

# HEALTH AND SAFETY POLICY

(including EYFS)

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## I. Introduction

- I. The Governors of Eastbourne College (incorporating St Andrew's Prep) recognise that under the Health & Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, for the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of St Andrew's Prep from time to time, these duties being implicit in the above Act.
- II. The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.
- III. The Governors and School recognise the guidance contained in the "Managing Health & Safety in Schools" and "Health & Safety Guidance for School Governors and Members of School Boards" prepared by the Education Service Advisory Committee of the Health & Safety Commission and intends to follow the good practice recommendations they make.
- IV. The School will provide and maintain a written Risk Assessment of the risks to health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health & Safety at Work Regulations 1999.
- V. The Governors and School recognise the good practice contained in "Health & Safety of Pupils on Educational Visits" prepared by the DfEE and intends to follow the recommendations it makes.
- VI. The Governors will take all such steps as are reasonably practicable to:
  - a. Provide and maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public insofar as they come into contact with foreseeable work hazards;
  - b. Provide and maintain a safe and healthy teaching environment for all employees and pupils, with adequate facilities and arrangements for their welfare, including arrangements for the use, handling, storage and transport of goods, articles and substances;
  - c. Provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
  - d. Develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
  - e. Provide a safe environment for all visitors to the School's premises, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
  - f. Control effectively the activity of all outside contractors when on the School's premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of the contractors' Safety Policies at the Tender stage;

- g. Encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the Committees already existing;
  - h. Ensure that this Policy is used as a practical working document and that its contents are publicised fully
  - i. Constantly review the details of the Policy and to keep it in line with changes in current legislation
- VII. Reference is made here to the requirements under The Children Act 1989 regarding fire provisions and ensuring that staff and pupils are aware of the School's health and safety policies and practices. It is the intention of the School to follow the advice given in The Children Act Guidance and Regulations Volume 5.
- VIII. A copy of this statement will be issued to all employees on their taking up employment with the School and copies will also be displayed on Staff Notice Boards.

Signed:

(for the Governors)

C Meade, Clerk to the Council

Date:

## **2. Policy Statement**

The Charity places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

Copies of Health, Safety, Welfare and Security Policies covering the organisation and arrangements for meeting the specific needs of the school, both generally and for individual departments, is available from the Facilities Bursar responsible for health and safety and on the school portal within the health and safety section.

The Charity is confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

## **3. Responsibility for Health and Safety**

The individual responsible for health and safety at work in the School is delegated to the Facilities Bursar. S/he will ensure so far as is reasonably practicable, that the school's policy on health and safety at work is effectively and legally implemented.

The Facilities Bursar's health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. S/he will familiarise themselves with all relevant health and safety legislation and seek expert advice when required.

In the absence of the Facilities Bursar, the responsibilities for health and safety at work will be assumed by the Estates Manager.

## **4. Management and Supervision**

All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their subordinates are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

- ensure that on joining the School all new employees are fully familiar with health and safety matters appropriate to their duties, including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes;
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and pupils;
- ensure that all staff are familiar with the School's health and safety at work policy;

- co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections;
- ensure the maintenance of good housekeeping standards;
- review the safe operation of all work equipment;
- within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances;
- carry out Risk Assessments within their departments and maintain a record of their findings

## **5. All Staff**

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the School on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the health and safety at work policy, School procedures and rules.

## **6. Consultation**

St Andrew's Prep has a legal duty to consult with members of staff about anything that may affect health and safety in the workplace and give members of staff the chance to state their views. This is either by direct consultation or through safety representation. St Andrew's Prep will take into account the views of its staff when making decisions that affect Health and Safety.

St Andrew's Prep will consult on:

- changes in working practices or procedures that could affect health and safety
- arrangements for using competent people to help the School comply with health and safety legislation
- information to be made available on health and safety risks in the workplace
- planning of health and safety training
- health and safety issues with new technology

## **7. Health and Safety Committee**

The Health and Safety Committee will be responsible for co-ordinating the implementation of the health and safety at work policy and will keep under review measures taken to ensure the health and safety of employees with the objective of promoting co-operation between the management and employees. The Committee will be chaired by the Deputy Headmaster.

The Health and Safety Committee will:

- review statistics with a view to recommending corrective action
- examine safety audits, inspections and assessments
- consider legislation, reports and information in order to determine necessary action
- keep a watch on the effectiveness of rules, systems of work, training and communication
- maintain the security state of the school

The membership of the Committee will be:

- Deputy Headmaster (Chair)
- Chair of the St Andrew's Committee
- Facilities Bursar
- Estates Manager
- Catering Manager
- Transport Manager
- Heads of subjects for Art, Pre Prep, Science and Sport
- Housemaster
- School Matron
- Nominated Governor

Other specialists will be co-opted as necessary. The Committee will meet termly, i.e. 3 times per year. Minutes will be circulated to the St Andrew's Prep Committee; full Council (charity trustees) and all St Andrew's Prep staff via email and by display in the Staff Common Room notice board.

## **8. First Aid Policy**

The School has a responsibility to provide an effective and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

In summary the Policy's Aims are:

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises, and also off the premises whilst on School visit

See the School's First Aid Policy for further details contained within the Health and Safety section of School's Portal.

## 9. First Aid and Accident Reporting

### First Aid

First Aid boxes are available and are looked after by the School Matron who is a qualified first aider and is also responsible for taking control in the event of an accident or injury.

### Accident Reporting

- All accidents, however minor, must be reported to the Facilities Bursar and School Matron who will complete an accident report form (near misses, potential hazards and any damage must be reported immediately).
- All accidents (near misses, potential hazards and damage) will be investigated by the Facilities Bursar and department head that will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence. Records will be kept of all accidents.
- The Facilities Bursar and School Matron will notify the appropriate authorities when necessary.

## 10. Emergency Procedures

### Discovering a fire or other emergency

- **THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF**
- If you see signs of a fire or other emergency which could place employees or pupils in danger, **SOUND THE ALARM.**
- **IF SAFE TO DO SO**, attempt to control the fire or other emergency, with assistance if available. **Never** put yourself at risk even with the smallest fire (or other emergency). **Never** attempt to move burning objects. Members of the Estates Dept and the Boarding House staff are trained in the use of Fire Extinguishers.
- Ensure that the appropriate emergency services are summoned. **DIAL 999** and state clearly the address where the fire is. Proceed to the meeting point and notify the duty Fire Warden and Facilities Bursar that you have contacted the emergency services.

## 11. Evacuation Procedures

- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working.



- **IF SAFE TO DO SO**, close windows and doors and secure cash and confidential documents. If closed doors feel warm, **DO NOT OPEN THEM**.
- Leave the building by the nearest available exit. Ensure that any visitors you have also leave the building and make your way to the **LONG ASPHALT** (the concrete strip at the back of the school by the sports field).
- The Emergency Meeting Point for children and staff based in the Lodge Nursery is the **NURSERY PLAYGROUND**. Nursery children and staff not in the Lodge Nursery but elsewhere in the School grounds will meet on the **Headmaster's Lawn**. The Nursery Manager will be responsible for reporting the safe account of pupils and staff to the Duty Fire Warden, who will be based at the Long Asphalt.

**DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS.**

#### **If you are cut off by a fire**

- Close the door, using clothing etc to block any gaps.
- Go to the window and attract attention.
- If the room becomes smoky, stay low – it is easier to breathe.
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to your evacuation assembly point which is detailed at each fire exit and demonstrated at each fire drill exercise and report to the Head of Department or other superior.
- **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.
- **DO NOT RETURN TO THE BUILDING** until the all clear has been given and until instructed by the Fire Warden.
- Never assume the evacuation is a drill.

## **12. Fire Wardens**

The Fire Warden will ensure that the premises are evacuated and will take a roll call. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

In the unlikely event of a **BOMB ALERT** inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. **DO NOT TOUCH**. If possible report anything unusual before evacuating.

During day time, the Fire Warden role is carried out by the Deputy Headmaster and in his absence the Director of Studies. The Fire Warden is assisted by the Facilities Bursar and Estates Manager.

During the evenings, the Fire Warden role is carried out by the Housemaster assisted by the male and female members of house staff.

### 13. Fire Precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- Familiarise yourself with the position of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to firefighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- There is to be **NO SMOKING** on the premises and grounds of the School.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately to the Facilities Bursar.

### 14. Code of Safe Conduct

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.
- Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the health and safety of employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes.
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids, tracked in rain etc. immediately.

- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back. **GET ASSISTANCE** if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition.
- Electrical equipment is regularly checked and is normally safe when properly used, **BUT**:
  - never touch electrical equipment with wet hands
  - always disconnect electrical equipment before moving it
  - never attempt electrical repairs unless authorised
  - Always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
  - always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the Facilities Bursar. Training in dealing with hazards will be conducted as appropriate.

#### 15. Display Screen Equipment (DSE) – Precautions

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference. Position the VDU at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Avoid wearing light coloured clothing which can reflect light on to the screen.
- Look into the distance periodically – at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

See the School's DSE Policy for further details contained within the Health and Safety section of School's Portal.

#### 16. Temporary Staff, Contractors and Visitors

Temporary staff, contractors and visitors will be required to conform to all health and safety requirements whilst on the School's premises. They will EITHER be accompanied by a responsible permanent employee at all times OR will be issued with the relevant rules, procedures and specific hazard information. E.g. on a card to carry with them.

All contractors will be expected to abide by the School's Code of Practice for Contractors.

## **17. Occupational Health**

It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to appropriate.
- Providing pre-employment screening and regular health supervision of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are within, and assist, the Charity's health and safety policies and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the NHS/GP.

## **18. Safe Recruitment**

The School takes its responsibilities to ensure only suitable people are employed in any capacity. Reference should be made to the School's policy for the appointment of staff. We require all adults employed in school to have their application vetted in order to check that there is no evidence of offences involving children or abuse.

## **19. School Security**

While it is difficult to make the school site totally secure due to the open nature of the site, we do all we can to ensure that the school is a safe environment for all who work or learn here. Various key entry points are secured with a key pad door opening systems. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, insurers, architects and other consultants).

We require contractors and visitors, other than at sports fixtures, who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Appropriate vigilance by staff to note and report an unidentified visitor is required at all times. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headmaster, Deputy Headmaster or Facilities Bursar immediately. He or she will warn any intruder that they must leave the school site straight away. If there are any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted.

Children are not allowed outside the grounds without an accompanying member of staff. There is a break time procedure for break duty held by each member of staff. Reference should be made to the School's Security Policy for further details contained within the Health and Safety section of School's Portal.

## **20. CCTV**

St Andrew's Prep uses closed circuit television (CCTV) images to protect pupils, reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

The system comprises of a number of fixed and dome cameras. The system does not have sound recording capability.

The CCTV system is owned and operated by the School and the deployment of which is determined by the School's Senior Management Team.

The CCTV is monitored centrally from the Facilities Bursar's Office. Access to CCTV images is managed by the Facilities Bursar. It is set up by the Network Manager and the Data Controller for the Charity. Technical work is performed by the ICT Technician. Routine access is restricted to the Deputy Headmaster and Estates Manager, who deputises for the Facilities Bursar.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community through the Health and Safety Committee, which meets termly under the chairmanship of the Deputy Headmaster.

The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 1998. The School's CCTV policy outlines the use of CCTV and how it complies with the Act.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound.

See the School's CCTV Policy for further details contained within the Health and Safety section of School's Portal.

## **21. Safety of Children**


It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject heads of department will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher has any concerns about pupil safety, they should bring them to the attention of the Facilities Bursar before that particular activity next takes place.

If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. We keep first aid boxes at various strategic places around the School. A number of teaching staff receive First Aid at Work training. The Matron manages and keeps a list of first aid qualifications of members of staff. In addition, Matron oversees training of School staff in the use of the defibrillator.

Should any incident involving injury to a child take place, the Matron working alongside trained members of staff will be called to assist. Trained members of staff will oversee an incident in her absence. If necessary, the Matron (or trained member of staff in her absence) will telephone for emergency assistance and a senior member of staff will accompany the child to hospital if the parent has not yet arrived at school.

The School will record all incidents involving injury and near misses, and in all cases of injury other than mild scrapes we inform parents. Should a child be quite seriously hurt, we telephone the parents. We update these numbers annually, but it is essential that parents inform us when contact details change.

- END -

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