

This is a whole school policy and is applicable to EYFS pupils

## PART 1

### 1. Introduction

**1.1** This is a Statement of Organisation and Arrangements for Roedean Moira House and is for the benefit of teaching and non-teaching staff, pupils, contractors, parents and all other users of the School. It explains in clear and simple language the policies and procedures that are in place in School relating to Health and Safety issues that could affect employees and pupils.

**1.2** This statement deals with those aspects over which the Council, the Principal and the Head of Maintenance have control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Principal and the Head of Maintenance are discharging their delegated responsibilities in respect of pupils, visitors and other employees who are present on School premises in the internal organisation, management and discipline of the school and how this is monitored by the Council.

**1.3** The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises to:

- (a) establish and maintain a safe and healthy environment throughout the School through the adequate training of staff including competence in risk assessment
- (b) establish and maintain safe working procedures among staff and pupils
- (c) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- (d) ensure the provision of sufficient information, training and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- (e) maintain a safe and healthy place of work and safe access and exit from it
- (f) formulate effective procedures for use in case of fire and other emergencies and for evacuating the School premises
- (g) lay down procedures to be followed in case of accidents including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- (h) provide and maintain adequate welfare facilities for pupils and staff (in the context of work related stress).
- (i) provide an effective First Aid & Administration of Medicines policy

Roedean Moira House Council fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of employees, pupils, contractors, visitors (including parents) and others who could be affected by activities. In their role as employer they attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in the community so that effective learning can take place.

Governors of Roedean Moira House fulfil their responsibility by appointing Mr Patrick Henshaw as the Chairman of the Premises Sub-Committee and as the governor with responsibility for

overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head of Maintenance. However the Council have specified that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled regularly at the Premises Sub-Committee meeting.
- The minutes of the Sub-Committee's discussion on health and safety are tabled at each meeting of the full Council together with any other issues on health and safety that the Sub-Committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Premises Sub-Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas on a regular basis, together with regular external deep cleaning and pest control services, and that the Head of Maintenance reports on all these aspects to the Premises Sub-Committee.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Premises Sub-Committee.
- The Head of Maintenance reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Premises Sub-Committee.
- The school has a competent person undertake a risk assessment for legionella, a water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits (and to selected members of the non-teaching staff).

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal, the Head of Maintenance and other members of the Senior Team in order to enable the Council to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Head of Maintenance via the school's VLE.



## 2. Responsibilities and duties in matters concerned with safety

### 2.1 The Head of Maintenance

Whilst the responsibility for all school safety organisation and activity rests with the Council, the Council alongside the Head of Maintenance are required to enact the policy and shall:

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice
- (b) co-ordinate the implementation and where relevant the training of the approved health and safety procedures of the School
- (c) maintain contact with outside agencies able to offer expert advice
- (d) report all known hazards immediately to the appropriate authority and stop any practices or the use of any plant, tools, equipment, machinery, etc. considered to be unsafe, until satisfied as to their safety
- (e) make improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so
- (f) make or arrange for investigation of premises, places of work and working practices on a regular basis
- (g) ensure risk assessments are carried out regularly
- (h) review regularly
- (i) ensure the provision of first aid in the Schools specifically with a summary of incidents requiring reporting in the Accident Book and/or RIDDOR
- (ii) record the results of Fire Drill and any actions resulting from any problems experienced during the Fire Drill
- (iii) make any recommendations for improving the procedures laid down
- (iv) keep a summary of occurrences of other incidents mentioned in this policy
- (i) review the dissemination of safety information concerning the Schools
- (j) recommend necessary changes and improvements in welfare facilities
- (k) review the safety procedures of the School.
- (l) check the safety status of electrical equipment (i.e. whether tested periodically accordance with regulations for safety.)
- (m) record the results and proposed remedies of any issues raised by the periodic health and safety inspection.

### 2.2 Obligations of all Employees

The Health and Safety at Work Act states:

“It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees and contractors are expected to

- (a) know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) observe standards of dress consistent with safety and/or hygiene
- (c) exercise good standards of housekeeping and cleanliness
- (d) know and apply the emergency procedures in respect of fire and first aid
- (e) know and, if suitably trained, administer medicines in accordance with the Administration of Medicines policy
- (e) use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- (f) co-operate with other employees in promoting improved safety measures in their School

The safety of pupils in classrooms, corridors, halls, coaches or other transportation, swimming pool, gym, fields, boarding houses, playground is the responsibility of class teachers / boarding staff. Teachers / Boarding staff carry responsibility for the safety of pupils when they are in their charge.

Teachers / Boarding staff are expected to:

- (a) exercise effective supervision of the pupils in line with the school supervision of pupils policy
- (b) know the special safety measures to be adopted in their own teaching / boarding areas and to ensure that they are applied
- (c) give clear instructions and warning as often as necessary
- (d) follow safe working procedures personally
- (e) make recommendations to the Principal, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (f) effectively carry out the school Behavioural policy specifically with respect to ensuring the welfare of pupils in the classroom and the playground
- (g) promote a hygienic and healthy environment  
(e.g. handwashing, no smoking, readily available drinking water)
- (h) report all accidents/incidents on the school MIS and / or in the Accident book as soon as is practical

## 2.3 The Pupil

The pupils together with their parents are expected to:

- (a) exercise personal responsibility for the safety of self and class-mates
- (b) observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, certain jewellery, knives and other items considered dangerous). Suitable school clothing is specified in the student planner under uniform regulations

(c) observe all the safety rules of the school and in particular the instructions of teaching / boarding staff given in an emergency use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

(e) to comply with the Behavioural policy

## 2.4 Parents

Parents are required to:

(a) Notify the School of all notifiable diseases.

(b) Notify the School if their child has headlice. The School will then notify parents that a child (un-named) has headlice and that they should check their own children for headlice.

(c) Keep their children at home if they have a temperature or have a contagious or gastric illness.

## 3. Visitors/Parents/Contractors

Regular visitors and other users of the premises, (e.g. delivery men from specific companies), are required to observe the safety rules of the school.

Visitors are required to sign the visitors' book on entry and departure and must not be left alone with children. The identities of all visitors/delivery men should always be checked by office staff and no person should be allowed access to the building if there is any suspicion.

## PART II

### 1. Supervision of Pupils

Pupils will be supervised in line with the requirements of our separate supervision policy.

### 2. Provision of First Aid

First aid and medicines will be administered in line with our separate policies.

### 3. Emergency Procedures

#### 3.1 Illness or Accident

If anyone should become ill or suffer injury the procedures below should be followed.

(a) First aid should be rendered wherever possible by Nominated First Aiders. A nominated First Aider should be immediately summoned in the event that someone becomes ill or suffers and injury. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.

(b) With reference to all pupils, including EYFS pupils, if the injury is of a more serious nature, or if the pupils is in any considerable distress, then the parents will be contacted by telephone by the school office.

(c) First aid should be administered in the Medical Department. However it may be necessary to administer First Aid at the location of person requiring it.

(d) If an ambulance is required the emergency "999" service should be used.

If the Appointed Person decides that calling an ambulance is not appropriate then he/she will make contact with the pupil's parent to pick the pupil up from the school premises.

(e) As soon as possible after the incident every case of injury or accident must be fully and accurately reported on the school MIS and / or in the Accident Book and, where possible, detailed statements should be obtained from witnesses. The Accident Books are kept in several

locations in the school; every half term the accident are summarised on one document, reviewed and patterns identified to take further action if necessary. The Head of Maintenance will review all accidents and will report periodically to the Council. There is a separate accident book for EYFS pupils.

(f) An accident report must be completed for accidents or incidents requiring an Ambulance to be called (for employees, pupils, members of the public) in the Accident Book in the school office and where necessary the accident/incident should be reported in accordance with RIDDOR requirements.

All records will be kept for three years after the date of an incident. In the case of EYFS, all accidents or incidents requiring a RIDDOR report should be also be reported to Ofsted.

(g) A central record will be kept of all instances where First Aid has being given to staff, pupils or visitors by either Nominated First Aiders or the Appointed person.

(h) All pupils with identified specific medical needs must have an Individual Health Plan. The School will be responsible for following the procedures set down in a pupil's Individual Health Plan.

(i) Medical records shall be kept in the Medical Department.

### **3.2 Fire and Emergency Procedure**

In the event of a Fire or Emergency it is the duty of all members of staff to carry out Procedures in line with our separate fire policy.

### **3.3 Outside Emergency**

Should the pupils need to be evacuated from outside areas in case of imminent danger, the lockdown procedure will come into effect.

### **Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement or organisation and arrangements or other advice/guidance issued by the Council, Principal or Head of Maintenance in pursuance of the Health and Safety policy should immediately report the circumstances to the Head of Maintenance in writing. The Head of Maintenance will then initiate an appropriate review and where appropriate remedial action will be action. If it proves impossible for the Principal to resolve the matter he/she should then report the matter in writing to the Chair of Premises Sub-Committee.

Hazardous situations should also be reported immediately and the same procedures followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Principal, Head of Maintenance and the Council.

### **Review**

A review of the procedures, will take place each academic year or as circumstances dictate.

A Risk Assessment including a Fire Risk Assessment will be carried out regularly by the Head of Maintenance.

### **Review of emergency procedures**



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From time to time it will be necessary for the Council, after consultation with other experts, to review the provision of first aid in the school and the emergency regulations and where necessary it will make recommendations to the Principal and Head of Maintenance for improving the procedure laid down.

### **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Medical Policies
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019