

Health & Safety Policy

1. Policy Statement

A safe and healthy school is integral to promoting learning, the welfare of all in our community and the living and working environment. At Old Swinford Hospital we recognise our responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our students, staff, contractors, visitors and any others¹ who could be affected by the School's activities and it is our intention that the School and its environment will be managed in a way that promotes this.

2. Principles for Health and Safety

- 2.1. Governors accept their responsibilities under the Health & Safety at Work etc. Act 1974 and other relevant requirements introduced through legislation, regulation, and codes of practice or other guidance and will take all reasonable and practicable steps to ensure that they can comply with these requirements as far as they are applicable to the School.
- 2.2. Governors will ensure the School implement effective organisational arrangements and procedural documents for work activities and to support a safe and healthy school. They will support school managers to ensure all school staff carry out their health and safety responsibilities and duties.
- 2.3. Health and safety arrangements within the School will be regularly reviewed to ensure that the organisational structures remain effective and meet the needs of the School.
- 2.4. Sufficient and reasonable resources will be allocated to finance and manage health and safety matters which come within the responsibility of the School.
- 2.5. Appropriate training will be given so as to inform and educate school management and staff of their health and safety responsibilities and duties.
- 2.6. Lines of responsibility will be established recognising the importance of health and safety.
- 2.7. A reporting structure will be established to ensure that health and safety is managed on a daily basis and that Governors are kept informed of regulatory and other changes and requirements, the degree of compliance within the School and any other matters of which they should be notified.

3. Framework for Managing Health & Safety

- 3.1. The Headmaster will be responsible for the overall application of all aspects of health and safety and for the organisational structure and arrangements to implement and support this Policy.
- 3.2. Governors will receive reports at least termly and relating to, but not limited to:
 - 3.2.1. A report on health and safety including reports on incidents and how they have been addressed, accident statistics, staff training, fire/evacuation drills, compliance with duties and regulation and all new or revised regulation and procedures.
 - 3.2.2. Meetings of the Health & Safety Committee including the outcomes of their review of risk assessments.
 - 3.2.3. Reports from external inspections including those on catering and the cleaning of the food preparation and eating areas, plant and equipment and health and safety in general.
 - 3.2.4. Wider consultation outcomes.
- 3.3. Risk will be identified and managed as an effective means of preventing health and safety concerns.
- 3.4. All reasonable measures will be taken to ensure the School's premises, vehicles and equipment are safe and not hazardous to the health and safety of students, staff and visitors.

¹ Throughout this policy and in the paper detailing the application of this policy any general reference to staff will include temporary and supply staff.

- 3.5. Where required, plant, equipment and systems of work will be surveyed and inspected by competent professionals.
- 3.6. The School will adhere to health and safety requirements for catering and the cleaning of the food preparation and eating areas. This will be done in conjunction with the School's catering subcontractor and include external inspection by the Environmental Health Officer (EHO), an independent hygiene and safety audit of food storage, meal preparation and food serving areas and regular external deep cleaning and pest control services.
- 3.7. Fire risk assessments will be carried out by a competent person and these assessments will be regularly reviewed, for accuracy and completeness, and to ensure that any action points are addressed.
- 3.8. An external health and safety consultant will periodically review, report and make recommendations on the overall arrangements for health and safety including fire safety and the general state of the School.
- 3.9. The School will ensure a competent person undertakes a risk assessment for legionella and has a testing regime in place.
- 3.10. All practicable and reasonable measures will be taken to ensure safe work practices are employed by all staff including maintaining a comprehensive training programme for all staff, and for the induction of new staff, in health and safety related issues and providing information updates where appropriate.
- 3.11. The School will have in place a procedure to ensure that contractors employ sound health and safety practices.
- 3.12. All members of staff are responsible for taking reasonable care of their own safety and that of students, visitors, temporary staff, volunteers and contractors and this includes the responsibility to report any significant risks or issues which they may find or be alerted to.
- 3.13. This policy will be reviewed annually but it may be updated in the interim if necessary.

4. Application of this Policy

- 4.1. Governors acknowledge that health and safety is a far reaching, changing and often specialist area however they have an underlying duty to safeguard and promote the welfare of all in this community and this remains constant. The School will develop the principles and framework of this Policy to a sufficient degree to provide application and reference documents that will set out and explain how they are applied in practice.
- 4.2. Governors acknowledge the application document, being for a large part an operationally based document, will change from time to time in response to changes in regulation, processes, procedures, working practices and facilities for example. The Headmaster will be responsible for maintaining the application document, reporting any significant changes as they are made and reporting lesser and all routine changes during the annual policy review.
- 4.3. It may be, under certain circumstances, that the School has to recognise and react to an event or condition such as it did with Covid-19. In any such instance, our arrangements and control measures in relation to the health and safety of our students, staff and the wider school community will be published and made known. Governors accept that it will be in the interests of everybody for the Headmaster to have the authority to do this, on their behalf.
- 4.4. A copy of the application document current at the date of the policy review is attached.

Application of Health & Safety Policy

1. Organisation for Health and Safety

1.1. The Headmaster will:

- 1.1.1. Establish and implement the Health & Safety Policy and be responsible for the overall application of all aspects of health and safety including the organisational structure and arrangements to implement and support this Policy.
- 1.1.2. Determine, implement or change any arrangements and introduce any additional control measures that might be required in response to specific events, conditions or circumstances.
- 1.1.3. Ensure that arrangements are made for informing Governors and staff about the Health & Safety Policy and that they have access to it.
- 1.1.4. Ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and regularly review the effectiveness of the health and safety arrangements.
- 1.1.5. Ensure all staff comply with the requirements of the Health & Safety Policy and supporting rules/procedures.
- 1.1.6. Establish a process of assessing and managing risk as an effective means of preventing health and safety concerns and ensure that it is adopted and practiced in all areas of the School and school life.
- 1.1.7. Ensure staff undertake training to inform them of their health and safety responsibilities and duties.
- 1.1.8. Encourage and support school staff in carrying out their health and safety responsibilities and duties and ensure that students and all other visitors are equally aware of, and are committed to, sound health and safety practices.
- 1.1.9. Oversee the duties of the Bursar with regard to health and safety, and delegate such responsibilities for the Health & Safety Policy to the Bursar as shall be appropriate.
- 1.1.10. Establish and implement an effective first aid procedure within the School in accordance with the Health & Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfES.

1.2. The Bursar will:

- 1.2.1. Act as the School's Safety Officer.
- 1.2.2. Provide reports to the Governing Body at least termly and provide them with other reports as may be requested from time to time.
- 1.2.3. Assist the Headmaster in the regular review the School's health and safety organisational arrangements and practices.
- 1.2.4. Chair the School's Health & Safety Committee and confirm or recommend the appropriate necessary action to be taken.
- 1.2.5. Monitor records of accidents and make recommendations to the Health & Safety Committee as shall be appropriate.
- 1.2.6. Make RIDDOR reports where appropriate.
- 1.2.7. Encourage and support health and safety training for school staff and students.
- 1.2.8. Receive health and safety and maintenance reports from the Health & Safety Executive (HSE) inspectors, West Midlands Fire Service, Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of school staff and Governors.
- 1.2.9. Draw up a schedule of items or activities for which the School is responsible and lay down safe working practices and procedures where required.

- 1.2.10. Draw up a programme of work in conjunction with the School's Governors to implement health and safety requirements where the responsibility lies with the School.
- 1.2.11. Establish an effective control system for the employment of contractors, including the catering contractor, through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- 1.2.12. Consult with the relevant authorities regarding the implementation of health and safety requirements where the responsibility lies outside the School.
- 1.2.13. Ensure that fire risk assessments are carried out by a competent person, that these assessments are regularly reviewed for accuracy and completeness and that any action points are addressed paying particular attention to changes in school which may require revisions to assessments.
- 1.2.14. Consult with the West Midlands Fire Service prior to making changes to the layout of the School or undertaking activities which could affect general or fire safety.
- 1.2.15. Oversee effective fire/evacuation procedures and conduct regular fire/evacuation drills to test the effectiveness of the procedures.
- 1.2.16. Establish and implement an effective accident reporting procedure within the School in accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
- 1.2.17. Establish compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- 1.2.18. Establish compliance with all relevant legislation relating to asbestos.
- 1.2.19. Monitor compliance with all relevant legislation relating to legionella.
- 1.2.20. Establish procedures for testing portable electrical appliances ensuring that a log is kept of all appliances and their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- 1.2.21. Establish that there are safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- 1.2.22. Ensure that the required external inspections take place including those for plant and equipment, catering and the cleaning of the food preparation and eating areas, health and safety in general and others as may be required from time to time.
- 1.2.23. Ensure that members of staff are aware of and have access to the School's Health & Safety Policy and its organisational arrangements.
- 1.2.24. Establish and maintain a comprehensive training programme for all staff, and the induction of new staff, in health and safety related issues and provide information updates where appropriate.
- 1.2.25. Establish procedures to ensure that new or temporary staff are aware of their health and safety responsibilities and duties and are provided with the necessary information and advice for them to carry out their duties.
- 1.2.26. Oversee procedures ensuring all staff driving minibuses have the relevant permit, have received training under the Dudley MBC scheme and qualify under the School's vehicle insurance policy.
- 1.2.27. Oversee procedures ensuring all staff driving school vehicles have the relevant permit and qualify under the School's vehicle insurance policy.
- 1.2.28. Oversee procedures ensuring all staff driving their own vehicle under the School's occasional business use policy qualify under that policy and have lodged the necessary evidence.
- 1.2.29. Ensure there is adequate and trained first aid coverage across the School at all times and for events and off site activities having regard to the nature of any event or activity.
- 1.2.30. Act as the School's Educational Visits Co-ordinator.

- 1.3. Senior Leadership Team, Housemasters, Heads of Subject, Heads of Department and all others with supervisory responsibility:

In addition to the general duties of staff, supervisory staff will be directly responsible to the Headmaster and the Bursar for the implementation and operation of the School's Health & Safety Policy within their relevant departments and areas of responsibility.

In particular, they will ensure for their areas of responsibility that:

- 1.3.1. Safe methods of work exist and that they are implemented.
- 1.3.2. Staff, students and others under their area of responsibility are instructed in safe working practices.
- 1.3.3. Health and safety rules and procedures are applied effectively and complied with.
- 1.3.4. Risk assessments are conducted as appropriate ensuring that all risk assessments are reviewed at least annually. Additionally, risk assessments must be reviewed if there is an accident or incident or near miss, if there have been significant changes (e.g. new legislation or guidance, new machinery or equipment is introduced, or there are changes to the environment or the way work is carried out) and, or, if there is any reason to suspect that the risk assessment is no longer valid.
- 1.3.5. Safety inspections are regularly made and reports are provided to Health & Safety Committee on the findings so that resources can be allocated to correct deficiencies.
- 1.3.6. Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- 1.3.7. Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- 1.3.8. Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- 1.3.9. Where appropriate, and having received relevant training, they act as fire marshals.
- 1.3.10. Hazardous, flammable and highly flammable substances are stored correctly.
- 1.3.11. Any health and safety concerns are reported immediately using the EVERY reporting system or if that is not available it is reported to the Site Manager or Bursar.
- 1.3.12. Where appropriate, they understand and discharge their responsibilities in relation to the School's Critical Incident Plan.

- 1.4. The Headmaster/Deputy Headmaster will:

- 1.4.1. Be a member of the Health & Safety Committee.
- 1.4.2. Act as co-ordinator in the event of a fire/evacuation.
- 1.4.3. Be responsible, with the Medical Centre staff, for drawing up and updating the School's Medical Centre procedures and protocols.
- 1.4.4. Liaise with the Medical Centre regarding issues relating to student health and assist with planning for major outbreaks and pandemics.

- 1.5. Medical Centre staff will:

- 1.5.1. Provide a member of the Health & Safety Committee.
- 1.5.2. Ensure accident reports are completed and forwarded as appropriate for all relevant injuries.
- 1.5.3. Advise the Deputy Headmaster of any relevant issues relating to the health of students.
- 1.5.4. Ensure compliance with Medical Centre protocols and procedures and advise the Deputy Headmaster of any breaches.
- 1.5.5. With the assistance of members of the Senior Leadership Team, make relevant arrangements to deal with major outbreaks or pandemics.
- 1.5.6. Ensure that first aid boxes are stocked and re-stocked as necessary and that the contents are within date where applicable.

1.6. The Site Manager will:

- 1.6.1. Assist the Bursar in all matters of Health & Safety, and implementation of the following:
- Building Security
 - Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate)
 - Registration and control of visitors
 - Site traffic movement
 - Ensuring all vehicles are regularly checked, monitored and comply with relevant safety legislation
 - Day to day responsibilities for the management of legionella
 - Day to day responsibilities for the management of fire safety
 - Testing arrangements, maintenance and records, including fire, electrical, PAT testing, gas, equipment, water quality and asbestos.
 - Good standards of housekeeping, including drains, gutters etc.
 - Ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- 1.6.2. STOP IMMEDIATELY any work, process, plant or equipment (including contractors' operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect students, staff or visitors to the School and to inform the Headmaster immediately of any actions taken.
- 1.6.3. Maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- 1.6.4. Maintain an effective control system for the employment of contractors, through which their safety policies are vetted and their work procedures are monitored in accordance with the scheme of delegation.
- 1.6.5. Liaise with the Bursar regarding:
- The implications of safety legislation, codes of practice and approved safe working procedures.
 - The health and safety aspects affecting the design and layout of new and reorganised working areas.
 - The health and safety aspects of new plant, equipment and personal protective clothing.
 - The carrying out of periodic inspections, with departmental managers, of premises and other workplaces, plant, tools, equipment and work activities, reporting to the Headmaster and the Health & Safety Committee as appropriate.
- 1.6.6. Assist management with the preparation of departmental safe working procedures and safety rules.
- 1.6.7. In conjunction with other relevant managers, identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- 1.6.8. Support the investigation of accidents, dangerous occurrences and near misses occurring on the School's premises and reporting the findings to the Headmaster and Health & Safety Committee as appropriate.

1.7. All staff involved in supervising students are required to:

- 1.7.1. Exercise effective supervision of their students.
- 1.7.2. Understand the fire/evacuation procedures and assembly points to evacuate to and to act as fire marshals if they have received training.

- 1.7.3. Understand the first aid and accident reporting procedures and to comply with them. It is the responsibility of the person using any of the contents of a first aid box to inform the medical centre of what needs to be replaced.
- 1.7.4. Follow the health and safety measures in the relevant classrooms, boarding houses and other areas.
- 1.7.5. Personally follow safe working procedures and ensure students follow good examples of safe working.
- 1.7.6. Ensure the use of protective equipment and guarding as required.
- 1.7.7. Report to the relevant line manager any safety issues or omissions so that they can be rectified.
- 1.7.8. Only work with equipment supplied by the School.
- 1.7.9. Ensure all accidents, incidents, near misses, verbal abuse and occupational diseases are reported in accordance with the School's procedures.
- 1.8. All staff [including temporary, supply and voluntary] have a duty to:
 - 1.8.1. Carry out their work with due regard for the health and safety of themselves, other staff, students and the general public and to observe health and safety requirements relevant to their activities.
 - 1.8.2. Co-operate with the Headmaster and the Senior Leadership Team so as to enable them to carry out their statutory duties and responsibilities effectively.
 - 1.8.3. Contribute to the risk assessment and action planning process where they can and understand and acknowledge the assessment and any resulting action plan.
 - 1.8.4. Report any significant risks or issues which they may find or be alerted to.
 - 1.8.5. Report to their line manager hazards and near miss incidents which could result in injury.
 - 1.8.6. Understand the fire/evacuation procedures and assembly points to evacuate to and to act as fire marshals if they have received training.
 - 1.8.7. Understand the first aid and accident reporting procedures and to comply with them. It is the responsibility of the person using any of the contents of a first aid box to inform the medical centre of what needs to be replaced.
 - 1.8.8. Complete an accident form for all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
 - 1.8.9. Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the Senior Leadership Team.
 - 1.8.10. Undertake their duties in accordance with their training, instruction and the School's policies.
 - 1.8.11. Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
 - 1.8.12. Keep the workplace tidy and hazard free.
 - 1.8.13. Complete all training courses and attend briefing sessions required by the School.
- 1.9. All Students will be responsible for:
 - 1.9.1. Complying with School's Behaviour, Safeguarding and Health and Safety rules and procedures and any instructions given in an emergency situation.
 - 1.9.2. Taking reasonable care of themselves and others.
 - 1.9.3. Co-operating with class teachers and other school staff.
 - 1.9.4. Taking notice of posters around school reminding them of guidelines and practices and obeying any reasonable staff instruction.
 - 1.9.5. Using equipment and substances in the manner in which they are instructed.

- 1.9.6. Making full use of personal protective equipment provided for them to use when it is required.
 - 1.9.7. Not misusing anything provided for the purpose of safety or fire requirements.
 - 1.9.8. Not accessing restricted or unauthorised areas.
 - 1.9.9. Understanding the importance of personal hygiene and the cleanliness of work and living spaces for the safety of themselves and of others.
 - 1.9.10. Keeping the workplace and living spaces tidy and hazard free.
 - 1.9.11. Reporting anything they believe to be harmful or dangerous.
- 1.10. Contractors must:
- 1.10.1. Provide their Health & Safety Policy documents, copies of insurance certificates and risk assessments to the Site Manager before commencing a new contract.
 - 1.10.2. Ensure the principal person in charge of their activities takes responsibility for safe practise in the areas under their control.
 - 1.10.3. Identify and control risks arising from their activities.
 - 1.10.4. Inform the Site Manager of all potential risks to students, staff and visitors.
- 1.11. All Visitors to School (including contractors):
- 1.11.1. All visitors will sign in at Reception. During term time, or at any time when children are on site, visitors without a valid Disclosure and Barring Service Certificate with Old Swinford Hospital will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.
 - 1.11.2. No contractor will carry out work on the school site without the express permission of the Site Manager, other than in an emergency or to make the site safe following theft or vandalism for example.
 - 1.11.3. Contractors will be responsible for the health and safety of their staff (including subcontractors) and for ensuring safe working practises. Their activities must not constitute a hazard to students, staff or visitors to the School.
 - 1.11.4. Anyone hiring the premises will be made aware of the health and safety obligations when making a booking.
 - 1.11.5. Visitors and contractors will wear visitor badges at all times while on school grounds.
 - 1.11.6. Temporary staff, teaching or otherwise, will inform Reception of their presence by reporting to reception on arrival and signing the visitor's log.
 - 1.11.7. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to Reception or off site. Staff must ensure that any direction so given is followed and if necessary accompany the visitor to Reception for example.

2. First Aid & First Aid Trained Staff

The School understands its duties under the Health & Safety (First Aid) Regulations 1981 and has made arrangements to ensure the provision of first aid is in place so that:

- 2.1.1. Sufficient staff are trained in first aid to give adequate coverage across the site during school and boarding time.
- 2.1.2. The medical centre is staffed by trained staff during the school day.
- 2.1.3. Lists of trained first aiders are maintained by HR and a copy posted on the notice board in the staff area in Barn Block and in the School's kitchen facility.
- 2.1.4. As a principle at least one first aid trained member of staff is available at all times when students are present.

- 2.1.5. Risk assessments for sports and activities, both on and off site, consider the requirement for first aid cover.
- 2.1.6. First aid boxes are located across the site including in the medical centre, ground floor of Founder's building, Swinford Court learning resource centre and first aid room, main kitchen, science laboratory area, sports hall and in all boarding houses.
- 2.1.7. It is the responsibility of the person using any of the contents of a first aid box to inform the medical centre of what needs to be replaced.
- 2.1.8. Defibrillators are located at the side of the medical centre, opposite top field, on the outside of the sports centre and at the off-site playing fields at Treherns. All first aid trained staff are trained in the use of defibrillators. Defibrillators are tested and maintained by the medical centre.
- 2.1.9. Where students have known medical conditions or allergies relevant staff will be made aware of this and briefed on the action to take in case of an emergency. If an allergy relates to food the relevant information will also be provided to catering staff. Where necessary staff will be provided with additional training in order to meet the needs of these students.
- 2.1.10. Where staff have declared a medical condition or allergy relevant other staff will be made aware of this and briefed on the action to take in case of an emergency.
- 2.1.11. When providing first aid appropriate and adequate precautions must be taken to avoid infection and the spread of germs. Any spillage of bodily fluids must be reported to the cleaning supervisor, or in their absence the Site Manager to ensure that the affected area is suitably cleaned and disinfected.
- 2.1.12. Details of non-emergency treatment and the provision of medication is set out in the Schools medical protocols and practice statement.

3. Accident/Incident reporting and investigations

The definition of an accident is an unexpected, undesirable event which causes damage or harm, therefore it is thought of as something which happens without planning or intention.

3.1. Reporting accidents and incidents

- 3.1.1. Accidents must be reported online using Evolve. All school computers have an icon on the desktop to open Evolve.
- 3.1.2. Staff are required to report incidents (e.g. verbal abuse); occupation diseases and near misses, as well as the reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 3.1.3. If first aid treatment is needed following an accident, the member of staff providing treatment must ensure that an accident report form has been completed via Evolve.
- 3.1.4. A HSE guidance document for schools is available at: <http://www.hse.gov.uk/pubns/edis1.pdf>
- 3.1.5. All RIDDOR reports will be made through the Bursar.

3.2. Time Scale for Reporting

- 3.2.1. All accidents should be reported as they happen and recorded on Evolve within 24 hours.
- 3.2.2. Accidents involving a major injury or death must be reported immediately.

3.3. Monitoring of Accident Reports

The Bursar monitors the relevant accident records and reports to the Health & Safety Committee. Where appropriate items are reviewed and acted upon straight away and reported to the next available meeting of the Health & Safety Committee.

3.4. Investigation of accidents

- 3.4.1. All reportable accidents must be investigated. The School will investigate accidents, incidents and near misses to provide a report and record of the events that led up to the occurrence, and the immediate action taken after the occurrence.
- 3.4.2. Student accident reports will be kept on file up to the age of 22, i.e. 3 years after turning 18.
- 3.4.3. All other accident report documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.
- 3.4.4. It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Delay could mean that it is less likely that the true facts are be ascertained or that any hazard causing the accident is not swiftly dealt with.
- 3.4.5. Where there are witnesses it is essential to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of the events as this could paint a completely different picture by confusing their version with some other persons. Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.
- 3.4.6. A thorough investigation should answer the following questions:
 - What was the accident?
 - What caused the accident?
 - Who and what was involved?
 - When did it occur?
 - Where did it occur?
 - Why did it occur?
 - How could it have been prevented?
 - How can a recurrence be prevented?

4. Risk Assessments

Responsibility for writing and reviewing risk assessments is documented under the relevant policies. However, the following overall responsibilities apply:

4.1. Educational Visits

As Educational Visits Co-ordinator, the Bursar is responsible for reviewing all risk assessments relating to activities off-site. All risk assessments must be completed through the EVOLVE software. These will then be authorised by the Bursar.

4.2. Activities on Site

The Bursar is also responsible for ensuring that relevant staff have conducted suitable risk assessments for any activities taking place on site and this is not limited to Old Swinford Hospital students. Records of risk assessments relating to activities on site are reviewed by the relevant department head and will be stored on T drive: staff shared area/risk assessment.

4.3. Estates & Facilities

- 4.3.1. As Safety Officer the Bursar is responsible for approving and reviewing all risk assessments relating to buildings and equipment, including fire risk assessments.
- 4.3.2. The Bursar is also responsible for ensuring that relevant staff have conducted suitable risk assessments for any relevant equipment housed within their areas of responsibility.
- 4.3.3. Records of risk assessments relating to the site, buildings and equipment are kept by the Bursar.

5. Reporting

5.1. All staff are expected to report:

- 5.1.1. Repairs and maintenance which might otherwise pose a hazard.
- 5.1.2. Any unsafe or potentially unsafe working practices which come to their attention.

- 5.2. These reports should be made to the Bursar using online reporting mechanisms or if these are not available or appropriate for the matter being reported, then in writing. Staff reporting any matters can expect a reply to their concern.
- 5.3. The Bursar will present comprehensive reports on health and safety to the Governing Body at least termly which:
 - 5.3.1. Confirm, or otherwise, compliance with duties and regulations.
 - 5.3.2. Report on risk assessment.
 - 5.3.3. Report any significant incidents and how they have been addressed.
 - 5.3.4. Summarise concerns raised by others and how these have been or are being addressed.
 - 5.3.5. Report on external inspection findings.
 - 5.3.6. Confirm the level of staff training in place and any significant training requirements not met.
 - 5.3.7. Identify new or changed regulation.
 - 5.3.8. Report anything else related and relevant to the reporting of health and safety matters.

6. Training & Information

- 6.1. All staff will have access to the Health & Safety Policy and will be asked to acknowledge that they have been made aware of it and that they have read and understood it.
- 6.2. Appropriate health and safety notices and warning signs will be displayed.
- 6.3. Staff training logs will be maintained.
- 6.4. Staff training for all staff will include, but may not be limited to:
 - 6.4.1. General health and safety at work advise.
 - 6.4.2. Basic fire awareness training.
 - 6.4.3. Advice on manual handling and on working at height.
- 6.5. Additional training may be pertinent to the roles of certain staff, for example first aid training and minibus driver training.

7. Health & Safety Committee

- 7.1. Health & Safety Committee meetings will be held regularly and at least half termly. Staff may submit any matters of concern to the Committee for their consideration. Student representation through School Council may be similarly put forward.
- 7.2. Minutes of meetings will be circulated to all attendees and displayed on the health and safety notice board.

Whole School Policy Area Guidance/Arrangements

Persons who do not have access to documents stored in the Staff Shared Area can obtain or view copies through the Bursar's office.

Accessibility Plan	Guidance can be found in: T drive: Staff Shared Area/Master Policies/1 Introduction and Ethos/1.4 Accessibility Plan
Administering Medication	Process and restrictions on administering medication to students can be found in: T drive : Staff Shared Area/medical centre/treatment policies & procedures/Medical Protocols & Practice
Anti-bullying Policy	Guidance on how to prevent and tackle bullying in schools can be found in: T drive: Staff Shared Area/Master Policies/2 Pupil Conduct & Welfare/2.1 Behaviour Policy
Asbestos	Guidance on asbestos is provided in the Health & Safety Library
Safeguarding, Child Protection & staff/volunteer behaviour policy	Guidance for child protection can be found in: T drive: Staff Shared Area/Master Policies/2 Pupil Conduct & Welfare/2.8 Safeguarding Policy Guidance on staff and volunteer behaviour can be found in: T drive: Staff Shared Area/Master Policies/4 Employment/4.14 Code of Conduct for employees & volunteers
Building Maintenance Works	Guidance on planning maintenance works can be found in the Estates & Facilities Handbook
Children and Young People in the Workplace	Guidance on children and young people in the workplace can be found in the Estates & Facilities Handbook
Competent Advice	The School obtains Health & Safety advice from external consultants when required, backed up by the insurance broker
Control of Access, Security & CCTV	The School's policy can be found in: T drive: Staff Shared Area/Master Policies/6 Admin/6.1 Data Protection Policy
Contractor Management	Guidance on the selection and appointment of any persons employed on contracting activities is provided in the Estates and Facilities Handbook
Control of Substances Harmful to Health (COSHH)	Training is provided annually for those employees who have control of Substances Harmful to Health; see the Estates and Facilities Handbook for further information
Disabled Workers (inc temp. disabled)	Guidance in working with disabled employees can be found in the Estates & Facilities Handbook
Display Screen Equipment	All staff who habitually work in front of a computer should complete both training and a risk assessment annually, or following any changes
Driving	An annual declaration & questionnaire are required for every member of staff driving under the School's occasional business use policy For further details, staff should contact the Bursar All drivers must drive in accordance with current regulations and procedures and must qualify for cover under the School's current insurance policy
Educational visits	Risk assessments for every trip/activity that leaves the School's site must be conducted by

	<p>the lead member of staff</p> <p>All risk assessments must be completed via the EVOLVE software at least 4 weeks before the date of the trip/activity</p> <p>The School's policy can be found in</p> <p>T drive: Staff Shared Area/Master Policies/2 Pupil Conduct & Welfare/2.10 Educational Visits</p>
Electrical Safety	Guidance on usage maintenance of electrical systems and portable appliance testing is provided in the Estates and Facilities Handbook
Emergency Plan	A copy of the School's emergency plan can be found on the critical incident stick
E-Safety	<p>The School's policy can be found in:</p> <p>T drive: Staff Shared Area/Master Policies/Pupil Conduct & Welfare/2.14 Online Safety and Computer Usage Policy</p>
First Aid	<p>Student first aid provision is provided by the Medical Centre</p> <p>In addition sufficient staff have been trained in first aid to provide cover across the school site and for sporting and other activity both on and off site</p>
Fire safety, procedures and risk assessment	<p>Guidance on fire risk assessment requirements, the testing of fire protection systems and management of evacuations and on the keeping of records can be found in the Estates and Facilities Handbook</p> <p>All staff must complete the online fire awareness course annually</p> <p>Nominated staff will complete the online fire marshal course and will be trained in the use of fire extinguishers</p>
Food	Food hygiene training is provided to relevant staff at the appropriate level
Gas Safety	Guidance on the usage of gas can be found in the Estates and Facilities Handbook
General Workplace Safety	<p>General Workplace Safety will be monitored by the Headmaster, the Bursar and the Site Manager and this will include termly Health & Safety Inspection Audits</p> <p>Housemasters conduct some H&S checks relevant to their boarding house</p>
General Work Equipment	Guidance on work equipment can be found in the Estates & Facilities Handbook
Hot Works	All contractors who need to conduct "hot works" require a permit to work from the Site Manager before commencing works
Infection Control	Guidance on notification and control of infection outbreaks are provided by the Medical Centre
Letting and Hiring	Guidance for lettings will be provided from the Bursar
Lifting Equipment & Operations	Guidance can be found in the Estates & Facilities Handbook
Lightning Protection	External contractors are used for testing and maintenance of lightning protection equipment
Manual Handling	All staff must complete on-line training annually
Minibus Use	The Bursar has responsibility for the vehicle fleet and will be able to confirm whether you are qualified and eligible to drive under the School's insurance policy

	<p>Please note the School's vehicle insurance has conditions attached to it and you must meet these conditions as well as being qualified to drive the appropriate vehicle</p> <p>All employees/volunteers who drive school minibuses are required to pass a DMBC driving test every 3 years along with completing relevant paperwork</p> <p>Any motoring convictions must be notified to the Bursar immediately</p> <p>Further guidance can be obtained in the Estates & Facilities Handbook</p>
New and Expectant Mothers	Risk assessments and monitoring are carried out by SLT for new and expectant mothers
Noise	Guidance on the assessment of noisy activities and the provision of noise control measures can be found in the Estates and Facilities Handbook
Personal Protective Equipment (PPE)	Guidance regarding PPE equipment is provided in the Estates & Facilities Handbook, along with a risk assessment for PPE and a training guide
Radon	Guidance on the identification, access to information and control of exposure to radon can be obtained from the Head of Physics
Risk Assessment	<p>Risk assessments should be carried out by the person who is in charge of the activity</p> <p>All risk assessments should be stored online in the Staff Shared Area</p>
Safety Training (including induction)	All staff must undertake Health & Safety at Work training annually
Security & lone working	<p>A risk assessment of lone working has been carried out</p> <p>Employees should not work at height or with dangerous equipment on their own and any employee who feels vulnerable at any time should contact their line manager</p>
Slips Trips and Falls	All employees must complete online training annually
Smoking	The campus is a non-smoking site at all times
Special Education Needs, Disabilities and Learning Difficulties	Guidance on areas for consideration when providing educational needs to pupils is provided by the SENCO in school
Vehicles and on-site movements	All vehicle movements on site should be kept to a minimum during term time and any vehicle moving in school campus should be driving under 5 mph
Water Quality (including Legionella)	Requirements for the testing and maintenance of water systems, including the use of third parties for specialist activities, are included in the Estates and Facilities Handbook
Winter Conditions	Guidance on winter working can be found in the Estate & Facilities Handbook.
Work Experience for Students	<p>Guidance on topics for consideration when arranging programmed work experience activities is provided in the School's policy which can be found in:</p> <p>T drive: Staff Shared Area/Master Policies/3 Curriculum/3.10 Work Experience & Guidance Policy</p>
Working at Heights	All staff must complete online Working at Height Training annually and work in accordance with that training