



**Hurst Lodge School
Yateley Hall
Firgrove Road
Yateley
GU46 6HJ**

Health and Safety Policy

2023/2024

Health & Safety General Statement of Policy

Hurst Lodge School attaches the utmost importance to the safety, health and welfare of its employees, visitors and all pupils. The School will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The school has regard to the DfE non statutory advice guidance 'Health and Safety advice on Legal Duties and Powers for Local Authorities, Principals, staff and Governing Bodies (2013)'. The Principal bears ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Bursar, Estate Manager and Health and Safety team.

The leadership team will take steps so far as is reasonably practicable to ensure that the workplace is a safe, risk free and a healthy environment in which its employees, pupils, contractors and other persons affected by the School operations can work. It seeks to ensure that the schools premises, including outdoor spaces are fit for purpose and suitable for the age of children cared for and the activities provided. The school's cleaners and catering department endeavour to ensure that the highest levels of hygiene are maintained. The school will record and report accidents to staff, pupils and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The leadership team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Hurst Lodge School has operated the national smoking ban since 1st July 2007 and as such smoking is prohibited on site.

FOCUS

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- The provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.
- The team will consider the policy and procedures for off site visits, including residential visits and any school-led adventure activities
- Dealing with health and safety emergencies, procedures and contacts

CO-OPERATION

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They have a duty to look after their own and others' health and safety. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. Employees, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their Line Manager or the Estates Manager all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures. In order for all staff to be consulted and have input health and safety matters: Health and Safety is a standing item on all agendas for briefing and staff meetings. Contractors are asked to report any issues to their line managers who will advise the Health and Safety team.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

Teaching Safety

We believe that the education provided at Hurst Lodge will play a crucial role in preparing children and young people to be able to recognise and manage risk. Risk education is embedded in our curriculum and we promote the active involvement of our students in risk assessment and risk management according to their developmental capacity in any activity on or off site in which they are involved. In this way pupils and staff can maximise the benefits of sensible risk taking while continuing to keep themselves as safe as necessary.

POLICY REVIEW

This policy will be regularly revised, by the Health and Safety committee and the Leadership Team as necessary but at least once per year. In conducting the policy reviews, due regard will be given to the following:

Planning- The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees. Training will include, fire, emergency evacuation, Handsam training, health and safety, safeguarding, first aid and risk assessment. Staff are encouraged to raise any concerns they may have.

The school has guidance on dealing with health and safety emergencies procedures and contacts. If appropriate, the school will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;

- fire safety, including testing of alarms and evacuation procedures
- contractors in schools;
- vehicle movements within the school grounds;
- first Aid and supporting medical needs and occupational health services
- workplace arrangements, including housekeeping;
- slips and trips
- off site visits, including residential visits and school led adventure activities and centres licensed by the Adventure Activity Licensing Authority;
- forest school activities
- the keeping of animals in school
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;
- pupils with special needs, i.e. manual handling;
- Emergency plan
- any other site specific issue

Policies relating to the above can be requested in the school office.

Organisation- A review of the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

The school has reviewed and implemented specific protocol for dealing with Covid-19 to ensure the safety of staff and pupils.

Control- Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review- All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out during the health and safety meetings – minutes of which will be kept. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

HEALTH & SAFETY MANAGEMENT

The Principal has overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

The school has a Health and Safety Team, this consists of

Victoria Smit – Principal
Philippa Moorby – Bursar
Linda Knoll – Science/Maths
Helen Grainger – HLTA
Paul Belcher – Facilities
Lisa Bowyer – Science Technician
Ben Wallace – Art

Heads of department are co-opted in depending on review cycle.

They meet bi-weekly or more often if required. The team monitors and reviews measures needed to meet satisfactory health and safety standards. The team will establish the programme of works and ratify expenditure and will then delegate the maintenance and monitoring of health and safety issues to contractors as chosen and agreed by the team.

Paul Belcher will feed back at each meeting the progress made by the maintenance team and chosen contractors. The head of catering and cleaning Helen Bonner reports to Philippa Moorby any health and safety issues noted by cleaners and contract staff and any issues regarding catering and nutrition that need to be added to the Health and Safety agenda.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School's leadership team during leadership meetings.

A copy of the policy will be given to all employees when they join the School. When changes have been made to the policy, copies will be placed on the School's noticeboards.

Signed:  (Director)

The health and safety policies for Hurst Lodge cover all students (Hurst and Lodge), staff and visitors.

August 2022

PROCEDURES FOR IMPLEMENTATION

Annex A

1. Introduction

The School's Health and Safety Policy sets out how the School will deal with Health and Safety matters. In order to implement the policy, the following paragraphs set out the management structure and responsibilities within the School for Health and Safety.

2. Management Structure

The Principal has made the following appointments:

School Safety Officers are members of the Senior Leadership Team and are responsible to the Principal for implementation of the School's Health and Safety Policy - Victoria Smit, Philippa Moorby, Nisha Babu, Simmi Kalsi, Natalie Moffatt, Laura Orme, Linda Hudson & Caroline Jackson.

Fire Officers – Victoria Smit & Philippa Moorby are the registered competent persons and they direct the Fire Wardens who are Linda Knoll, Lucy Sheather, Paul Belcher, Amanda Joy, Chris Jordan and Bridey Dyer.

Estates Management is looked after by Paul Belcher, responsible to the Principal.

3. Responsibilities

- **The School Safety Officers** are responsible for implementing the School's Health and Safety Policy, and for the preparation and/or collation of the risk assessments covering all relevant areas.
- **The Fire Officers** have overall responsibility for fire safety matters. Fire Risk Assessments are carried out by an external body
- **The Estates Manager** is responsible for maintenance of the fire safety equipment, fire alarms, emergency lighting and fire safety signs. The Estates Manager is also responsible for the emergency action plan including evacuation procedures.

Teachers will be responsible for:

- ensuring the safety of the pupils in their care as far as reasonably practicable and that defects which cannot be remedied by them are reported immediately to the Estates Manager
- ensuring proper use by pupils of safety equipment and protective clothing where provided and that the pupils are not allowed to act in a way that is unsafe
- ensuring that pupils are instructed in safety procedures in operation and processes involving known hazards
- initiating aid in the event of an accident
- ensuring that pupils know the fire exits and routes from the areas in which they are being taught, and that the fire exits are kept clear and the fire doors closed at all times
- performing adequate risk assessments in advance of school trips/activities to ensure that hazards are reasonably anticipated and that reasonable actions to mitigate risks to pupils' and teachers' safety are taken in advance. The procedure and form at Annex A should be used.

It is the duty of all members of the staff, pupils and visitors to take reasonable care for the health and safety of themselves and of others. They must not misuse anything in such a way that it creates a hazard.

4. Health

It is essential that health, hygiene and first aid should be maintained at a high standard. Food areas, toilets and studios are potential danger areas where the highest standards of cleanliness and hygiene must be achieved.

5. Selecting and managing contractors

When selecting a contractor for a particular job, consideration will be given to the proposed method of working, systems of work to be employed, training, experience and qualifications of the contractor. Contractors who cannot satisfy the School regarding the above matters will not be selected. Where licences or other accreditation are required in order to perform a job e.g. gas installations, the relevant documentation will be checked. When on site, contractors are subject to periodic visits by the Estates Manager to ensure that safe systems of work are being employed. The number and frequency of the visits will vary depending on the type, length and complexity of the job being performed.

6. Hazard Monitoring

It is the duty of anyone in the school (teaching and non-teaching staff) who becomes aware of a hazard or a potential hazard to report it to the Estate Manager and/or the Principal.

7. Accident Investigation Reports and Records

All accidents to pupils, employees and visitors are to be reported to the school office and then recorded in the accident book. Where no injury has occurred this should be reported to a member of the Health and Safety Team. Accidents to pupils, prospective or current, should also be reported immediately to a member of the School Management Team in their absence the Estates Manager is responsible for reporting notifiable incidents to the Health and Safety Executive, including those under RIDDOR.

8. Off Site visits

Off Site educational visits are the subject of a separate policy.

9. Emergencies

Staff will be expected to use their professional judgment in summoning emergency assistance and should call 999 if in their opinion the situation warrants it.

10. First Aid

This is the subject of a separate First Aid Policy.

11. Violence towards staff

Please consult the Rewards and Sanctions and Behaviour Policy and the Anti-Bullying policies.

12. Management of asbestos

Asbestos will always be removed where recommended by specialists, however removal will not always be necessary provided the asbestos is in sufficiently good condition, poses only minor risk and can be maintained as such and monitored. Removal or handling of asbestos is always performed by licensed contractors and reoccupation certificates are obtained before personnel are allowed back into the affected area.

13. Maintenance of plant and equipment

Maintenance routines are carried out in accordance with the manufacturer's recommendations, or where there are none, in accordance with guidance issued by the relevant authority. Electrical items will be PAT tested on an 18-month cycle.

14. Fire Safety

Fire Safety is the responsibility of the Fire Officer. Weekly tests of the fire alarm system are carried out. The fire detection, emergency lighting and fire fighting equipment are all covered under maintenance contracts with competent outside suppliers. Records of all maintenance of equipment are held by the Estate Manager. Fire drills are held regularly and records kept regarding the evacuation of the building and issues arising.

Annex B

RISK ASSESSMENT

Risk Assessment is the principle tool through which the safety of pupils, staff and visitors is assured and through which pupils welfare is promoted. Risk assessments will always be performed when there is a significant risk of harm from a hazard to pupils, staff or visitors. Risk Assessments covering the main areas of potential harm are written, recorded, and reviewed as set out below.

Areas covered by Risk Assessments:

Ground Floor

- Reception Area
- First Aid Room
- Principal's office
- Offices
- Meeting Room
- Teaching Rooms
- Server Room
- Staff Room

First Floor

- Teaching Rooms

Second Floor

- Offices
- Meeting Room
- Therapy Rooms

External

- Outside Space
- Village Hall
- Church Hall

Cottage

- Workshop
- Teaching Rooms
- Outside areas

Art

- Store Rooms
- Teaching Rooms

Educational visit risk assessments are performed as required, using the School's template and modifying it to take account of the individual circumstances of each trip. The file of assessments is kept on Handsam or in the Bursars Office.

Preparation, authorisation and review

Risk assessments should be signed by the preparer and also by the member of the Leadership Team responsible for the activity concerned.

General risk assessments are reviewed annually, and more often if required e.g. because the use of a building has changed.

Guidance Notes

It will be the teacher in charge's responsibility to demonstrate that all the risks associated with the activity/outing have been identified, considered and documented. Hazards will broadly fall into the following categories:

- Transport and travel
- Destination environment
- Destination activity

The risks will normally be considered by first identifying the hazard, then the persons or groups affected, the likely consequences, the degree of risk and measures taken to control the risk.

Conducting a Risk Assessment:

Step 1: Look for the hazards

Look only for the hazards which you could reasonably expect to result in serious harm or affect several people.

Step 2: Decide who might be harmed and how

There is no need to list individuals by name – just think about groups of pupils or staff who may be affected. You should also record how they may be harmed.

Step 3: Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done

- Decide the probability of an accident happening according to the scale and the form attached.
- Decide the severity of the harm according to the scale and the form attached.
- Decide if more needs to be done to minimise the risk
- Decide who is responsible
- Ensure action has been taken to minimise the risk
- Decide on the worst case scenario and what action should be taken

Step 4: Review and revise

Although many activities are repeated, from time to time circumstances or procedures change which can lead to new hazards. The assessment does not need to be amended for every trivial change but if there is a significant change, the teacher in charge should update the risk assessment to take account of the new hazard. All risk assessments should be reviewed regularly.

It may be that the same risk assessment could be applied to more than one visit e.g. a theatre trip or a visit to a museum. In these cases, it may be possible to produce a generic risk assessment for the type of visit in question out of which comes a checklist to be ticked off before each individual visit takes place. On other occasions, it will be necessary to produce a full risk assessment specific to the visit when it is infrequent, one-off or high risk.