



HEALTH AND SAFETY POLICY (including Risk Assessment policy)

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References:

- A: ISI Handbook for the Inspection of Schools, Commentary on The Regulatory Requirements, September 2018 (www.isi.net)
- B. "Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, Staff and Governing Bodies." DfE dated June 2013 (www.education.gov.uk)
- C. Health and Safety at Work Act 1974.
- D. "Responsibility for the Management of Health and Safety in Schools" Section G of the ISBA Model Staff Handbook, by Rickerbys Solicitors LLP of March 2009, (www.rickerbys.com).
- E. "Health and Safety and Welfare at Work," Chapter N of the Bursars' Guide by Pinsent Masons LLP of 2009, (www.pinsentmasons.com).
- F. "Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences," HSE Leaflet of 2003, (www.hse.gov.uk).
- G. "Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163)" British Standards Institute Guidance (www.bsi-global.com).
- H. Statutory Framework for the Early Years Foundation Stage, DfE, April 2017.
- I. Out of School Care Requirements, ISI (September 2009).

1 Policy Statement

- 1.1 In accordance with the Health & Safety at Work Act 1974, Vinehall School is committed to ensuring and promoting the health, safety and welfare of its employees and pupils and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.
- 1.2 While the School will take all reasonable steps to ensure the health and safety of its employees and pupils, health and safety at work is a responsibility of all employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person.
- 1.3 The School will provide and maintain a healthy and safe working environment with the aim of eliminating all instances of occupational incidents, accidents and illnesses. The School will pay particular attention to:
 - Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work;
 - The provision and maintenance of equipment and systems of work that are safe;
 - Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances;
 - The provision of such information, instructions, training and supervision as is necessary to promote the health and safety at work of its employees, pupils and other people.
- 1.4 The School also recognises its duty to protect the health and safety of all visitors to the School, including parents, contractors and temporary workers, as well as any members of the general public.
- 1.5 If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee's duty to report this as

soon as possible to their line manager, or the Bursar.

- 1.6 The Health and Safety Policy covers provision for the Early Years Foundation Stage (see Appendix 16) and After School Club.

2 Responsibility for Health and Safety

- 2.1 The Board of Governors has overall responsibility for providing a safe and healthy school for all employees, pupils, parents and visitors. They attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all.

- 2.2 This responsibility is exercised through the Risk Committee, which meets once a term and has responsibility for overseeing, monitoring and reviewing health and safety policy and procedures in the School and for reporting back to the Main Board on health and safety matters. The Head and Bursar are represented on this committee.

- 2.3 Day to day responsibility for the operation of health and safety at the School is vested in the Head but Governors have specified that the School should adopt the following framework for managing health and safety:

- 2.3.1 That, at its termly meetings, the Risk Committee receives a report on the termly meetings of the School's Health and Safety Committee and copies of all the paperwork;

- 2.3.2 That a report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire practices, and all new or revised policies and procedures are tabled at each term's Risk Committee meeting;

- 2.3.3 That the Minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Risk Committee Chairman wishes to bring to the Board's attention;

- 2.3.4 That the School's plant and equipment are inspected annually by qualified professionals;

- 2.3.5 That the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, that the Catering Manager arranges for external deep cleaning to be carried out annually and pest control services as required;

- 2.3.6 That the School has a fire risk assessment, carried out by Competent Persons (The Bursar and Deputy Head). This internal assessment is updated annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are added. The assessment will also be reviewed by a specialist company when judged appropriate by the Bursar (i.e. when major changes have taken place in the School's existing infrastructure).

- 2.3.7 That the Bursar reviews the overall arrangements for health and safety, including fire safety and the general state of the School, and reports to the Risk Committee on actions required with recommended timescales;

- 2.3.8 That the School has a procedure in place for the training and induction of new staff in health and safety related issues, which should include basic Manual Handling and Working at Height training; and that appropriate First Aid and minibus driver training are provided as necessary.

2.4 The Head has the day-to-day responsibility for managing Health and Safety and risk assessments and has delegated the detailed implementation and management of the School's policy to the Bursar and Deputy Head. The Bursar and Deputy Head will familiarise themselves with the relevant health and safety legislation and take expert advice if required.

2.5 All members of staff are responsible for cooperating with the Head, Bursar and Deputy Head in order to enable the Governors to comply with health and safety duties.

2.6 In the absence of the Bursar, the responsibilities for health and safety will be assumed by the Deputy Head.

3 Organisation

3.1 The roles and duties of those staff with specific responsibilities for implementing the School's health and safety policy are set out below:

Position	Responsibilities	Person delegated with authority
Governing Body	<ol style="list-style-type: none"> 1. Overall management of health and safety matters in accordance with the health and safety policy. 2. Overall management of arrangements to safeguard and promote the welfare of pupils. 3. Liaising with the Head and Bursar on policy issues and problems of implementation. 4. Reviewing health and safety policy. 5. Undertaking an annual review of the School's child protection and safeguarding policies and procedures and of the efficiency with which the related duties have been discharged. 	Mr M Commander (Chair of the Governors' Risk Committee)
Head	<ol style="list-style-type: none"> 1. Health and Safety within the School. 2. Safeguard and promote the welfare of pupils at the School. 3. Liaising with Governors, the Bursar / Health and Safety Officer on policy issues and problems of implementation. 4. Prioritising actions where resources are required. 	Mr J Powis
Bursar	<ol style="list-style-type: none"> 1. Day to day management and implementation of health and safety in line with the policy. 2. Maintaining health and safety policy and procedures in line with relevant legislation. 3. Maintaining up to date Procedures for the Recruitment and Selection of Staff and ensuring that they are followed. 4. Chairing the School's Health and Safety Committee, which meets termly. 	Mr W R Walker

Position	Responsibilities	Person delegated with authority
	<ol style="list-style-type: none"> 5. Arranging audits as required. 6. Ensuring all buildings have current electrical installation certificates. 7. Ensuring action is taken to minimise health and safety risks and to rectify shortcomings where necessary. 8. Building security (including alarms, CCTV, building entry key pads), with day to day management delegated to the Caretaker/ Estates. 	
Health and Safety Officer	<ol style="list-style-type: none"> 1. Keep up to date with relevant health and safety legislation. 2. Conduct regular inspections of the workplace. 3. Maintain safety records. 4. Maintain the asbestos record. 5. Carry out a fire risk assessment annually. 6. Maintain an accident book and investigate and report on accidents at work. 7. Ensure regular portable appliance testing. 8. Ensure regular water treatment and testing, flushing of systems and temperature testing is carried out. 9. Oversee asbestos management in accordance with Appendix 15 and ensure that permits to work are issued and authorised correctly. 10. Provide advice to staff on all health and safety issues. 11. Advise on the completion of risk assessments. 	Mr W R Walker
Heads of Department	<ol style="list-style-type: none"> 1. Day to day management of health and safety in their departments, in accordance with the health and safety policy. 2. Maintaining all apparatus and equipment in a safe and serviceable condition. 3. Devising and reviewing departmental procedures in consultation with the Bursar and Health and Safety Officer. 4. Preventing unsupervised access by pupils to potentially dangerous areas (e.g. swimming pool, science labs etc). 5. Ensuring that risk assessments are carried out for all activities undertaken in their departments. 6. Ensuring that new employees in their department are familiar with the School's health and safety policy and arranging the 	

Position	Responsibilities	Person delegated with authority
	necessary training and instruction, through the Health and Safety Officer, where required. 7. Keeping and maintaining records as required.	
All Staff	1. Implementing health and safety policy on a day to day basis. 2. Checking work areas and equipment are safe on a daily basis. 3. Participating fully in risk assessments. 4. Reporting all accidents and near misses. 5. Taking care for their own health, safety and welfare and that of others.	
Bursar	1. Oversee the management of fire safety, fire precautions and the School's fire and emergency evacuation procedures.	Mr W R Walker
H&S Officer	2. Ensure that a fire practice is carried out for the Prep School, Pre-prep and Boarding House at the beginning of each term (with additional practices as deemed necessary).	Mr W R Walker
Head of Pre-Prep Department	1. Day to day management of health and safety within Pre-Prep, including EYFS and ASC. 2. Safeguard and promote the welfare of pupils in the Pre-Prep. 3. Organise a fire practice for the Pre-Prep at the beginning of each term (with additional practices as deemed necessary). 4. Arrange, with the Health and Safety Officer, a risk assessment of Pre-Prep annually as well as risk assessments for the department; indoors and outdoors. 5. Maintain safety log checks. 6. Oversee After School Club (ASC), ensure ASC risk assessment is updated annually.	Mrs A McKnight (assisted by Pre-Prep Administrators)
Houseparent	1. Health and safety and supervision of sleeping arrangements in the Girls and Boys boarding areas. 2. Safeguard and promote the welfare of boarders while they are accommodated at the School. 3. Supervision of health arrangements, in conjunction with Sister. 4. Organise at least one night time fire practices each term. 5. Ensure that all fire exits in the boarding area are kept clear and serviceable and that escape routes are kept clear. 6. Cooperate with the Health and Safety Officer on an annual appraisal of risks in the boarding	Mrs Q Coles

Position	Responsibilities	Person delegated with authority
	area.	
Matrons	1. Monitor all children's medical condition, injuries and hygiene, maintaining records of all incidents.	Sister K Mannion
Director of Sport	<ol style="list-style-type: none"> 1. The health and safety of the Sports Hall, Swimming Pool and sports grounds. 2. Ensure that pupils are taught by qualified staff and that activities are conducted in a safe environment. 3. Organise the inspection of sports apparatus and equipment. 4. Ensure that, in inter school matches, children play in the correct age groups: <ul style="list-style-type: none"> • In rugby, to the IAPS recommended weight limits where appropriate • In cricket, to the ECB rulings • In all sports, in accordance with statutory regulations and advice. 5. Ensure that: <ul style="list-style-type: none"> • No children enter the Sports Hall without a member of staff • Pool area is secured when not in use • No swimming takes place if water is not clear (and swimmers would not be visible). 6. Ensure that supervision is provided in changing rooms, before and after lessons. 7. Carry out risk assessments for the Sports Department and review them annually or whenever necessary. 	Mr M McKinnon
Head of Art	<ol style="list-style-type: none"> 1. The health and safety within the Art Department. 2. Ensure that any chemicals that are used in the area are kept out of reach of children at all times and that their accompanying data sheets are held in the art department and a copy should be passed on to the Health and Safety Officer. 3. Carry out a risk assessment of the department and review it annually or whenever necessary. 	Mrs T Konyu
Head of Design Technology	<ol style="list-style-type: none"> 1. The health and safety within the Technology Department. 2. Ensure that the technology room is locked when not in use, that the power is shut off, and tool cupboards are secured. 3. Ensure that all minor accidents are recorded in the book found in the first aid box (e.g. 	Mr O Dorman

Position	Responsibilities	Person delegated with authority
	<p>splinters, small cuts) and that the book is checked by the School Nurse, who is responsible for checking first aid kits.</p> <ol style="list-style-type: none"> 4. Ensure that protective equipment is provided where needed, that the children use the equipment and in the correct way and that children's hair is tied back where appropriate. 5. Ensure that dangerous machinery and emergency stops have the appropriate Health & Safety signs displayed. 6. Ensure that all fixed electrical machinery has an emergency stop fitted in accordance with BS 4163 Health & Safety in Workshops of Schools and similar establishments. 7. Ensure that children observe the safety rules at Appendix 6. 8. Carry out a risk assessment of the department and review it annually or whenever necessary. 	
Carpentry Teacher	<ol style="list-style-type: none"> 1. The health and safety within the Carpentry Hut. 2. As for Head of Technology, above. 	Mr O Dorman
Head of Music	<ol style="list-style-type: none"> 1. The health and safety within the Music Department. 2. Carry out a risk assessment of the department and review it annually or whenever necessary. 	Mrs S Glossop
Head of Science	<ol style="list-style-type: none"> 1. The health and safety within the Science Department and, in particular, the science laboratory safety procedures as defined by Department of Education safety series No. 2 (kept in science laboratories). 2. Ensure that the lab safety rules are followed at all times by both staff and children. 3. Ensure that flammable and dangerous chemicals are stored safely and locked in the chemical cabinet when not in use and other chemicals are locked in the prep-room chemical cupboard. 4. Ensure that chemical data sheets are obtained from suppliers of chemicals and kept visible next to chemicals. 5. Ensure that if chemicals are transferred to another container, the new container is labelled with the correct chemical name and safety signs. 6. Ensure that the prep-room and lab doors are locked when no member of staff is present in 	Mr P Smith

Position	Responsibilities	Person delegated with authority
	<p>the laboratories.</p> <p>7. Ensure that soft drink containers are not used for the storage of chemicals.</p> <p>8. Carry out a risk assessment of the department and review it annually or whenever necessary.</p>	
Front of House Manager / Producer of the Play / Concert	<p>1. Carry out a risk assessment to show that their play/production does not create any risks to others in the theatre at any time.</p> <p>2. Ensure that the Fire Precautions and Procedures for the Theatre are observed (see Appendix 5).</p> <p>3. Ensure that, wherever an orchestra is positioned there is an unobstructed path one side of the orchestra to the emergency exit of a minimum width of 750mm. Where the exit route may be used by persons in wheelchairs, the gap of the escape route must be a minimum width of 800mm.</p>	Mr D Britt (Deputy Head)
Bursar	<p>1. The health and safety within the Support Staff Department.</p> <p>2. Ensure that all school equipment is maintained in a safe and serviceable condition.</p> <p>3. Ensure that all gas and oil appliances are regularly maintained and serviced by appropriately registered engineers.</p> <p>4. Ensure that all necessary protective equipment is provided for their department to work in a safe environment.</p> <p>5. Ensure that the Grounds Maintenance contractor has a satisfactory H & S Policy in place.</p> <p>6. Ensure that the School minibuses are properly maintained and roadworthy.</p>	Mr W R Walker
Chef Manager	<p>1. The health and safety and hygiene within the Catering Department.</p>	Mr M Catlin (Accent Caterers)
Oak Hill Landscapes	<p>1. The health and safety of all grounds staff.</p> <p>2. Ensure that all equipment is maintained in a safe and serviceable condition.</p> <p>3. Ensure that no equipment, tools or chemicals are used in the vicinity of children or left where children can come into contact with them and cause harm to themselves or others.</p> <p>4. Ensure that all equipment, tools and chemicals are kept locked away when not in use.</p>	Mr K Cruttenden

Position	Responsibilities	Person delegated with authority
	5. Maintain a register of chemicals and data sheets.	
Front Office Staff	1. Ensure that all visitors book in at Reception and wear visitors' badges	Mrs M Alderson
Domestic Staff	<ol style="list-style-type: none"> 1. Ensure that any chemicals they use are not left where pupils can come into contact and cause harm to themselves or others and that chemical cupboards are locked at <u>all times</u> except when collecting and returning equipment and chemicals. 2. Ensure that warning signs are used when the work they are carrying out could cause harm to others around them, and that no apparatus is left in such a way that a hazard would be created. 3. On no account should soft drink containers be used for the storage of hazardous substances. 	Mr W R Walker
Maintenance Staff	<ol style="list-style-type: none"> 1. Investigate problems regarding Electric, Gas, Plumbing and Boiler equipment and report findings to the Bursar, who will then decide what action if any to take. Maintain a record of services of fixtures and appliances kept. 2. Ensure that all school equipment and machinery is maintained in a safe and serviceable condition and maintain servicing records. 3. Ensure that NO TOOLS or CHEMICALS are left where pupils can come into contact with and cause harm to themselves or others. 4. Conduct weekly checks of the school minibuses, to include: <ul style="list-style-type: none"> • Internal – Lights (side, dipped, main beam and flash, blinkers, hazard, brake lights, fog lights, dash lights, reversing, oil light, ignition light), Wipers speed and wash, Internal lights, Mirrors, Seat belts, Door locks, Horn, Hand brakes. • External – Brake fluid level, transmission fluid, Wiper washer level, Engine oil level, Radiator water levels, Battery connection, Tyres (including spares). • First aid kits – to be complete and in the correct place, vehicle recovery cards are in the minibuses and a record of service is kept. 	Mr D Willard
Swimming Pool Supervisor	1. Ensure that a safe, clean and healthy environment is maintained in the swimming	Mr D Guy / Mr D Wilson

Position	Responsibilities	Person delegated with authority
	<p>pool and changing rooms.</p> <p>2. Monitor the condition and temperature of the water daily, and maintain the correct balance of chemicals and records of chemical readings.</p> <p>3. Ensure the safe and effective operation of all associated equipment and plant in the swimming pool and maintain servicing records.</p> <p>4. Ensure that CHEMICAL STORAGE AREAS ARE TO BE KEPT LOCKED AT ALL TIMES AS ARE ALL CUPBOARDS IN THE SPORTS HALL COMPLEX.</p> <p>5. Test the School fire bells on a weekly basis (currently every Wednesday), in conjunction with the caretaker, and maintain records.</p>	Mr D Willard
Fire Wardens	<p>1. Test the fire alarms weekly (currently every Wed).</p> <p>2. In the event of the fire alarm sounding, check the building as directed by the Bursar as set out at Appendix 2.</p>	Mr D Willard Mr D Wilson

4. The School's Arrangements

4.1 **Risk Management.** Health and safety law requires an employer to assess the risks to health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.

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

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

4.2 **Accidents.** Both the Head and Bursar are to be notified of all accidents and near-miss (no injury) incidents and the following details entered in the appropriate book:

- Full name, address and occupation of the injured person
- Date and time of the accident/incident
- Place where the accident/incident occurred
- Clear concise description of the accident/incident
- Cause and nature of the injury

- Name, address and occupation of the person entering the details (if not the injured person).

4.2.1 Accident and Near Miss Report Books are located:

- For Children – in the Dispensary and Pre-Prep classrooms
- For Staff – in the Bursary

and must be kept for at least 3 years from the date of the last injury, though it is prudent to retain them indefinitely. In any event, they should not be destroyed or disposed of without the prior consent of the School's insurers.

4.2.2 The Bursar is to investigate all incidents and injuries and near misses and review the records regularly in order, where possible, to minimise the likelihood of recurrence. He is to advise on any recommendations to avoid a recurrence that require structural or physical modifications.

4.2.3 The School (normally the School Nurse) must notify the HSE, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), by the quickest practicable means (normally by telephone: 0345 300 9923 for fatal and specified injuries only) and online for any accident relating to any school activity and involving any employee, pupil, parent or visitor, occurring both on or off the premises, where:

- Any person dies or suffers a major injury (including acts of physical violence).
- Any person suffers an injury and is taken from the School to a hospital for treatment which requires admission for more than 24 hours.
- Any person suffers an injury which prevents the injured person from doing their normal work for more than 3 days (including acts of physical violence).
- There is a dangerous occurrence, where something happened which did not result in an injury, but could have done.

4.3 **First Aid.** See the separate First Aid Policy at Annex 7. This includes nominated first aiders and the location of first aid boxes.

GP's Surgery, Oldwood Surgery and Battle Health Centre: 01580 880790 or 01424 776550.

4.3.1 For guidance on what to do in the event of an accident or emergency, refer to the Accident and Emergency Procedure within the School's First Aid policy (A7 Appendix 1).

4.4 **Fire Safety.** See Fire Safety Policy at Appendix 1 of this policy.

Responsibility for fire drills:	Head
Frequency:	Boarders - 2 per term (1 at night) Day - 1 per term
Calling the Fire Brigade:	Head (date and time taken to be recorded and passed to the assistant caretaker)
Escape Routes:	Houseparent in the Boarding House. H&S Advisor.
Fire Alarms, Fire Equipment:	Serviced annually by J S Fire Protection Ltd

Theatrical Performances: Front of the House Manager or producer of the play/concert.

4.4.1 For action to be taken in the event of fire, see Appendices 2 - 5.

4.5 **Supervision.** The allocated member of staff and/or their assistants is responsible for the supervision of children during lesson times. Outside classroom times the responsibility rests with the duty member of staff.

4.6 **Out of School Trips.** Under common law, School staff and others have a duty to take care of pupils in the same way that a prudent parent would.

4.6.1 As a consequence, before taking children on a trip outside School, teachers are given the following advice:

- Check any special needs of children being taken, especially travel sickness or asthma, or any chronic complaint which may need attention. For short visits a check with School Nurse will suffice: for longer or more ambitious trips, these points should be checked with parents. If pupils need special medication, it must be made clear who is to look after and administer it. They must have clear, **written** instructions.
- Assess the risks of all the activities on the trip. **Before undertaking any school trip you are legally required to carry out a written risk assessment.** What measures in terms of staffing, training and organisation will be taken to meet these risks? You will need to be able to show that you have considered this carefully and, as a result, taken “all reasonable precautions”. A standard form for completion is kept in the Staff Room.
- Consider what **First Aid** arrangements will be required. On most trips you will need a First Aid kit to hand and, on hazardous trips, at least one member of staff qualified in First Aid.
- On residential visits **and to possible targets of terrorist attack**, establish and practise clear **emergency procedures**.
- Wherever possible, carry out a reconnaissance of site, staff, facilities and equipment.
- If taking children to an activity centre and entrusting them to the care of other staff, check the following: the policy for staff recruitment, training and assessment (i.e. do they run DBS checks?); the staffing and facilities for First Aid; the quality and suitability of the facilities and equipment; the written document on accident and emergency procedures, including fire safety; insurance. Is a clear chain of responsibility set out in writing? Does the centre have written local operating procedures for each programme or activity offered?
- Note that although a teacher may discharge this responsibility for acting “in loco parentis” to a competent and qualified member of centre staff for, say, a high risk activity which requires special skills, for the rest of the visit the responsibility remains with the teacher, even at night.
- Ensure that for all higher risk activities, such as camping, fell walking or skiing, leading teachers are experienced and qualified and that the children are carefully prepared and trained.
- When planning an activity that will involve caving, climbing, trekking, skiing or water sports, ensure that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

4.6.2 For more detailed guidance, Staff should refer to the School Trips Policy at A9, which includes additional requirements for EYFS children.

4.7 **Hazards.** All members of staff are responsible for the identification of hazards and must report them to the Bursar so that the hazard can be assessed and the appropriate work can be carried out to ensure that there is no risk to safety.

4.7.1 Known Hazards and Locations:

- Hazard - Swimming pool chemicals
Stored: Boiler room adjacent to pool (kept locked).
Guidance: Manufacturer's instructions to be followed
Protective clothing to be worn
Record of use to be kept daily
Safety Data sheets to be displayed.

- Hazard - Fertilizers and weed killers
Stored: Grounds Contractors' shed (kept locked).
Guidance: Manufacturer's instructions to be followed.
Protective clothing to be worn if recommended.
Record of use to be kept
Used only during school holidays (but taking appropriate precautions in the event of any lettings of the premises and informing those in charge of the let if fertilisers or weed killers have been used recently)
Fire extinguisher to be kept in shed.

- Hazard - Cleaning materials
Stored: By cleaners in locked cupboards and in the cellar stores
Guidance: Manufacturer's instructions to be followed
Protective clothing to be worn if recommended
Must not be put into other containers
Must be kept locked when not in use.

4.8 **Environment.** All defects in heating, lighting, ventilation, etc. should be reported to the Estates Manager who is responsible for progressing repairs.

4.9 **Inspections.** The Bursar is to carry out inspections of the buildings and grounds each year and will also inspect / test all portable electrical appliances that belong to the School at the recommended intervals and any portable electrical appliances brought on to the premises by pupils or staff at the beginning of each term.

4.9.1 It is the responsibility of staff (and boarders) to notify the Bursar of any electrical appliances brought on to the premises. Staff should not allow any pupils to use their electrical appliances until they have received a TESTED sticker with the date for that beginning of term.

4.9.2 Any electrical equipment brought onto the premises by staff should be tested and approved before use by the Bursar or a qualified member of the maintenance team.

4.10 **Information.** Staff can obtain information on health and safety from the Bursar. Further information can be obtained from The Health and Safety Executive (HSE) Information Services

at:

HSE Information Centre
Broad Lane
Sheffield
SE 7HQ

or HSE Free Leaflet line service on 01742 892346.

- 4.11 **Harmful Substances.** Before a new substance is introduced to the School, staff should seek authorisation from the Bursar, who will also advise on their storage requirements.
- 4.11.1 Any TOXIC, CORROSIVE, HARMFUL, HIGHLY FLAMMABLE, IRRITANT, EXPLOSIVE OR OXIDISING substances must be kept in containers with labels specifying the HAZARD IN WORDS and/or SYMBOLS. If chemicals and other materials are transferred to other containers any warning labels on the original packaging must also be transferred. Also the contents of a new container must be labelled clearly.
- 4.11.2 On no account should soft drink containers be used for the storage of hazardous substances.
- 4.12 **New Staff.** The Head is responsible for ensuring that new members of staff are told where to find a copy of the Staff Handbook (online: on the P drive/Staff/NEW STAFF HANDBOOK or in hardcopy form from the Bursary) and receive a briefing on Health and Safety by the Bursar. Staff are invited to discuss the general policy and specific aspects of it with the Bursar and to attend the Health and Safety Committee meetings at the beginning of each term.
- 4.13 **Electrical Safety.** As required under the Electricity at Work Regulations 1989, the Bursar is to arrange for the fixed electrical circuits within the School to be inspected and tested at least every five years by a competent person.
- 4.13.1 In addition:
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms and in external areas such as greenhouses) it should be similarly inspected every three years.
 - Any additions or changes to the School's wiring must be inspected and tested by a competent person before power is applied.
 - The electrical installations in buildings/rooms used for public entertainment (i.e. the Theatre, Pre-Prep Assembly Hall and dining room) should be inspected annually and tested fully every 3 years.
 - A record of all electrical equipment will be kept by the School, to stop any apparatus previously discarded as defective from slipping back into use.
- 4.14 **Hire of School Premises to Outside Organisations.** The School may, from time to time, hire out the premises or facilities to outside organisations in order to generate an additional income stream and/or to foster stronger links between the School and the wider community. The Bursar, assisted by the Estates team, is responsible for managing all such lettings.
- 4.15 They have a duty of care to ensure, so far as is reasonably practicable, that there are no health and safety risks within the facilities to be hired and that the visitors will be reasonably safe in

using the premises for the purposes for which they have been permitted to be there. Wherever possible and practicable, they should ensure that hirers visit in advance to familiarise themselves with the facilities and prepare a risk assessment, in conjunction with the School's Compliance Officer.

4.16 The Bursar should ensure that:

- Health and Safety information is provided to hirers covering:
 - Fire precautions and procedures
 - Swimming Pool Safety Operating Procedures (where appropriate).
- Any known health and safety hazards (e.g. as a result of maintenance work on buildings or the grounds) are notified to the hirers.
- A contact person is available in the event of an emergency and that the hirers know who it is and how to contact them.
- Any equipment not to be used is either removed from the area or isolated so that it cannot be operated either intentionally or accidentally.
- Any out of bounds areas are notified to the hirers (e.g. grounds maintenance workshops).
- Any hazardous substances are locked away.
- A member of staff is appointed to check that the area to be used is safe before the hirer arrives.
- Safe access and egress is provided to disabled persons, should the hirer indicate that they are likely to attend.
- Adequate lighting of access ways, corridors, toilets, staircases etc likely to be used by the hirers.
- Access ways and floors are clean, free from obstruction and do not present a slip hazard.
- The hirers:
 - Understand that they are responsible, so far as is reasonably practicable, for the health and safety of their attendees
 - Brief attendees on the emergency procedures. Residential lets are to hold a fire practice.
 - Hold a register of attendees, where appropriate, so they can check that everyone is out of the building in an emergency.
 - Understand that the School may not be able to provide assistance in the event of emergency (e.g. during out of hours or during holiday periods) and that they must make their own arrangements for first aid and for contacting the emergency services.

APPENDIX 1

FIRE SAFETY POLICY

References:

- A. Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) www.ofsted.gov.uk
- B. The ISI Handbook for the Inspection of Schools: Commentary on The Regulatory Requirements, September 2018. www.isi.net.
- C. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)
- D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)
- E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)
- F. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.teachernet.gov.uk)
- G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)
- H. ISBA Model Policy dated April 2010.

1 General Statement of Policy

- 1.1 Vinehall School will take all reasonable steps to comply with its legal obligations to staff, pupils and visitors under the Regulatory Reform (Fire Safety) Order 2005, the ISI Regulatory Requirements and Ofsted Reporting Standards for boarding schools and EYFS settings.
- 1.2 Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school; by ensuring that staff, pupils and visitors do not add to the fire risk; and through safe evacuation of our buildings if a fire breaks out.
- 1.3 The fire safety policy, procedures and risk assessments at the school are designed to help pupils, staff and visitors to respond calmly and effectively in the event that fire breaks out in one of our buildings.
- 1.4 Due to its importance, this fire safety policy forms part of our overall Health and Safety Policy.

2 Employees' Responsibilities

- 2.1 All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully in complying with procedures that we may introduce as a measure to protect the safety and well-being of our staff, pupils and visitors.
- 2.2 **All visitors** are required to sign in and will be escorted on site. In the event of fire, they will be informed by their escort where to assemble.
- 2.3 **The Head** is responsible for ensuring a suitable fire policy and procedures are put into working practice and that these procedures are monitored. The Head (and the Deputy

or member of SMT in his absence) is also responsible for calling the fire brigade if and when required.

2.4 **The Bursar** is responsible for ensuring that:

2.4.1 The Fire Safety Policy is kept under regular review and promulgated to all staff;

2.4.2 Fire risk assessments are regularly reviewed and updated;

2.4.3 Emergency lighting, heat and smoke detectors, alarms and extinguishers are inspected bi-annually by a 'competent person' and maintained in sound working order;

2.4.4 Certificates for the installation and maintenance of fire-fighting systems and equipment are kept;

2.4.5 Supporting the Health and Safety Officer in the performance of her responsibilities.

2.5 **The Bursar** is also responsible for:

2.5.1 Reviewing fire procedures and organising staff training as necessary;

2.5.2 Ensuring that fire prevention measures are meticulously followed by carrying out regular and frequent inspections of the school premises, including keeping written records, of the following:

- That fire routes and exits remain clear at all times
- That internal fire doors remain closed
- That display boards, signs and notices pose a minimal fire risk
- Other potential fire risks and measures to eliminate or reduce them
- Testing of portable electrical appliances.

2.5.3 Appointing Fire Wardens to assist in taking preventive and protective measures;

2.5.4 Ensuring that the Fire Wardens carry out weekly tests on the school fire bell, call points, fire fighting equipment and emergency lighting and that written records are kept;

2.5.5 Organising fire practices for the Prep and Pre-Prep schools each term (with additional practices as deemed necessary) and maintaining records;

2.5.6 In conjunction with the Houseparent, organising fire practices for the Boarding House, out of hours, twice each term (with additional practices as deemed necessary) and maintaining records;

2.5.7 Reviewing the fire risk assessment annually and recording it formally, including measures to eliminate or reduce the risks from dangerous substances;

2.5.8 Reviewing the risk assessment whenever changes are made to the buildings;

2.5.9 Maintaining records of the fire induction training given to all new staff and pupils;

2.5.10 Providing staff and any others working on the school site with fire safety information as necessary.

2.6 **The Houseparent** is responsible for:

2.6.1 Producing emergency evacuation instructions for the Prep School and ensuring that all children are accounted for at the given assembly point;

2.6.2 Checking the conditions of dormitories and that pupils have not brought items on to the premises that could cause a fire;

2.6.3 In conjunction with the Health and Safety Officer, organising fire practices for the Boarding House out of hours, twice each term (with additional practices as deemed necessary);

2.7 **A nominated member of staff** (see 'Fire Responsibilities', drawn up termly by the Health and Safety Officer) is responsible for checking of teaching staff at the given emergency assembly point.

2.8 **The Head of Pre-Prep Department** is responsible, in conjunction with the Health and Safety Officer, for organising fire practices for the Pre-Prep at the beginning of each term (with additional practices as deemed necessary) and for accounting for the pupils and staff in Pre-Prep at the assembly point.

2.9 **The Teaching Staff** are responsible for:

2.9.1 Escorting their pupils safely out of the building in silence and in an orderly fashion;

2.9.2 Conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Fire Officer, who in turn must pass this information to the Fire and Emergency Services as soon as they arrive;

2.9.3 To report any concerns of a fire risk to the Compliance Officer for assessment;

2.9.4 Ensuring that they, themselves, do not create a fire risk during their lessons that could endanger the lives of pupils or other staff.

2.10 **The Theatre Manager** (Mr Britt) is responsible for ensuring that the person(s) responsible for each play/production/concert are aware of the risks in the theatre and the relevant evacuation procedures as laid out at Appendix 5.

2.11 **The Fire Wardens** are responsible for the weekly testing of the fire bell, call points, fire fighting equipment and emergency lighting. They will keep written records of these tests. Fire Wardens undergo routine Fire Marshall training with the St John Ambulance at the required intervals every three years. The Head and Houseparent also undertake Fire Marshall training on a three-yearly basis with the St John Ambulance so that in the event of a fire at night, there will always be a member of staff on site as an additional fire officer.

- 2.12 **The Chef Manager** is responsible for ensuring that the catering department is aware of potential fire hazards and firefighting drills and that the department takes all necessary precautions to minimise the risk of fire.
- 2.13 **The Domestic Staff** are responsible for ensuring that any chemicals they use are not left where pupils can come into contact and cause harm to themselves or others and that chemical cupboards are locked at all times except when collecting and returning equipment and chemicals.

3 The School's Arrangements

- 3.1 See the following Appendices, attached:

Appendix 2	-	Action in the Event of Fire - Day
Appendix 3	-	Action in the Event of Fire - Night
Appendix 4	-	Fire Procedure for Pre-Prep
Appendix 5	-	Fire Precautions and Procedures for the Theatre
Appendix 6	-	Fire Prevention Measures

ACTION IN EVENT OF FIRE - DAY

By Day

CHILDREN

1. If you discover a fire, inform an adult immediately and:
 - a. Immediately leave your classroom, games lesson, teaching area or dormitory
 - b. Leave by the nearest EXTERNAL exit and proceed to the TERRACE LAWN (the official Assembly Point) by the shortest EXTERNAL route
 - c. Do not take anything with you
 - d. If time allows make sure the windows are closed.
 - e. Close doors behind you
 - f. Do not run or talk
 - g. Your teacher will escort you. However, if your teacher is not with you leave at once without him or her

ADULTS

2. In the event of a fire, raise the alarm by shouting 'FIRE-FIRE-FIRE' and sound the fire alarm by breaking the glass on the nearest call point. Then:
 - a. Supervise the evacuation of the building as quickly as possible, as for paragraph 1 above.
 - b. Escort the children to the primary assembly point: the TERRACE LAWN.
 - c. The Head or member of SMT is to call the Fire & Emergency Brigade.
 - d. Teachers are to check that their class is present and report to the Fire Officer.
 - e. A designated member of the Bursary team is to check that the Support Staff are present and report to the Fire Officer.
 - f. The Fire Officer is to report to the Head.
3. NO attempt should be made to tackle the fire with fire extinguishers until the Alarm has been sounded, the Fire Brigade has been summoned and the location and the extent of the fire reported to the Fire Officer.

4. On direction of the Bursar/Fire Officer, the Fire Wardens will check the building by approaching the side entrance beside office:

a. If no smoke is visible they will enter and check the alarm panel to identify the location of the fire.

b. They will then leave the building and check the outside of the suspected area for signs of smoke. If smoke is detected they will return to meeting point and arrange for fire brigade to be called. The Fire Officer will decide whether the fire should be tackled with fire extinguishers, prior to the arrival of the Fire Brigade.

c. If no smoke is detected they will enter in pairs, staying within a visual distance of each other and 10m apart, to check the location and then report back to the meeting point. Once it is confirmed that there is no fire they will give the all clear and inform the Fire Officer.

d. IF AT ANY TIME THE PERSON(S) INSPECTING A BUILDING ENCOUNTERS SMOKE OR FIRE, THEY MUST LEAVE THE BUILDING IMMEDIATELY.

ACTION IN EVENT OF FIRE - NIGHT

By Night

1. The person discovering a fire will operate the nearest fire alarm.
2. The Fire Brigade will be called by the Fire Officer, if necessary.

3. **ON HEARING THE ALARM**

- a. A Gap Student will wake and clear Rooks, Eagles and Mousehole.

Primary Route: Main stairs, front door.
Secondary Route: Mousehole External stairway.

- b. The House parent will wake and clear Larks, Hearts, Rabbits, Harmony, Hurricanes, Sanatoriums and Washroom and open the front door.

Primary Route: Main Stairs, Front Door.
Secondary Route: Rabbits, Hurricanes - external stairways.

- c. A Gap Student will wake and clear Elephants, Squirrels, Swallows, Foxes and Amazons.

Primary Stairs: Yellow Stairs.
Secondary Route: Wooden Stairs.

4. **VITAL POINTS**

- a. Do not stop to dress, but put on your dressing gown and slippers.
- b. Ensure that others in your room are awake, especially those to each side of your bed. Check thoroughly.
- c. Go to the **TERRACE LAWN**, holding the shoulder of the person in front and shutting doors and windows behind you.
- d. Use the Primary Route unless you encounter smoke and flames.
- e. Be quiet and do not stop to collect your belongings.
- f. Do not run. Keep dormitory groups together. Do not turn against the flow of movement.
- g. Dormitory Leaders should be ready to report anyone missing on the TERRACE LAWN. Stand out with hand raised if there is a problem.

FIRE PROCEDURE FOR PRE-PREP

Pre-Prep emergency assembly point: **by Climbing frame on front lawn**

Nursery and Kindergarten assembly point: **on the Terrace**

CLASSROOMS

Fire bell sounds.

Children stand up and stand behind their tucked in chairs IN SILENCE.

Children exit in silence to line up outside on the patio.

The teacher should check that the class is all assembled and then everyone should walk in silence to the Assembly Point.

CLOAKROOMS

If there are children in the cloakrooms when the bell rings then a designated member of staff from each year group should check the cloakrooms and evacuate them.

If there are only two teachers in the Year group, and children are in the cloakroom, one teacher should lead both classes to the Assembly Point while the other teacher checks the toilets.

SPECIAL NEEDS

Children vacate the building with teacher via the main exit and are taken directly to the Assembly Point to join their class.

HALL

Children vacate (even bare-footed) through the Hall fire exit doors onto the playground and proceed directly to the Assembly Point.

Teachers should **not** bring pupils into the main corridor to vacate through the classrooms.

NOTE

The Head or their deputy should advise the Prep School office that the fire bell is ringing and that the school has been evacuated.

Registers are available from the Front Office as a backup.

FIRE PRECAUTIONS AND PROCEDURES FOR THE THEATRE

Performances

1. For each Theatrical or musical performance there must be a nominated Fire Officer. This will usually be the person in charge of the event taking place in the theatre. That person must be in the theatre for the duration of the performance.
2. If the group using the theatre is an out of school production they must inform the school of who the Fire Officer is.
- 3. It is the responsibility of the Fire Officer/Health and Safety Officer to check the following:**
 - a. The Fire Exits must all be unlocked.
 - b. The Fire Exits must be clear of all obstructions.
 - c. The Emergency Lights must be turned on prior to each performance.

IN THE EVENT OF FIRE IN THE THEATRE

1. The nominated Fire Officer must ring the alarm (situated by the three main doors).
2. Phone the Fire Brigade (using the landline in the School Office or a mobile phone).
3. Notify school staff of the situation.
4. Evacuate the building and assemble in the car park by the theatre.

Note:

- a. The School Assembly Point is on the TERRACE LAWN. The nominated Fire Officer should communicate with the Terrace Lawn Assembly so as to account for any children at the performance. The children may then be led to the Terrace Lawn.
- b. The adults should remain at the Assembly Point until the position becomes clearer.
- c. The Emergency Overhead Lights will come on automatically. They will be activated by the other alarms in the school as well as by fires or fire alarm in the theatre. Until the source of the fire is located, evacuation should take place.
- d. For normal non-performance usage of the theatre (classes, rehearsals, etc.) the members of staff in charge should follow the above details ('IN THE EVENT OF FIRE IN THE THEATRE') but should evacuate directly to the Terrace Lawn.

FIRE PREVENTION MEASURES

The following fire prevention measures are in place at the school:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings (with the exception of the top floor of the de Beer building and the chapel).
- Fire notices and evacuation signs are displayed in every classroom and dormitory and in corridors and stairwells.
- Smoke/heat detectors and fires extinguishers (of the appropriate type) are located in every building in accordance with the recommendations of our professional advisors. The detectors are automatically activated when smoke/heat builds up and the alarms can also be manually activated by breaking a glass panel.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel for the alarm system is located in the side corridor outside the Front Office and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the buildings and are supplemented by visual alarms (red flashing lights) in the kitchen.
- Keeping fire routes and exits clear at all times. The Health and Safety Officer inspects routes and exits monthly, taking action to have obstructions removed. The Maintenance Team (double-hatted as Fire Wardens) is also aware of this requirement and clear obstructions as necessary.
- Testing fire alarms weekly (and recording all tests and defects). This is the responsibility of the two Fire Wardens (see Fire safety Policy), who make records of the tests and these are then held by the Health & Safety Officer.
- The Bursar/Estates Manager arranges for an ISO9001 certified/BAFE approved contractor (currently JS Fire Services Ltd) to carry out:
 - A six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of these tests are kept in the Bursary.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations. Records are held in the Bursar's office.
- Regular portable appliance testing is carried out by the Health and Safety Officer who has been trained in this role. Records of all tests are kept in her office.
- The respective Heads of Department check that all Scientific and DT equipment is switched off at the end of the school day
- Staff ensure that all computers, projectors, printers and electronic whiteboards are switched switch off every evening.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Bursary.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursary.
- Laboratories are checked at the end of the day to ensure that the gas is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are stored securely.

Letting or Hiring the School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer undertakes to brief all persons in their care on the school's fire and emergency procedures; to carry out regular fire drills, to include at least one drill by day and by night for each new group of attendees; and to take all normal and sensible precautions to minimise the risk of fire. A school caretaker is always on call when the school is let or hired for an outside function or event.

FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms and communal areas, with individual risk assessments in place for kitchens, laboratories and workshops.

The Health and Safety Officer has been trained in fire risk assessments and will conduct risk assessments of all areas of the school annually or whenever significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the school's fire risk assessments are held on the health and safety section of the school's intranet for all staff to read. Paper copies are signed by the Bursar and respective Heads of Department and held by the Compliance Officer.

DESIGN AND TECHNOLOGY HEALTH & SAFETY RULES

1. Children are only allowed in when a teacher or technician is present.
2. Be sensible, don't play about or run.
3. Keep the room clean and tidy.
4. Don't fiddle with other children's work.
5. Talk quietly.
6. Ask before using sharp tools.
7. Don't take tools out of the room.
8. When using a glue gun, use a board and keep your fingers away from the hot glue.

Power Tools Safety Rules

1. Always ask. A teacher / technician must supervise as you work.
2. Know how to turn the machine OFF, before you start.
3. Wear goggles if there is a notice telling you to do so.
4. Use Guards.
5. Tie back long hair, tuck in ties.
6. If it doesn't work, don't fiddle, tell the teacher.

LABORATORY HEALTH & SAFETY RULES

1. Pupils may not enter the lab, until a teacher arrives. Doors should be locked.
2. The preparation room, store room and balcony are out of bounds to all pupils.
3. Never run or fool about in the laboratories.
4. Loose clothing should be fastened, and long hair tied back.
5. Safety spectacles should be worn during practical work.
6. Brief cases and bags should not be brought to the laboratory.
7. All accidents and breakages should be reported immediately.
8. Never touch any apparatus or equipment unless you have been told to do so. Always follow instructions given when carrying out an experiment. When in doubt **ASK**
9. Never taste, eat or drink anything in the LAB.
10. Never take any apparatus or chemicals away with you unless you have first had permission to do so.
11. Wash your hands after practical work, especially if you have been handling chemicals.
12. Take extra care when handling hot objects or dangerous chemicals.

POLICY FOR DRIVING ON SCHOOL BUSINESS

Introduction

The School has a legal duty under the Health & Safety at Work Act 1974 to take all reasonable steps to ensure the health, safety and welfare of those who need to drive as part of their job. This policy sets out the procedures for work-related driving, including necessary employee compliance, and basic guidelines on driver health. The policy also takes account of the relevant provisions of the Road Traffic Act 1988 and the Guide for Operators of Passenger Transport.

Arrangements will be made to cover those who would prefer not to drive on school business.

Use of School Minibuses

Small Bus Permit. All school-owned minibuses currently have a Small Bus Permit. This allows the school to make a charge for transport costs, without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have PCV (category D1 or D) entitlement – as long as the service is provided for members of the school or for groups of people whom the school serves. The service must not be provided to members of the general public and the charges must be made on a non-profit basis.

Eligibility. All drivers MUST be over 21 years old.

- a. Drivers who passed their test before 1 Jan 97.

Drivers who passed their car (category B) test before 1 Jan 97 were automatically granted an additional category D1 (not for hire or reward) entitlement. This is shown as code D1 (101) on the licence and enables the licence holder to drive a minibus provided the vehicle is either not operated for 'hire or reward', or the vehicle has a Small Bus Permit. For as long as they hold the D1 entitlement, these drivers may drive a 9 – 16 seat minibus under a Small Bus Permit. On expiry of the licence, the D1 entitlement may be renewed provided the driver can meet the necessary standards of health. This involves a compulsory medical examination.

- b. Drivers who passed their test on or after 1 Jan 97.

Those who pass(ed) a car test on or after 1 Jan 97 are no longer granted the category D1 entitlement. Their category B entitlement allows them to drive vehicles with no more than 8 passenger seats. However, they may still drive a 9 – 16 seat minibus under a Small Bus Permit provided the following conditions are met:

- The driver has held the category B licence for at least 2 years
- The driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses.

Insurance. All members of staff are covered, under the School's insurance policy, to drive a vehicle owned or hired by the School on school business provided they are in possession of

the appropriate licence. However, before doing so for the first time and annually thereafter, staff are required to produce their licence for verification as follows:

- Teaching Staff – to the Health and Safety Officer
- Support Staff – to the Health & Safety Advisor

Familiarization. Driving a minibus requires additional skills in order to be able to handle the vehicle safely: it is not simply like driving a large car. Staff who have not driven a minibus before should get plenty of practice driving the vehicle so they are fully familiar with it before taking out any passengers.

Private Use. School vehicles are not available for private use without the permission of the Head or Bursar.

Non-Members of Staff. Non-members of staff are not insured under the school's policy and therefore not permitted, as a matter of course, to drive a school vehicle. However, in special circumstances, insurance cover may be obtained through the Bursar provided the application is made at least 3 days in advance.

Use of Privately Owned Vehicles

Where employees use their own vehicle on school business, insurance cover is provided under the School's 'Occasional Business Use Policy'. Nevertheless, employees are responsible for ensuring that their vehicle is maintained in a roadworthy condition and be in possession of a valid MOT certificate (where appropriate).

Maintenance

The Bursar is responsible for ensuring that school vehicles are serviced in accordance with the manufacturer's instructions and have a valid MOT certificate (minibuses are required to have an MOT inspection annually).

The minibuses are to be washed every Monday during term time and weekly maintenance checks are to be carried out every Tuesday during term time by Mr Willard. He is to check oil, water and battery levels; and that lights, tyres, windscreens, brakes, warning instruments, mirrors, windscreen washers and wipers are in good working order. He is to ensure that any defects are rectified before releasing the vehicle for use and maintain a written record of the weekly checks.

Procedures

In order to comply with our legal duties, staff should observe the following procedures:

- a. Although the minibuses are inspected weekly by Mr Willard, staff should carry out a visual check of the vehicle before starting a journey. Staff should check that items such as lights, brakes, warning instruments, windscreen washers and wipers are in good working order and that mirrors are set at the correct angle for you. If a defect is suspected it should be reported to the Bursar immediately and the vehicle should not be driven until it has been attended to.
- b. If you require a minibus for a Tuesday, when the weekly maintenance checks are carried out, please liaise with the Bursar in advance.

- c. Route planning and consultation with other drivers undertaking the same trip should be made in advance. Ensure sufficient breaks are built-in to prevent driver fatigue, and allow for bad weather or traffic congestion etc to alleviate driver stress.
- d. Staff are encouraged to take mobile phones on school journeys (available from the medical centre) but hand held mobile phones should never be used by the driver whilst driving. Calls should only be made or taken by the driver when the vehicle is parked.
- e. Staff should always drive within speed limits and according to the prevailing weather conditions.
- f. Before driving, staff should familiarize themselves with the procedures to follow in the event of an emergency such as illness, vehicle breakdown or accident.
- g. Luggage and equipment should be stowed carefully so as not to obstruct gangways and exit doors.
- h. The vehicle driver is responsible for ensuring that passengers remain seated while the vehicle is moving and that seatbelts are worn. Drivers are also responsible for the behaviour of passengers and should insist on good standards. In addition to making conditions more difficult for the driver, incidents of bad behaviour reflect poorly on the School and must be reported to the Head or Deputy Head.
- i. Keep doors closed until you have come to a complete stop and always park so passengers can alight on the pavement and not on the road. Where passengers have to exit from the rear of the minibus, they should be supervised until safely away from traffic hazards.
- j. It should be normal practice to provide escorts for passengers with mobility problems or special needs and best practice to take an additional adult to help supervise parties of children on long journeys.

Documentation

The Health and Safety Officer is to maintain a register of relevant documents as follows, and update them at the beginning of each academic year:

- For minibus drivers: a copy of the employee's driving licence.
- For staff using their own vehicles: a copy of the employee's driving licence, insurance documents, and MOT certificate, if relevant.

Employee Duties

Section 7 of the HSWA places a responsibility on employees to assist the employer through compliance with legal requirements; and to be mindful of their own health and safety and that of those affected by their activities. To this end, staff are asked to co-operate by:

- Ensuring their insurance is up-to-date
- Providing documentation when asked to do so, including updated information on any changes to their documentation
- Undertake regular eye tests and ensure that any necessary glasses/lenses are worn for driving
- Read any updates that may be issued by the school on road safety matters. These may include information on good practice, legal changes, etc.

Ill Health and Driving

Staff are responsible for ensuring that they are fit to drive. Drivers should be aware that some medications can cause drowsiness and affect their ability to drive safely. Staff should not drive if over-tired.

Reference:

A. Guide for Operators of Passenger Transport, PSV 385, December 2004 (held by the Bursar).

NOISE AT WORK POLICY

General Statement of Policy

Vinehall School will take all reasonable steps to reduce any excessive noise levels that may exist in the workplace under the Control of Noise at Work Regulations (CNWR) 2005, introduced on 6 April 2006, and the Control of Noise at Work Regulations – Music and Entertainment Sector, dated April 2008.

Legal Position

The updated CNWR have reduced the levels at which action must be taken to control noise. The school is required to take action should the 'lower exposure action value' exceed 80dB and the 'upper exposure action value' exceed 85dB. The maximum noise level permitted in the workplace is now an average of 87dB over a day or week. It is the school's intention to conduct a noise assessment, with checks being carried out by an occupational hygienist or noise specialist, using personal noise measuring equipment.

Employer's Duties

Vinehall School will undertake assessment of the risk to staff of excessive noise in the workplace, using control measures to reduce noise levels above 85dB.

If noise levels cannot be reduced below 80dB, staff will be provided with hearing protection as well as information, instruction and training in these Regulations.

Where risk assessment indicates that an employee's health is at risk due to exposure to noise, health surveillance will be provided. Hearing checks will be undertaken by the school nurse in the first instance.

Control Measures

Where possible we will look to eliminate excessive noise. In cases where this is not possible (e.g. music lessons) the school will look to reduce the amount of time exposure to noise occurs through adjustments to the timetable.

Other control measures may include:

- Identifying noisy machinery/equipment and considering replacement with quieter alternatives
- Building enclosures to help reduce emitted noise
- Considering dampening measures to help absorb excessive noise
- Installing visual display indicators
- Issuing hearing protection as required.

Employee's Duties

All staff are expected to co-operate with the school in efforts to adhere to legal requirements.

Safe systems of work are to be followed.

Any failure by staff to comply with instructions on the wearing of hearing protection – without good cause – could result in disciplinary action being taken against the employee.

Instruction, Information and Training

The school will inform staff of measures it takes to reduce the risk of hearing damage. Instruction, information and training will be given, where necessary, on the control measures (e.g. staff will be trained in the correct use and storage of hearing protection).

CHILDREN OF STAFF IN THE WORKPLACE

Introduction

Members of teaching staff who come into the school during the holidays to work, or for Inset days, and support staff working during school holidays, may wish to bring their children into school with them.

Children who are taken to parent's workplaces must be properly supervised in order to comply with the provisions of Section 3(1) of the HSAW Act 1974, concerning the safety of non-employees.

Criteria

Members of staff are welcome to bring their children to work with them, using the following criteria:

1. Parents should consider themselves responsible for their children at all times and request permission to bring their children onto the premises as follows: teaching staff from the Head or Head of Pre-Prep as appropriate; and support staff from the Bursar.
2. 'Visiting' children must be registered at the Front Office so that, in the event of having to evacuate buildings in an emergency, the school knows who is on site and can take appropriate action. Pre-Prep staff should register their children at the Pre-Prep office. Should the offices not be manned, alternative arrangements must be made.
3. In the event of any incident or accident, children should be told to contact the office where they registered for help or first aid, etc. Again, alternative arrangements must be made if these offices are not manned.
4. If meals are required they should be 'booked' on arrival at school with the Catering Manager, before 10 AM, who will inform the kitchen.
5. It is recommended that parents ensure that their children are not left alone and that the children know which areas are 'out of bounds', specifically:
 - The Swimming Pool and Sports Hall
 - The School Pond
 - D.T. and Science Classrooms
 - Kitchens
 - Staff Rooms
 - School Drive and roadways.
 - The areas as indicated by the 'out of bounds map' during term time.
6. It is recommended that children use the following areas:
 - Drawing Room, with use of table games and TV (when not in use by staff)
 - Old Gym, for ball games

- Front lawn
- Computers in the Library, with the approval of Head of ICT
- Pre-Prep patio/OLA.

Cooperation with regard to these criteria should ensure the safety of children on site during school holiday times. Note: paragraphs 5 & 6 also apply to resident children.

SMOKE-FREE POLICY

Policy Statement

Following the introduction of a ban on smoking in enclosed public places in England on 1 July 2007, Vinehall School is designated a smoke free site. It is thus against the law to smoke within the grounds or any building or vehicle belonging to the School. This policy applies to all employees, pupils, parents, visitors and contractors.

Implementation

Overall responsibility for the implementation and review of this policy rests with the Bursar. However, all staff are obliged to adhere to and support the implementation of the policy. Appropriate 'no-smoking' signs will be displayed at the entrance to the premises, buildings and in school vehicles.

Non-Compliance

The School's disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

LOSS OF, OR DAMAGE TO, PERSONAL PROPERTY ON SCHOOL PREMISES

Parking on the School's Premises

The school's insurers will not provide cover for accidental damage incurred to vehicles whilst on school property. As a consequence, (and in common with all schools, workplaces and public car parks in the UK) vehicles enter and are parked on the school's premises at the owners' sole risk.

The school is not responsible for any loss or damage to cars or other vehicles and their contents, howsoever arising, or for any loss or damage to the property of any driver or passenger or third party, howsoever caused while on the premises unless the aforesaid is caused by wilful default or negligence on the part of the school.

Accidental damage is covered by owners' car or vehicle insurance policy, most of which contain 'excess' clauses to discourage claims for relatively small amounts, and members of staff should therefore claim on their insurance. However, although the school is under no obligation whatsoever, it will, in the interests of goodwill, endeavour to ensure that members of staff do not suffer financial loss as a result of accidental damage to their cars which can be proved to have occurred whilst on site.

If a member of staff suffers damage to their car while on the school's premises, he/she should inform the Bursar, who will investigate the incident. Each case will be considered on its merits and if the culprit can be identified, the school will first endeavour to recoup reasonable costs from the culprit (or the culprit's parents). If the culprit cannot be identified or the parents decline to meet the costs, the school will consider making an ex gratia (i.e. not admitting liability) payment towards out of pocket expenses and might, for example, offer to meet one of the following:

- some or all of the cost of repair (where the cost is relatively low);
- some or all of the policy excess;
- some compensation for the loss of a No Claim Bonus.

The school reserves the right to have the damage assessed by its own choice of repairer.

Loss of, or damage to, personal property

Similarly, the school's insurers will not provide cover for accidental loss of, or damage to, personal property incurred whilst on school premises. As a consequence, personal property is brought onto the school's premises at the owners' sole risk.

The school is not responsible for any loss or damage to personal property, howsoever arising, while on the premises unless the aforesaid is caused by wilful default or negligence on the part of the school.

Should members of staff suffer loss of or damage to personal property during the course of their school duties, they should expect to claim on their own home insurance policy, most of which contain 'excess' clauses to discourage claims for relatively small amounts. However, where the loss or damage can be proved to have occurred during the course of school duties

and is not attributable to negligence on the part of the member of staff; and although the school is under no obligation whatsoever; it will, in the interests of goodwill, consider making some level of compensation.

If a member of staff suffers loss or damage to personal property during the course of their school duties, he/she should inform the Bursar, who will investigate the matter. The circumstances will differ widely from one case to another and it is clearly not practicable to devise a scheme that would cover all cases.

Each case will therefore be considered on its merits and the approach will be to consider applications in a sympathetic light. Where a culprit can be identified, the school will first endeavour to recoup reasonable costs from the culprit (or the culprit's parents). If the culprit cannot be identified or the parents decline to meet the costs, the school will consider making an *ex gratia* (i.e. not admitting liability) payment towards out of pocket expenses and might, for example, offer to meet one of the following:

- some of the cost of replacement or repair (taking account of the age and condition of the item, where appropriate and where the cost is relatively low);
- some or all of the policy excess.

POLICY FOR THE MANAGEMENT OF ASBESTOS

References:

- A. The Management of Asbestos in Non Domestic Premises: Regulation 4 of the Control of Asbestos Regulations 2012.
- B. Commentary on ISI Handbook for the Inspection of Schools, Sept 2017
- C. ISBA model policy (reviewed vis a vis this policy Nov 2016)

Introduction

Asbestos and asbestos containing materials (ACM) may be found in buildings that were constructed or refurbished before blue and brown asbestos were banned in 1985. In addition, some ACMs such as asbestos cement were used up until 1999. If asbestos and ACMs are not properly managed, building and maintenance workers are at serious risk from exposure to asbestos.

The Control of Asbestos at Work Regulations, at Reference A, requires organisations with responsibilities for maintenance activities to manage the risk from asbestos in their buildings and the Health & Safety at Work Act 1974 places overall responsibility for health and safety with the employer. As such the school is required to:

- Find out if there is any asbestos in the premises, its amount and what condition it is in;
- Make a record of its location and condition;
- Assess the risk from the material and prepare an action plan;
- Alert everyone who needs to know (e.g. maintenance workers) of its presence and condition.

Policy Statement

Vinehall School recognises and accepts its responsibilities for ensuring the safe and effective management of asbestos and ACM within its premises in accordance with current legislation.

Asbestos Survey

The original school building having been built in the 1830s, with further development over the years since then, a type 2 asbestos survey of the premises was carried out in 2004 by Portsmouth Asbestos Surveys and Sampling Ltd and a report produced. The presence of Amosite (brown asbestos) and Chrysotile (white asbestos) was identified during the survey and, for each occurrence, the location, type and condition of ACM was noted in the report and a photograph taken.

This information has been recorded in an asbestos register, which is held in the Health and Safety Officer's office, and all areas identified as containing asbestos have been labelled.

Objectives

- To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the schools undertaking.

Control Measures

Where the presence of ACM has been identified, the control measures will be as follows;

- Any asbestos products that are undamaged, such as roofing sheets, guttering and flue pipes, and which do not constitute a hazard, may remain in place but their condition will be monitored on a regular basis.
- Material that is slightly damaged, but otherwise in a sound condition, or located in such a position that it may present a future risk to health if it is left untreated, may be repaired and/or sealed, and periodically re-inspected to ensure its condition has not deteriorated. All work required will be recorded in the register. If the material is in such a condition that it presents a risk to health, it will be removed by a licensed contractor.
- All work in areas where ACM has been recorded will be subject to a Permit to Work system, operated by the Estates Manager, to ensure all necessary precautions are taken.
- Only licensed contractors will be authorised to carry out sampling, encapsulation and removal work involving ACM.
- Personal protective equipment (PPE) will be maintained on site.

Should an uncontrolled release of known or suspected ACM occur, the following action should be taken:

- any work in the area is to cease and any further access denied;
- a specialist firm should be tasked to sample, and where necessary, repair or remove the asbestos containing material.

Management of Asbestos

In order to prevent the exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who might reasonably be expected to be present on the premises, the school's Health and Safety Officer will:

- maintain an asbestos register;
- carry out an inspection of asbestos every 6 months and update the asbestos register accordingly, noting any treatment or removal and notifying the Estates Manager;
- provide information on ACM to the school's in-house maintenance staff, contractors and others who may be working in areas with or near asbestos, as identified in the survey; and to ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing of all locations that contain asbestos to ensure that the appropriate procedures and precautions are followed.
- comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and commit to the safe disposal of any asbestos waste in accordance with legislation.

Reporting

When necessary, Asbestos is on the Agenda at Governors' Risk Committee meetings, held once a term and chaired by the Governor with responsibility for Health & Safety.

EARLY YEARS FOUNDATION STAGE (EYFS)
(Health and Safety Appendix)

References:

- A. Statutory Framework for the Early Years Foundation Stage, DfE, April 2017.
- B. Checklist for the Early Years Foundation Stage, ISI, September 2014.

Introduction

Early Years Foundation Stage (EYFS) children at Vinehall refer to children from 2 to 5 years of age in our Pre-Nursery, Nursery, Kindergarten and Reception classes. Vinehall EY is included in the Health and Safety Policies and First Aid Policy with the whole school. However, as a registered provider for EYFS children, there are some additional requirements and these are set out below.

Staffing Arrangements to ensure safety and to meet the needs of children

Vinehall School has regard to the statutory guidance for the EYFS on all matters pertaining to staffing arrangements, qualification and experience. The requirements for adult to child ratios are met. Children are adequately supervised and staff are deployed to ensure children's needs are met (see the current staff list for qualifications; the attendance lists for the ratio of adults to children; and the risk assessments). In the absence of the Head of Pre-Prep (day to day manager) the Head of Nursery deputises for the Early Years, as named and set out at A17, Pre-Prep Staff Absence Plan. Parents/carers are informed about staff deployment, and, when relevant and practical, aim to involve them in these decisions. Children are usually within sight and hearing of staff and always within sight or hearing.

At least one person with a current paediatric first aid certificate is on site at all times when children are present, and accompany children on outings. First aid training is local authority approved and relevant for staff working with young children.

Accident or injury (for further details see First Aid Policy, A7)

First aid boxes are accessible at all times and regularly stocked with appropriate content. A written record of accidents or injuries and first aid treatment is kept and parents/carers are informed of any accident or injury sustained by the child and treatment given, on the same day, or as soon as reasonably practicable. Accidents are recorded in the Accident Book (Pre-Prep Hall) or with Matron if a head injury. The Health and Safety Officer assesses all the accident data.

Safety and suitability of premises, environment and equipment

The premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Spaces, furniture, equipment and toys are safe for children to use and premises are secure, with timers on the door key pads. The premises and equipment should be clean, and comply with health and safety legislation. Staff should report any hazards and faulty equipment to the Health and Safety Officer (usually through the Head of Pre-Prep).

Reasonable steps are taken to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and emergency evacuation procedures are in place and practiced. Appropriate fire detection and control equipment is in good working order and regularly checked. Fire

exits are clearly identifiable; fire doors are free of obstruction and easily opened from the inside. Not smoking is allowed in the Pre-Prep building.

The premises and equipment is organised in a way that meets the needs of the children and the indoor space requirements. Space requirements are met and when necessary adaptations will be made for children with disabilities, see Disability Policy. All classes have access to an outdoor play area which is used daily except if the weather conditions are unsafe. Provision is made for children who wish to relax, play quietly or on occasion sleep. Sleeping children are checked frequently. Adequate number of toilets and hand basins are available and there are separate toilet facilities for adults as well as an area where staff may talk confidentially to parents/carers and an area for staff to take breaks away from the children. Hygienic facilities are available for changing children who are in nappies and adequate supplies of other necessary items are available.

Children are only released into the care individuals who have been notified to the provider by the parent, and children do not leave the premises unsupervised. All reasonable steps are taken to prevent unauthorised persons entering the premises, and a procedure for checking the identity of and recording visitors is in place. During the hours of operation, the premises are for the sole use of the provision and public liability insurance is in place and the certificate displayed.

Risk Assessments (RAs)

There are clear and well-understood policies and procedures for assessing any risks to children's safety. The RAs are revised annually or more frequently as the need arises. The RAs cover anything which a child may come into contact. We have risk assessments (RAs) for both indoors (Departmental RA) and outdoors (Playground RA) as well as checklists covering aspects from these RAs. The checklist logs are carried out by the Head of Pre-Prep and Head of Nursery. In addition, certain aspects are checked by the Health and Safety Officer (for example electrical equipment) or an external assessor (such as the climbing frame and fire appliances). RAs may also be written in relation to specific issues, for one-off events. RAs inform staff practice and demonstrate how risks are managed.

All reasonable steps are taken to ensure that staff and children are not exposed to risks and hazards both indoors and outdoors are kept to a minimum. In addition, RAs are made for Out of School Care, outings (see School Trips Policy, A9), fire and individual events. The RAs identify aspects of the environment that need to be checked on a regular basis, they identify when and by who those aspects will be checked and how the risk will be removed or minimised. The RAs (except fire) are written by the Head of Pre-Prep and signed by our Health and Safety Officer. Copies of RAs are kept in the Pre-Prep Office, Staff Room and electronically; see public_staff_PREPREP_H&Sdocs.

Vinehall must notify Ofsted of any serious accident, illness (including notifiable diseases, see Public Health-Infection Diseases, Regulations 1988) or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but within 14 days of the incident occurring.

Local child protection agencies should also be informed of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given. A record of accidents and first aid treatment is kept and parents are informed of any accidents or injuries sustained while at Vinehall, see the First Aid Policy at A7.