



# HARRODIAN

## Health and Safety Policy

### 1. Introduction

The health, safety and welfare of all the people who work or learn at our School are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Proprietor, the Operations Director and the Senior Management Team take responsibility for protecting the health and safety of all children and members of staff.

#### **Informing Document**

*DFE Health and Safety: Advice on Legal Duties and Powers*

The School is committed to ensuring through all levels of its management that, so far as is reasonably practicable:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the School or a contractor that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for meeting the School's health and safety requirements including, where necessary, a written statement of policy.

The Proprietor has the ultimate responsibility for the implementation of this policy and, through the Operations Director will ensure that the requirements of all health and safety legislation are implemented. The Headmaster is responsible for the conduct of this policy within the School. Matters that cannot be resolved within the School must be referred to the Proprietor.

The School's objectives are:

- To provide conditions and systems of work for all employees, pupils, visitors and members of the public which prevent any danger to health and safety.

- To identify, evaluate and minimise, eliminate or mitigate all risks. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified and to enable the standards of safety to be adopted and enforced.
- To ensure that all items of plant and equipment are maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff, pupils or the public.
- To provide means of access and egress which are safe and without risks to health, as far as is reasonably possible.
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- To ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the School will have, and maintain, up-to-date fire safety procedures and documents; and ensure that all employees and pupils are familiar with them.
- To achieve 'Best Practice' as appropriate in all matters of health, safety, and welfare where there is regulation, Approved Codes of Practice, or specific guidance.

This policy is largely dependent upon the full cooperation of every person who works for the School. All Harrodian employees have a statutory duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the School, and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses, which have led, or may lead to, illness, injury or damage.

Health and Safety is a line management responsibility within the School and will be exercised through the School's management structure under the direction of a Health and Safety Committee, which meets the requirements of current regulations on consultation of employees, and meets termly. The committee is chaired by the Headmaster and includes the Operations Director, the Deputy Headmistress, the Head of Seniors and the PA to Head of Seniors.

## **2. Health and Safety Organisation**

### **2.1 Proprietor's Duties**

The Proprietor is ultimately responsible for Health and Safety within the School. He will:

Appoint a Risk and Health and Safety Committee, which will be chaired by the Headmaster. This committee meets termly.

This committee, so far as is reasonably practicable, will:

- Maintain safe and healthy working places and systems of work and aim to protect all employees, pupils and others, including the public, in so far as they come into contact with foreseeable work hazards.
- Provide and maintain a safe and healthy educational environment for all employees and pupils with adequate facilities and arrangements for their welfare, and to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.
- Develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels.
- 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.
- Maintain oversight of the activity of all outside contractors when on the School's premises and ensure they meet all current health and safety legislation.
- Encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committee already existing.
- Ensure that this policy is used as a practical working document and that its contents are made available to staff and parents.
- Review the details of this policy at least annually and to keep it in line with changes in current legislation.
- Arrange for an annual Health and Safety Audit of the School premises and property.
- Review the major risks to the School on an annual basis. The risks will be identified and prioritised, and mitigating actions identified and managed on an on-going basis.

## **2.2 Headmaster's Duties**

The Headmaster is responsible to the Proprietor for the conduct of the Health and Safety Policy. He will, so far as is reasonably practicable:

- Monitor the effectiveness of the Policy within the School and report back to the Proprietor as appropriate.
- Consult with the Operations Director, as nominated Health and Safety Officer, on all Health and Safety matters.
- Accept and implement changes to health and safety procedures at Harrodian in the light of experience.
- Encourage the cooperation of staff at all levels in applying the Health and Safety Policy.

- Ensure that any changes in curriculum and in systems of work are considered for their health and safety implications.
- Keep the Proprietor informed of new regulations regarding health and safety, and ensure that the School regularly reviews its procedures with regard to health and safety matters.

The Headmaster will chair a School Health and Safety Committee that is formed in accordance with the *Health and Safety (consultation with Employees) regulations 1996 (as amended)*, issue its members with appropriate Terms of Reference (see **2.9 School Health and Safety Committee**), and ensure that it meets termly.

### **2.3 Operations Director's Duties**

On a day-to-day basis, the Headmaster's responsibility as regards the administration of the domestic (i.e. non-academic) side of the School will be devolved to the Operations Director, who will:

- Monitor the effectiveness of this policy and report back to the Headmaster as appropriate.
- Make arrangements to draw the attention of all staff to the School safety policies, organisation, and procedures, and to any relevant safety guidance and information.
- In a line management function, be responsible for the health and safety of all administrative, maintenance and domestic staff.
- Where individual employees in the various support functions listed above are given posts of intermediate responsibility, ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the health and safety functions that they have been given.
- Be responsible for liaising with outside bodies that may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and that the School itself is appropriately indemnified.
- Be responsible for briefing outside contractors working on the School's premises regarding the School's health and safety requirements, and ensuring that the health and safety policies of those contractors also meet those requirements.

In addition to these delegated duties the Operations Director has the following duties of his own:

- Be the School's nominated Health and Safety Officer. As such, he will have responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the School via the normal line management structure.
- His duties will include:
  - Acting as the School's 'Competent Person' for health and safety matters, calling on external advice and training as appropriate.
  - Arranging staff training on all health and safety matters and maintaining suitable records.

- Making arrangements for the implementation of the accident reporting procedure, and its usage throughout the School.
- Making arrangements for briefing staff, visitors, pupils and other users of the School's facilities on the School's health and safety procedures.
- Arranging for the following to be displayed in suitable places around the school:
  - Health and Safety Law Posters
  - Lists of First Aiders and their locations.
  - Medical Rosters
  - Lists of Pupils with Allergies
- Ensuring as far as possible that the staff are aware of the above.
- Ensuring that the Fire Risk Assessment Tracking List and the Departmental Risk Assessment Tracking List are kept up-to-date.
- Arranging for results of fire practices to be recorded and reported to the Health and Safety Committee and the Proprietor.
- Keeping up to date records of risk assessments on all areas in the School and managing the annual risk assessment review and update process, providing advice and assistance where necessary. Producing an action plan of all risk assessments and review with the Headmaster/Proprietor.
- Ensuring that accurate records are kept for all accidents/incidents that occur in the School.
- Keeping up to date with all the new regulations, Approved Codes of Practice, and guidance concerning Health and Safety.
- Maintaining a central record of all COSHH assessments in use in the School.

#### **2.4 Deputy Headmistress' Duties**

The Deputy Headmistress, together with the Head of Admin, will prepare an Emergency Evacuation Plan, devise procedures, and arrange for periodic practice evacuation drills to take place. (See also *Section 5 of the School Health and Safety Manual for Fire Safety Duties*.) The Deputy Headmistress has overall responsibility for Safeguarding in the School.

#### **2.5 Head of Pre-Prep, Head of Prep and Head of Seniors Duties**

The Head of Pre-Prep, Heads of Prep (Lower and Upper) and Head of Seniors devolve responsibility for the conduct of Health and Safety for their respective Schools. They will feedback any health and safety issues to the Health and Safety Committee.

#### **2.6 Heads of Department**

Heads of Department will be responsible to the Headmaster for the following:

- Ensuring that their Department is run according to the requirements and other appropriate standards that may be set by the School.

- Ensuring that members of their Department understand practical aspects and the minimum legal standards applicable within their areas of responsibility.
- Notifying the Headmaster of any matters within this field which they feel are beyond their own competence.
- Reporting any accidents, incidents, near misses or damage for investigation.
- Ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in the *Educational Visits Policy*.
- Completing Risk Assessments in accordance with COSHH Regulations on any new substances introduced into their Departments; Science staff should keep up to date with the current CLEAPSS guidance and procedures.
- Ensuring that the teaching staff and pupils for whom they are responsible comply fully with the requirements and other appropriate standards.

## 2.7 Duties of all Harrodian Employees

All Harrodian employees have a responsibility under Health and Safety legislation to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Cooperate with the Headmaster in meeting the requirements as set out in the *Staff Handbook*.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts (where in doubt they must seek immediate clarification from the Operations Director).
- Ensure that plant, tools and equipment are maintained in good condition and report any defects to the Operations Director.
- Use personal protective equipment and safety equipment provided and ensure that these are kept in good condition.
- Ensure that offices, general accommodation and vehicles are kept tidy and in good order.
- Ensure that any potential hazards and accidents (whether or not an injury occurs) are reported in accordance with the *Medical Policies*.
- Not smoke on Harrodian premises (except in the designated smoking area), in School vehicles or while responsible for pupils.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, they must draw these to the attention of the Operations Director, as soon as is reasonably practical.

All employees must take note that, whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment, or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees, so they will have access to this policy, and be reminded of their duty to comply.

N.B. The Headmaster and staff will make pupils (and, where appropriate, the parents) aware of these responsibilities through direct instruction, notices and School policies.

## **2.8 Pupils' Responsibilities**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils, as reminded by the Headmaster and staff.
- Observe standards of dress consistent with safety and/or hygiene (this would include unsuitable footwear, knives and other items considered dangerous).
- Follow instructions regarding health and safety.
- Act in a responsible manner, so as not to endanger self or others.
- Use and not wilfully misuse, neglect or interfere with equipment provided for safety purposes.
- Report to an appropriate member of staff any defects or misuse that could lead to dangerous situations or accidents.
- Observe School out of bounds signage.

## **2.9 School Health and Safety Committee**

The School Health and Safety Committee will exercise overall management and supervision of the health and safety function within the School. The Committee will comprise the Headmaster, the Operations Director, the Deputy Headmistress, the Head of Seniors and the PA to Head of Seniors. Other members of the School staff may be co-opted as required.

The School Health and Safety Committee is required to:

- Monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and revise and amend it, as necessary.
- Direct the Annual Review of Fire Risk Assessments, satisfying itself that any significant changes to buildings or procedures have been reflected in the revised Fire Risk Assessments.
- Direct the annual programme of Risk Assessment updates required under the terms of the School's Risk Assessment Policy.
- Report to the Proprietor any risks identified which have a significant safety implication – or where the cost of remedying such risks carries a significant financial liability.
- Review reports from the Health and Safety Officer which include:
  - Accident, Incident, and Near Miss Reports.
  - Fire Safety Report, including reports of drills, evacuations, and training.

- Details of visits from external authorities, such as the London Fire Brigade or the Environmental Health Officer.
- Maintenance of the security state of the School.

### **3. School Procedures**

These procedures, whilst not all strictly Health, Safety and Welfare based, are for the guidance of all staff, parents, and pupils.

#### **3.1 Responsibilities**

Health and Safety is everyone's responsibility. The responsibilities of the Proprietor, School employees and pupils are outlined in **Section 2** of this document.

All termly staff meetings will include Health and Safety as an agenda item. Health and Safety will also be included once a term in a Senior Leadership meeting.

In addition, parents are requested to support the School's aims by:

- Completing the medical form on entry to the School;
- Ensuring their children attend School in good health;
- Informing the School about reasons for absence;
- Encouraging their children to develop personal responsibility for safe conduct as they mature;
- Informing the School of any perceived potential hazards;
- Ensuring their emergency contact numbers are kept up to date.

#### **3.2 The School Curriculum**

We teach the children about Health and Safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal School curriculum.

#### **3.3 School Meals**

We do all we can to ensure that all meals provided at Harrodian have a suitable nutritional value. There are weekly meetings with the Head Chef to ensure standards are maintained. Harrodian promotes a healthy lifestyle.

#### **3.4 Health and Safety and School Uniform**

The School Dress Code is designed with health and safety in mind.

#### **3.5 Safeguarding Children**

The named persons with responsibility for Safeguarding are the Deputy Headmistress (overall responsibility), Head of Pre-Prep (Pre-Prep), Head of Lower Prep (Prep) and the



Deputy Head of Sixth Form (Seniors and Sixth Form). We follow the procedures for Safeguarding drawn up by the London Borough of Richmond-upon-Thames. These are set out in the *Safeguarding Policy* and the *Staff Handbook*.

### **3.6 Safer Recruitment Procedures**

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

### **3.7 School Security**

We do all we can to ensure that the School is a safe environment for all who work or learn here. 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 fixtures, who arrive in normal School hours to sign the visitors' book in the reception area and wear a School ID badge.

Appropriate vigilance by staff to note and report unidentified visitors 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 a senior member of staff 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.

### **Specific Pre-Prep Security**

Pre-Prep pupils, Reception to Year 3, are fully monitored and supervised throughout their day. They are dropped off in staffed classrooms by parents/carers at 8.30am and must be collected in person from either the classroom or supervised after school club room. Pre-Prep pupils are never left to their own schedule and are fully supervised throughout the school day.

### **3.8 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 Operations Director before that particular activity next takes place.

We do not take any child off the School site without the prior permission of the parent.

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. Many staff have received basic first aid training, in courses that are arranged for all every three years; however, all incidents are reported to our fully qualified, full time on-site School Nurses.

There are lists of First Aid qualified staff at numerous key points around the School.

Should any incident involving injury to a child take place, the School Nurses will be called to assist and will telephone for emergency assistance if necessary. A senior member of staff will accompany the child to hospital if the parent has not yet arrived at School.

We record all incidents involving injury, and in all cases other than mild scrapes we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. The circumstances in which staff can intervene with a pupil are covered by *Section 93 of the Education and Inspections Act 2006*. This enables staff to use such force as is reasonable in the circumstances for the purpose of preventing a pupil from doing (or continuing to do) any of the following:

- committing an offence
- causing personal injury or damage to the property of any person (including the pupil him/herself)
- prejudicing the maintenance of good order and discipline at the School or among any pupils receiving education at the School, whether during a teaching session or otherwise

Reasonable force is generally accepted as meaning the *minimum* force required in a given situation.

Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported (see *Physical Intervention Policy*.)

### **Playground Safety**

There is a procedure for playtime supervision, which is known by all staff, and kept in the *Staff Handbook*. In essence it provides for conscientious supervision and adherence to rules for behaviour in order to ensure safe and happy playtimes and breaks.

Equipment and areas such as the courtyard surface and the gardens are regularly checked and maintained by the Estates Team.

It is the parents' responsibility to supervise their children before and after school while they are on School premises.

### **3.9 Provision of Childcare**

The School does not provide childcare to children other than our own pupils.

### **3.10 Fire and Other Emergency Procedures**

Procedures for fire and other emergency evacuations are published in the *Staff Handbook*.

Fire drills are held each term in accordance with the *Fire Drill Policy*. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers and fire escapes, and the testing of the fire alarm system implemented by the Fire Warden Team.

### **3.11 Educational Visits**

The School takes very seriously its responsibilities for ensuring the safety of children whilst on School trips (see the *Educational Visits Policy*). This is published in the *Parent Handbook*, on the website, and is in hard copy in Reception.

### **3.12 Seatbelts**

We use coaches and minibuses only when seat belts are provided. We ensure the children use seat belts at all times when the vehicle is moving.

### **3.13 Medicines**

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from School. However, although a child may soon be well enough to be back at School, medication may perhaps still be required during the School day for a short period. In such cases parents will be required to sign an authorisation for prescribed medicine to be administered by the School Nurses.

Where children have long-term medical needs, we will do everything we can to enable them to attend School regularly. Parents must give us details of the child's condition and medication, and bring the medication to School in a secure, labelled container. Such medication will be administered by the School Nurses. All medicines are secured in a locked cupboard. Records will be kept of all medication received and administered by the School Nurses.

All parents are required to indicate on an appropriate form whether they wish a homely remedy such as paracetamol to be given to their child by the School Nurses in the case of need. The School will similarly draw a parent's attention to their child appearing unwell during the day.

Any staff involved in administering medication such as an EpiPen will receive training, usually from the School Nurses, or an external nurse if required.

### **3.14 Misuse of Substances**

See *Behaviour Policy, Drugs Policy and Staff Handbook*.

### **3.15 Internet Safety and Computer Use**

See *Online Safety Policy*.

We regularly use the Internet in School, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign an authorisation for their child to use the Internet. Prep School pupils also are required to sign an agreement to use the Internet safely. We also seek parental permission before using photographs of children or their work on the School's website, in newsletters and other publications.

### **3.16 Theft or Other Criminal Acts**

A senior member of staff will investigate any incidents of theft involving children. If there are serious incidents of theft from the School site, the Headmaster will inform the police, and record the incident.

Should any incident involve physical violence against a teacher, this will be reported to the Headmaster.

### **3.17 The Health and Welfare of Staff**

The School takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with Health and Safety law. If a member of staff is experiencing stress at work, they should inform the Headmaster without delay. He will consider whether the School complaints or grievance procedures apply, whether to advise the colleague to seek medical support or the advice of the School Counsellor.

The School will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the School will take the matter very seriously, and take appropriate action under the complaints procedure. Appropriate liaison with the Proprietor will be sought in matters relating to the health and well-being of staff.

### **3.18 Contractors**

Any building work must be securely fenced off in line with current regulations so pupils have no access to it. The Headmaster and all teaching staff will point out to pupils the dangers of playing near heavy machinery or building materials.

### **3.19 Monitoring and Review**

It is the Headmaster's responsibility to keep the Proprietor informed of new regulations regarding health and safety, and to ensure that the School regularly reviews its procedures with regard to health and safety matters. The Headmaster, the Deputy Headmistress and the Operations Director also liaise with other external agencies, to ensure that the School's procedures remain effective and compliant with current regulations.

The Operations Director, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the School environment safe.

The Operations Director is the School's Health and Safety Officer. He liaises with senior teaching staff to ensure the School's health and safety policy is upheld on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headmaster also reports to the Proprietor on health and safety issues.

#### **Links to other policies**

Please refer to the other policies mentioned in this document.

Person responsible: Operations Director

Last update: September 2019

Next update: September 2020