. They look to the Headmaster and to all members of the staff to ensure that this policy is observed.

Signed:  (for the Governors) Date: September 2026

Signed: (Headmaster) Date: September 2026

2 ORGANISATION & RESPONSIBILITIES

2.1 THE GOVERNORS

The Governors of Bethany School:

2.1.1 Have overall responsibility for health and safety within the School.
2.1.2 Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.
2.1.3 accept their individual role in providing health and safety leadership within the Organisation. The Governing Body provides strategic oversight, challenge and assurance and monitors the effectiveness of the school's arrangements.
2.1.4 Will ensure that all their decisions reflect their health and safety intentions as articulated in their General Statement of Policy.
2.1.5 Recognise their role in engaging the active participation of employees in improving health and safety.
2.1.6 Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
2.1.7 Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
2.1.8 Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but will seek to achieve high standards of H & S and will comply with applicable legal requirements.
2.1.9 Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
2.1.10 Will monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis as significant changes to legislation, guidance, premises, activities, staffing or organisational arrangements, or following a significant incident or at least annually. Where found necessary, the Policy and other procedural documentation will be revised.
2.1.11 Will ensure that any material changes in this Policy will be brought to the attention of all employees.
2.1.12 Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.

2.1.13 Will appoint one of its number to be the 'Chair of the Health & Safety Committee' but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

2.2 HEADMASTER

On a 'day-to-day' operational basis, the Headmaster is directly responsible to the Governors of Bethany School for the safe functioning of all his School's activities. The Head will:

2.2.1 Be responsible for ensuring that the School's H&S arrangement are effectively implemented on a day to day basis, subject to the overall legal responsibilities of the governors.

2.2.2 Ensure that the objectives outlined within the School Health & Safety Policy and other procedural documentation are fully understood, observed and implemented by persons under his control.

2.2.3 Be responsible for ensuring that all suitable and sufficient Risk Assessments are undertaken for activities and circumstances presenting significant risks to pupils, staff, contractors, visitors and others who may be affected. Risk assessments will cover premises, curriculum, activities. Boarding provision, educational visits and other offsite activities as applicable. Appropriate action will be taken to eliminate or reduce identified risks and implementation will be monitored and will ensure adequate records are maintained and available for inspection.

2.2.4 Relevant information from risk assessments and control measures will be communicated to pupils, staff, contractors and visitors where appropriate.

2.2.5 Ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.

2.2.6 Ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner.

2.2.7 In consultation with the School Health & Safety Advisors, ensure that the School's Safe School Audit Plan is completed in accordance with the timescales agreed with the Bursar.

2.2.8 Constantly monitor the effectiveness of this Health & Safety Policy and other procedural documentation as regards both academic and non-

academic work and consult the School Health & Safety Advisors, Bursar and Assistant Bursar, as appropriate.

2.2.9 Consult with Deputy Head's/Bursar and appointed School's Health & Safety Advisors.

2.2.10 Recommend changes to the School's Health & Safety Policy and other procedural documentation in the light of experience.

2.2.11 Ensure the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manual.

2.2.12 Be responsible for ensuring that all Heads of Department, Subject Co-ordinators, Teachers, Employees, etc, as appropriate, fully understand their responsibilities and are given both the time and the encouragement to pursue them.

2.2.13 Take steps to ensure that changes in staffing, premises, equipment, pupil needs, activities, curriculum and significant changes are considered for their health and safety implications.

2.2.14 Ensure he implements the School requirements with respect to Fire Matters.

2.3 **BURSAR**

The Bursar, with the Assistant Bursar, has responsibility for:

2.3.1 Monitoring the effectiveness of this Policy and other procedural documentation and reporting back to the Headmaster / Governors of Bethany School, as appropriate.

2.3.2 Monitoring overall health and safety within the School.

2.3.3 Recommending changes in the Bethany School Health & Safety Policy and other procedural documentation in the light of experience.

2.3.4 Ensuring that all employees reporting to the Bursar understand their responsibilities for the areas they manage

2.3.5 Ensuring appropriate insurance arrangements are maintained including Employer's Liability, Public Liability and other insurance cover appropriate to the School's activities.

2.3.6 Ensure that Competent Persons are appointed or otherwise available to assist the School in fulfilling its H & S duties. Competence will be based on appropriate knowledge, training, experience and, where applicable, qualification as required by the Management of Health & Safety at Work Regulations 1999.

2.3.7 Liaising with the School's Health & Safety Consultants.

2.3.8 In a line management function, the safe operation of maintenance and grounds staff.

2.3.9 Ensuring that all maintenance contracts involving outside bodies which monitor aspects of the Schools' functions are fully used and kept up to

date. This includes boiler maintenance, fire alarms, emergency lighting, etc.

2.3.10 Ensuring the 'fabric' of School buildings are maintained in a sound and healthy condition.

2.3.11 Ensuring that fixed electrical installations on the Schools' premises are subject to at least 5-yearly inspection, or at intervals determined by applicable standards, under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by her for inspection.

2.3.12 Ensuring that the School maintains a suitable and sufficient Legionella Risk Assessments, a written control scheme and appropriate monitoring, inspection, maintenance and record-keeping arrangements for relevant water systems, under the control of a competent person.

2.3.13 Ensuring that the School has had an 'Asbestos Survey', including Risk Assessments and an Asbestos Management Plan, Where required Refurbishment and Demolition Surveys will be commissioned prior to intrusive refurbishment or demolition work.

2.3.14 Establishing a system for the reporting back to her of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health & Safety Committee. Significant near misses and dangerous occurrences will also be recorded and investigated proportionately.

2.3.15 Contractor selection and management, which will include consideration of safeguarding, site access, segregation from pupils, DBS requirements where applicable, and compliance with the School's safeguarding procedures.

2.3.16 Ensuring that the School's Health & Safety Policy and other procedural documentation are kept up to date.

2.3.17 Co-ordinating health and safety monitoring activities across the whole School.

2.3.18 Developing the School's Compliance procedures, monitoring their completion and ensuring that this takes place within agreed timescales.

2.4 LINE MANAGERS

For the purposes of the School's Health & Safety Policy and other procedural documentation the term Line Managers includes Heads of Departments, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager, the Bursar and/or the Headmaster for:

2.4.1 Ensuring that their Department is run according to the standards laid out in the School Health & Safety Policy and other procedural documentation and other appropriate standards which may be set by individual Departments.

2.4.2 Ensuring that all Staff working under their supervision understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.

2.4.3 The preparation, implementation, review and updating of Risk Assessments for activities, areas and events within their responsibility, including consideration or pupils, staff, contractors, visitors and others who are affected.

2.4.4 Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.

2.4.5 Ensure all departmental heads record and identify all training needs for their specific areas of responsibility and maintain a training matrix detailing the training undertaken and when it needs to be reviewed. These matrices to be stored on the staff teams under Health & Safety.

2.4.6 Notifying the Assistant Bursar of any matters within this field which they feel is beyond their competence to deal with.

2.4.7 Reporting to the Assistant Bursar any accidents, incidents, near-misses, or damage for appropriate investigation.

2.4.8 Where appropriate, ensuring the adequate supervision of pupils, supervision arrangements must reflect the age, maturity, competence, additional needs and particular risks associated with the activity, both inside their School, during normal teaching activities, and on external trips.

2.4.9 Before introducing a new substance, process or product, the responsible manager must consider whether the hazard can be eliminated or reduced through substitution or other controls. Where a substance may present a risk to health, an appropriate COSHH assessment must be completed before use and relevant training and control measures provided. In addition, the science dept will comply with any CLEAPPS guidance.

2.4.10 Ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.

2.5 EMPLOYEES

The term 'Employees' includes **ALL** employees who work for the School. Each employee is responsible for ensuring that:-

2.5.1 Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions: cooperate with the School; follow training and instructions; use equipment and safety devices appropriately; and report dangerous situations or shortcomings in the School's health and safety arrangements.

2.5.2 They wear and use all Personal Protective Equipment and safety devices that are provided by the School free of charge and regardless of employment status, in line with the Personal Protective Equipment at Work Regulations 2022 and School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.

2.5.3 They observe all Safety Rules and Regulations, both statutory, and School, and conform to any Systems of Work that are developed.

2.5.4 They must report promptly all accidents, incidents, near misses, dangerous occurrences and unsafe conditions in accordance with the School's reporting procedures.

3 SPECIFIC RESPONSIBILITIES

Health and Safety Officer:	Bursar and Assistant Bursar
School Oversight:	Headmaster and Bursar
Governor Oversight:	–Governor assigned to H&S
Fire Risk Assessment (School Buildings):	Assistant Bursar
Fire Risk Assessment (Other Buildings):	Assistant Bursar
Boarding House:	House-staff
Departments – Risk Assessments:	Head of Department
Kitchens:	Catering Manager (Contractor)
Asbestos Register:	Assistant Bursar
Fire Officer:	Assistant Bursar
Fire Records Keeper:	Bursar/Assistant Bursar
Maintenance of Fire Evacuations Log:	Assistant Bursar/Bursar
Maintenance of Fire Training Log:	Assistant Bursar/HR
Science Chemicals Risk:	Head of Science
COSHH Substances Register:	Head of Department and Head of Cleaning
First Aid	Senior Nurse
Medical Conditions	Senior Nurse
Allergy Safety	Deputy Head Pastoral and assigned Governor
Educational Visits	Educational Visits Co-ordinator
Lone working	Assistant Bursar
Legionella	Assistant Bursar

Asbestos	Assistant Bursar
Radiation Protection	Head of Science
Swimming Pool	Pool Manager
Contractor Management	Assistant Bursar with HR
CDM	Bursar and Assistant Bursar
Electrical Safety	Assistant Bursar and Head of facilities
Workplace Transport	Assistant Bursar
Working at Heights	Assistant Bursar
Emergency Planning	Headmaster

4 ARRANGEMENTS TO MONITOR, ESTABLISH AND REVIEW MEASURES NEEDED TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS

All staff are reminded of their individual responsibility for Health and Safety. The School Health and Safety Committee meets termly an reviews significant incidents, near misses, risk assessment actions, where necessary, audit findings, statutory compliance issues, training and outstanding actions.

The Members of the Committee are:
The Assistant Bursar/Health & Safety Officer
Bursar/Headmaster
Maintenance Co-ordinator
Head of Facilities and Head of Cleaning
Medical Centre – Senior Nurse
Heads of Science, DT, Boarding, Enrichment, Food Technology, Art, Drama and Sport
Catering Manager
Link Governor for H&S (Chair)
Deputy Head Pastoral – covers allergies, boarding, safeguarding etc
Director of HR

Staff may raise concerns directly with the H&S Officer, Headmaster, Bursar or another appropriate manage without fear of detriment. Minutes of decisions and actions taken are to be distributed through representatives.

In addition to internal checks, the responsible governor will carry out a detailed review of health and safety annually and the findings reported to the Board of Governors as the employer.

Regular external H&S audits are to be carried out to inform our compliance across the whole school, any additional training needs and improvements. Significant findings will be assigned to a named responsible person with a target completion date and will be monitored through to closure of each.

5 TRAINING OF STAFF IN HEALTH AND SAFETY, INCLUDING RISK ASSESSMENT

The School will maintain a written Risk Assessment Policy. Suitable and sufficient Risk Assessments will be undertaken for significant risks arising from the School's premises, activities, curriculum, boarding provision, educational visits, offsite activities and other circumstances within the School's control. The Assessment will establish the following:

a) The Hazards associated with a particular activity.
b) Who may be harmed and how.
c) The Control Measures being employed to minimise the risk of an accident occurring.
d) Any Further controls required
e) Responsible Person and target date
f) Review date

Risk Assessments must specifically consider the needs of children and young people, including age, maturity, experience, physical and psychological development, competence, medical conditions, SEND and other relevant circumstances.

Risk Assessments will be undertaken by a person(s) with sufficient knowledge and competence of the activity, with specialist advice obtained where necessary. Risk Assessments will be checked by the Assistant Bursar or Bursar as appropriate. Whole school events should be risk assessed by the overseeing person in charge. Copies should be shared with relevant staff and saved in the staff team.

A training matrix is maintained by each department head to identify what training needs each department requires, record that it was carried out and when it should be renewed. The matrix should be held centrally for each department on the Staff Team.

Regular training in the need for and production of risk assessments occurs. In addition H&S forms part of the new staff induction process and regular reminders are given to staff in all aspects of H&S.

6 CONSULTATION ARRANGEMENTS WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996.

The School will ensure that employees have reasonable opportunities to raise health and safety concerns and will communicate relevant consultation outcomes and actions.

1. Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
2. Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
3. Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
4. The planning of Health and Safety training.
5. The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation, but the School may consult by way of the Health & Safety Committee, regarding employee consultation concerns as well as to manage H&S overall.

7 RECORDING AND REPORTING ACCIDENTS TO STAFF, PUPILS AND VISITORS – INCLUDING THOSE REPORTABLE UNDER RIDDOR

Accidents that occur on the school site relating to pupils, staff, contractors and any visitors must be recorded by whomever attends the accident. Smartlog, our H&S compliance check recording software, available to all staff is used to record the accident. Many staff are first aid trained and those staff can administer first aid at the scene. For serious accidents or medical emergencies, staff must immediately contact the Wellness Centre via phone, radio or by sending someone to them. If there is any indication that the injury is severe, life-threatening or time-critical, staff must call 999 without delay. When recording the accident include the location of the accident, the suspected injury, if either the Wellness Centre (nurses) and/or the emergency services were called. If there is any indication the accident is serious you may need to obtain statements from the witnesses and the injured party including feedback from medical professionals. Consideration should also be made if the accident is RIDDOR reportable, see below. For any serious accidents and especially if the emergency services are called you must also inform a member of Senior Management either via the School Office if within school time or via the SLT phone. If

an accident involves issues or suspected issues with the site or its buildings/equipment and areas/equipment need to be secured or repaired, you must also contact the Bursar/Assistant Bursar and the on-site caretaker immediately.

All accident reports are forwarded to the Bursar for a half termly review. RIDDOR reportable incidents must be notified within statutory timeframes and should not wait for routine half termly reviews. Serious accidents will be investigated and the Headmaster or the Bursar will identify a competent person to carry out any investigations. If as a result of the investigation and if recommendations need to be made or further actions are required this will be handed to the relevant area, such as HR or the Assistant Bursar. Accidents including their location are reported to the H&S Committee once per term. Trends and issues will be raised at that committee, and if not already done so actions will be recorded and actioned appropriately. Smartlog records all accidents and can be interrogated and compared to previous years once this data has been collected for a few years.

Where a risk assessment or departmental procedures need to amended following an accident the relevant owner of the risk assessment will be asked to update it and notify/advise the necessary staff.

Investigations will be recorded by the Bursar and kept safe for future review. Files will be maintained on the Bursary Team. Where necessary the insurers will be notified by the Bursar and kept up to date with progress. If any accident involves the Health and Safety Executive (HSE) the Bursar and or the Headmaster will oversee any issues and report to the governors and H&S Committee as and if appropriate to do so.

The following procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

1. For workers, reportable injuries include specified injuries and injuries resulting in the worker being unable to carry out their normal duties for more than seven consecutive days.
2. Pupils and visitors are generally treated as members of the public for RIDDOR purposes. An injury to a pupil or visitor is reportable where accidents arose out of or in connection with a wok activity and the person is taken directly to hospital for treatment of that injury. A precautionary hospital visit or an injury arising solely from the normal risks of participation in sport is not normally reportable.
3. Specified injury to Staff, Pupils or Any Other People in an accident on the premises - The

Specified injury as listed in the Regulations.
4. Dangerous Occurrences listed in the Regulations.

b) Reporting
A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) to 4) above.

Reportable deaths, specified injuries and dangerous occurrences must be notified without delay and the report submitted within 10 days. Over 7 day injuries must be reported within 15 days. Reportable occupational diseases must be reported when the school receives written confirmation of the diagnosis from a registered medical practitioner.

Note: When reporting of accidents to pupils, the HSE guidance will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements
Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping
A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

In addition the School will maintain a RIDDOR decision-making procedure so that the responsible person can determine whether an incident is reportable.

8 POLICY AND PROCEDURES FOR EDUCATIONAL VISITS, INCLUDING RESIDENTIAL VISITS AND ANY SCHOOL-LED ADVENTURE ACTIVITIES

See the Staff Handbook and the Educational Visits Policy.

9 DEALING WITH HEALTH AND SAFETY EMERGENCIES – PROCEDURES AND CONTACTS

See the Staff Handbook, General Staff Matters Crisis Action Plan and the Crisis Management Policy. The School maintains emergency arrangements proportionate

to risk identified. Including fire, serious injury or illness, missing pupils, intruders/security incidents, lockdown, severe weather, utility failure and other foreseeable emergencies.

10 FIRST AID AND SUPPORTING MEDICAL NEEDS

First Aid is provided in accordance with the school's First Aid Policy. In addition medical needs are covered by our Supporting Pupils with Medical Conditions policy and under new statutory requirements following the introduction of Benedict's Law, allergy safety management is covered in our Allergy Safety Policy.

11 OCCUPATIONAL HEALTH SERVICES AND MANAGING WORK-RELATED STRESS

Occupational Health

The School recognises that occupational health risks may arise from teaching, laboratory, workshop, grounds, maintenance, cleaning, catering, sports, boarding and other activities. Risks will be assessed and controlled in accordance with applicable legislation and competent person advice.

Pupil involvement at the School with the above activities is extremely low.. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

Stress

The School is aware of the potential for Stress with its employees. A full procedure is in place to manage anyone who might be stressed or have mental health concerns. This process covers recognising stress symptoms, the causes of stress and a strategy for dealing with stress. A full stress risk assessment will also be completed and other strategies such as visiting the school's counsellor, utilising our whole staff Benenden Health care scheme or visiting an Occupational Health Advisor will be offered.

The School will assess and manage reasonably foreseeable risks to staff arising from

work-related stress. Where concerns are identified, appropriate management, occupational health, employee assistance, workload or other measures will be considered.

12 ON-SITE VEHICLE MOVEMENTS

The School regards Vehicle Control as a vital part of control over its activities on the site.

Warning Signs are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

a) Speed must be kept to a minimum
b) Care to be exercised always as there are children crossing roadways at all times
c) Parking only to be carried out in designated areas
d) A banksman should be used where appropriate

The School will maintain suitable arrangements for separating pedestrians and vehicles where reasonably practicable. Vehicle movements, reversing, deliveries, contractor vehicles will be risk assessed in pupils' areas (many of which are largely pedestrian).

13 WORKPLACE SAFETY FOR STAFF, PUPILS AND VISITORS

Heads of Department and other responsible managers will ensure suitable systems of work and risk controls are established for activities within their control.

Where pupils or young persons undertake activities involving workplace type hazards, additional controls will be applied having regard to their age, maturity, experience, competence and any particular needs. Appropriate instruction and supervision will be provided.

The systems will have taken into account the following principles as far as reasonably practicable:-

1. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
2. Analysis of the tasks involved, including safety analysis and the provision of clear instruction.

3. Where appropriate, details of the correct sequence of operations involved.
4. Identification of safe procedures, both routine and emergency.
5. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED INCLUDE, INTER ALIA:

1 TECHNOLOGY WORKSHOP - use of machines
2 SCIENCE LABORATORY - general laboratory procedure
3 SCHOOL GROUNDS - use of hazardous machinery
4 ART DEPARTMENT – cutting/ sewing machines/ ceramics/ dark room.
5 MAINTENANCE DEPARTMENT- Work at height, Hot work, Electrical work, Use of workshop equipment, confined spaces. Manual handling
6 FOOD TECHNOLOGY KITCHENS
7 MAIN SCHOOL KITCHENS
8 DRAMA/PERFORMING ARTS/MUSIC
9 SPORT INCLUDING THE SWIMMING POOL
10 ENRICHMENT, HIGH ROPES AND CLIMBING WALL
11 EDUCATIONAL VISITS
12 EMERGENCY ARRANGEMENTS
13 LONE WORKING
14 COSHH
15 RADIATION

Teaching staff will receive appropriate health and safety training relevant to their duties.
Support/ Operational staff will be given training, as necessary and appropriate to the tasks that they are to fulfil. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate. In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

Medical Centre has received the appropriate training commensurate with her duties. She will ensure that any Deputies, employed as Assistants, have adequate training.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. Staff will be required to confirm that they have received and understood the information relevant to their duties and will comply with the School's health and safety arrangements.

Safety

The School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

Staff must supervise the high?? ropes course and read the risk assessment before use.

Sport - General

In addition to this Policy, the School has a full Sports H&S Policy in place maintained by the Director of Sport. This, in conjunction with Schemes of Work and Risk Assessments, ensures that Sport Activities are organised and controlled correctly.

Sport - Injuries

In the event of injury in sport activities, other than minor scrapes and bumps, the Medical Centre will be involved. If the pupil involved is mobile then he will be accompanied to the surgery. If the injury is more serious then the Medical Centre will attend the injured person where the injury has taken place.

In the event of further action being needed the Medical Centre will contact the School Doctor or Ambulance as appropriate.

Injuries are managed in accordance with the school's First Aid policy, medical conditions and any specific Sport H&S policy.

Sports Hall

School pupils are permitted into the Hall without direct supervision under strict conditions.

Equipment

All equipment in the Sports Hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

Shoes

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

In the event of injury, emergency equipment will be used as required and if necessary, the school nurse will be contacted to assist as appropriate.

Swimming Pool

The Swimming Pool has been constructed in such a way to ensure maximum safety at all times.

Full Swimming Pool Rules are in place and in addition, the School has a full Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) in operation which incorporates all aspects of running the Pool.

When the Pool is in use by the School, it is always under the strict supervision of two trained staff.

The cleanliness and chemical balance of the water is monitored with tests undertaken in line with the school's NOP.

The Pool Compound is fully enclosed with locked doors preventing unauthorised access.

14 SCHOOL SECURITY

The School maintains arrangements for access controls, visitor management, contractor access, safeguarding, emergency communications, intruder/security incidents and lockdown.

Security arrangements will be reviewed following incidents, significant changes to the site or changes to identified risk.

While the grounds can be entered easily at any time, all buildings are locked at night when not in use. Access controls also restrict entry to most of the school buildings during certain times of the day. The school uses CCTV both inside and outside to monitor any breaches in security. External lighting, whilst kept to a minimum to comply with the local area's light zones, does act as a deterrent and aids safe egress through the site.

Main School Site

The responsibility for ensuring that the premises are secure rests with the Duty SLT, Housemasters, Estates and Duty Staff.

15 WATER HYGIENE

The School will establish suitable controls for the water supply systems within all areas of the site to ensure compliance with The Control of Substances Hazardous to Health Regulations 2002 ACOP L5 (sixth edition) , HSE approved code of practice L8, fourth edition, and HSG 274, legionnaires' disease: Technical guidance, Second edition (2024), as applicable.

The controls will include a suitable risk assessment for the water supply systems and a testing and maintenance regime to prevent legionella bacteria proliferation. This will be completed by a competent person appointed by the School and suitable records will be maintained.

16 VIOLENCE TO STAFF (MAY CROSS-REFERENCE TO BEHAVIOUR POLICY)

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression. Please also refer to the Staff Handbook regarding Employment related activity and specifically sections on violence towards staff.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The School has devised a Bullying & Harassment Policy which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

Risks of work-related violence and aggression will be assessed where relevant, including risk associated with lone-working, reception areas, parents/carers, pupils, visitors and potentially volatile situations.

17 MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' L23 fourth edition published 2016 and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

1. Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
2. Where activities involving risk cannot be avoided they will be subject to an assessment.
3. The risk of injury will be reduced as far as reasonably possible:
   - assistance from other personnel
   - use of sack barrows or other similar equipment etc.

All relevant staff will receive manual handling training as part of reducing risk. All personnel are required to exercise discretion when lifting any object.

Where possible manual handling remains necessary, suitable and sufficient will consider the task, load, working environment and individual capability.

18 PORTABLE AND TRANSPORTABLE ELECTRICAL APPLIANCE TESTING

The School will ensure that a suitable inspection and test system is in place for portable electrical appliances. The system will follow the Health and Safety Executives guidance document Provision and use of work equipment regulations 1998 (PUWER) and INDG236 “Maintaining Portable Electrical Equipment in Low-Risk Environments” and will ensure a suitable frequency of inspection is established. The inspection and test will be carried out by a competent person and records will be maintained.
Boarding pupils will be given clear guidance as to the type of equipment which is not to be used in sleeping or study areas. Boarding staff will visually inspect equipment at the start of each term.
All staff and pupils will be reminded that they should not bring mains electrical equipment into school unless it has been inspected by the nominated competent person.

As a school rule, staff and pupils must not bring mains-powered electrical equipment onto the premises unless it has been approved by line managers, housemasters or tutors.

19 SLIPS AND TRIPS

The School is aware that Slips and Trips are the most common of workplace hazards.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

All identified defects will be reported and appropriately prioritised for remedial action.

20 MANAGEMENT OF ASBESTOS

A Policy for Asbestos is in place in the School.

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

The school maintains an asbestos management survey/register and asbestos management plan.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position . Where asbestos removal is required, the School will appoint an appropriately competent or licensed contractor where licensing requirements apply, and will ensure that the work is appropriately planned, notified and controlled.

Management: The Assistant Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Assistant Bursar carries out the following:

- Keep and maintain an up-to-date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Oversees works for the sealing or removal of asbestos containing materials if there is a risk of exposure owing to their condition or location by appropriate contractors
- Monitor condition of asbestos containing materials
- Ensure any contractor reviews and signs the asbestos register before works commence
- Should any suspected asbestos containing materials be found on site, work / access to the area must stop immediately. The Assistant Bursar will ensure the area is sealed off until an appropriate survey has been undertaken to establish if asbestos is present or not
- Review the plan at regular intervals

21 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Where work involves substances or processes that may expose people to substances hazardous to health, the School will assess and control those risks in accordance with COSHH and other applicable legislation.

Listing of Substances being used to establish whether they come under COSHH Regulations. Lists of substances held on site should be maintained by dept and by the Senior Science Technician, Art Technician, Food Technician, DT Technician (including handling of dust, sawdust and metal filings etc), Cleaning Manager, Catering Manager and the Maintenance Co-ordinator. Oversight of these lists rest with the direct line manager of each named above.

Any new substances that are required: under the hierarchy of control you must try to find safer alternatives should be used and the School will consider elimination, substitution and other control measures in accordance with the hierarchy of control. If no alternative can be found, notify the Assistant Bursar of any new substances that

are required to be purchased by your Department in order that the Assistant Bursar can implement/instruct the required COSHH Assessments before use.

Carry out COSHH Assessment having regard to the following points:

- Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.Control Measures to be adopted.
- Maintenance of the Control Measures.
- Monitor the situation to establish that the measures are effective.
- Undertake Health Surveillance where relevant.
- Carry out Instruction and Training to ensure the following are understood:
- Use of the substances, their handling, storage and disposal
- Emergency Procedures
- Methods of Control
- Use of Personal Protective Equipment
- Record all information on relevant assessment form.

Blank HSE COSHH assessment forms can be located on the HSE website or via COSHH.

Safety data sheets and supplier information will be used where relevant but will not be treated as a substitute for the School's own COSHH assessment.

This type of assessment would be carried out by the Health and Safety Officer or a deputy with assistance from other Personnel as required.

RADIO-ACTIVE SUBSTANCES

Where ionising radiation sources or radioactive substances are used, the School will comply with applicable requirements under the Ionising Radiations Regulations 2017 and other relevant legislation. The School will obtain appropriate advice from a Competent Authority where required.

Old substances are safely disposed of by a license holder and these are recorded with the RPS and the Asst Bursar. Specific fire evacuation related tasks to be initiated when there is a fire alarm and radioactive substances are in use in classroom. Please refer to the Fire Policy.

22 SELECTING AND MANAGING CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act l974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations. The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation
- Training Standards
- Check HSE website or undertake other proportionate checks of the contractor's H&S competence, enforcement history, insurance, training, experience and relevant accreditations.

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards applicable - e.g. Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the most suitable contractor, taking into account of competence, risk, quality, capability, cost and other relevant factors.

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

a) Nomination of person to co-ordinate all Health and Safety aspects

b) Pre-commencement meeting to establish Contractor Liaison Person

c) Arrangement of regular progress meetings

d) Regular inspection of Contractor's operations

e) Participation in site Safety Committee - where applicable

f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a) including risk assessments, often referred to as RAMS. RAMS will be proportionate to the risk and will not be accepted as a substitute for effective supervision and monitoring.

g) Notification by Contractor of all accidents etc.

i) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

j) Safeguarding requirements, site access, DBS requirements where applicable, pupil segregation, supervision and compliance with the School's safeguarding procedures.

Designers and Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015 and Building Safety Act 2022.- See separate sheet concerning these Regulations.

Where appropriate a formal set of terms and conditions will be used to contract with the chosen supplier, such as JCT agreements.

23 MAINTENANCE (AND WHERE NECESSARY EXAMINATION AND TESTING) OF PLANT AND EQUIPMENT (SUCH AS ELECTRICAL EQUIPMENT, LOCAL EXHAUST VENTILATION, PRESSURE SYSTEMS, GAS APPLIANCES, LIFTING EQUIPMENT AND GLAZING SAFETY)

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work etc Act l974. Some of the Inspections and Checks which are carried out includes:

a) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
b) Regular Checks on Electrical Equipment.
c) Annual Service of Fire Extinguishers or as required by law.
d) Annual Service of Boiler Plant and Associated Equipment.
e) Five yearly checks on Fixed Wiring Installations.

f) Servicing of lifts under contract and lifting equipment under the Lifting operations and lifting equipment regulations 1998 (LOLER).
g) LEV will be examined and maintained at intervals required by COSHH, the relevant statutory requirements and competent-person advice, with appropriate records retained.

24 FIRE SAFETY

Please refer to the Fire policy. Fire safety is managed in accordance with the School's Fire Safety Policy, fire risk assessments and emergency arrangements. The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and maintain appropriate arrangements for fire prevention, detection, evacuation, emergency planning, staff training, fire drills, fire equipment, maintenance and record keeping.

25 LONE WORKING

Lone working will be avoided where reasonably practicable. Where lone working is necessary, the activity will be risk assessed and suitable controls will be implemented, including communication arrangements, check in procedures, emergency arrangements, restrictions on high risk activities and arrangements for out of hours working.

Working alone with pupils must also comply with the School's safeguarding arrangements and KCSIE 2026, which applies from 1st Sept 2026.

26 DISPLAY SCREEN EQUIPMENT

Annually or as requested users of IT and especially those workers who habitually use display screen equipment as a significant part of their normal work.. Assessments should be managed by the IT dept and where adjustments are needed such as new equipment, lighting changes etc these should be purchased and instructed with the permission of the Bursar or Assistant Bursar. A useful self assessment form can be downloaded from the HSE website. Where a need is identified the school will consider appropriate equipment, workstation adjustments, environmental changes, breaks and occupational health advice where necessary.

27 CDM REGULATIONS

Under Construction(Design and Management) Regulations 2015 the school has a legal duty to comply with these regulations under 5 key parts:-

a) Application of the regulations

b) Duties for all construction projects

c) Health & Safety duties to name the Designer, Principal designer, Principal Contractor and any other contractors

d) General requirements for all construction sites

e) Transitional arrangements and revocations

Key aspects that the school has to comply with includes:-

a) make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:

b) appointing the Principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability

c) allowing sufficient time and resources for each stage of the project

d) making sure that any principal designer and principal contractor appointed carry out their duties in managing the project

e) making sure suitable welfare facilities are provided for the duration of the construction work

f) maintain and review the management arrangements for the duration of the project

g) provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project

h) ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins

i) ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

j) For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:

i. notify HSE in writing with details of the project

ii. ensure a copy of the notification is displayed in the construction site office

It is the responsibility of the school's project lead, normally the Bursar or Asst Bursar, to ensure CDM regs are complied with.

In addition to CDM 2015, all construction and refurbishment work undertaken on the school site must comply with the Building Safety Act 2022. The Act introduces further duties on the School, including the requirement to appoint competent Building Regulations duty holders (Principal Designer and Principal Contractor), to ensure that designs and construction work meet Building Regulations, and to maintain accurate and up-to-date building information throughout the project. The Act strengthens accountability and competence requirements for all parties involved and requires the School, to ensure robust arrangements for compliance and safe information management.

28 WORK AT HEIGHT

The School will comply with the Work at Height Regulations 2005. Work at Height will be avoided where reasonably practicable. Where it cannot be avoided, suitable and sufficient risk assessments will be undertaken and appropriate equipment, controls, competence, inspection and emergency arrangements will be provided.

Only competent persons may undertake work at height. Equipment will be selected and used appropriately and inspected and maintained as required.

Pupils will not undertake work at height unless specifically authorised, risk assessed and appropriately supervised.

HSE identifies planning, competence, risk assessment, suitable equipment and inspection as key requirements.

29 CONFINED SPACES

The School will avoid entry into confined spaces wherever reasonably practicable. Where entry is necessary, the work will be subject to a suitable and sufficient risk assessment, competent personnel, appropriate controls, permits where required and emergency/rescue arrangements.

Contractors undertaking confined space work must provide suitable evidence of competence and arrangements before work commences.

30 STATUTORY INSPECTIONS, TESTING AND COMPLIANCE

The School will maintain a central compliance register (online) identifying applicable statutory inspection, examination, testing, servicing and maintenance requirements.

The records will identify, what, when, who has checked it, frequency, date completed, any findings, remedial actions and who is the responsible person.

31 YOUNG PERSONS/PUPILS

The School will consider the particular health and safety needs of children and young people when undertaking risk assessments and planning activities.

Assessments will consider age, maturity, experience, competence, physical and psychological development, supervision requirements and any particular medical, SEND or other individual needs.

Appropriate instruction, training and supervision will be provided for activities involving hazardous equipment, substances, machinery or environments.

32 ALLERGY SAFETY

The School maintains a separate Allergy Safety Policy. The policy will be reviewed at least annually and published in accordance with applicable statutory requirements.

The School will have regard to current DfE statutory guidance on allergy safety and will maintain appropriate arrangements for identifying pupils with allergies, Healthcare plans, staff awareness and training, emergency response, access to adrenaline auto-injectors where required, communication with parents/carers, and recording and learning from serious incidents and near misses. Allergy Safety will comply with Natasha's law, Benedict's Law and Children's Wellbeing and Schools Act 2026.

33 SUPPORTING PUPILS WITH MEDICAL CONDITIONS

The School will maintain arrangements to support pupils with medical conditions in accordance with applicable statutory guidance and our policy.

Risk assessments will consider the impact of relevant conditions on participation in education, sport, educational visits, boarding and other activities.

34 BOARDING H&S

Boarding provision will operate in accordance with applicable H&S legislation, Independent School Standards and National Minimum Standards for Boarding Schools, fire safety, safeguarding and any specific school policies.

35 MONITORING AND ACTION TRACKING

The School will monitor H&S performance through inspection, audits, incident and near miss reporting, risk assessment reviews, statutory compliance checks, staff consultation and management review.

Findings will be recorded, allocated to named responsible persons and monitored for completion.

Unresolved risks will be reported to the Bursar, Head, H&S Committee or Governing Body as required.