

**Haileybury International Summer School**

**Health & Safety Policy**

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| Policy date: | September 2021 |
| Date of next review: | September 2022 |
| Owner: | Summer School Director |
| Intended audience: | Summer School Pupils, Parents, Staff |
| Location: | Summer School Website, Summer School Staff Handbook |

# Scope and Purpose

1. Haileybury International Summer School ('Summer School') aims to create a positive culture of health and safety so that responsibility is genuinely shared across the school. The Summer School treats the health, safety and welfare of our pupils, staff, visitors and others as our top priority. The Governors recognise their responsibility to ensure the School complies with all applicable health & safety legislation, including the Health & Safety at Work etc. Act (1974) and all regulations made under the act.
2. The Summer School will fulfil its responsibilities by paying particular attention to the provision and maintenance of proper:

* places of work with safe access and egress
* plant, equipment and systems of work
* arrangements for the use handling, storage and transport of articles and substances
* information, instruction, training and supervision environments for safe and healthy working.

1. This Policy relates to the International Summer school and should be read in conjunction with Haileybury’s overarching Health and Safety Policy.

# Responsibilities

**Health and Safety Manager**

1. The work of the Health and Safety Manager is crucial to ensuring a balanced and dynamic approach to health and safety across all areas. The Health and Safety Manager is responsible for ensuring risk assessments are reviewed by the relevant person and that urgent outstanding actions have been addressed. The Health and Safety Manager works in partnership with all departments, particularly, in this case, with the Summer School Director. She/he will work closely with the Summer School Director to ensure activities are carried out in such a manner to ensure, so far as is reasonably practicable, the health safety and welfare of pupils, staff, visitors and others affected by the school activities.
2. The Health and Safety Manager will ensure suitable arrangements are in place and operating for the Summer School to cover:
   * + - Fire Safety, in line with the Regulatory Reform (Fire Safety) Order 2005.
       - First aid and accident reporting, in line with RIDDOR (Reporting of Injuries, Disease & Dangerous Occurrences Regulations 2013)
       - Emergency plans
       - Risk Assessments for all activities and trips.

**Summer School Director**

1. The Summer School Director holds ultimate responsibility and liability for the safe operation of the summer school. They will ensure that:

* Premises are clean, well lit, adequately ventilated and maintained at an appropriate

temperature

* The area of the premises used by the summer school is available solely to the summer

school during opening hours

* All the summer school’s equipment is safely and securely stored
* Pupils are only allowed in the kitchen if properly supervised (e.g. for a cooking activity)
* A working telephone is available on the premises at all times
* Chemicals and cleaning materials are stored appropriately, and in accordance with COSHH

data sheets

* External pathways are cleared in severe weather
* Daily environment checks are carried out in accordance with our Risk Assessment policy

**Pupils**

1. All pupils are expected to:

* Exercise personal responsibility for safety of themselves and others.
* Observe standards of dress consistent with safety and hygiene.
* Observe the safety rules of the Summer School including the emergency evacuation procedures
* displayed
* To tell staff as soon as possible if they become aware of anything that might present a potential danger or health and safety issue to another pupil or person

**Staff**

1. All staff are expected to have responsibility for:

* Taking care of the health and safety of themselves and their colleagues and for any child under their charge
* Keeping up to date with current safety procedures
* Attending training as directed
* Following instructions issued by the employer on matters of health and safety
* Reporting any accidents, dangerous occurrences or safety concerns to the Summer School Director or the Health and Safety Manager
* Not misusing any equipment provided for their safety.

**Teachers**

1. Teachers are responsible for:

* The safety of all pupils under their charge by effectively supervising their activities
* Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
* Observing all safety procedures and instructions
* Take reasonable care for the health and safety of themselves and others in undertaking their work.
* Comply with the school's health and safety policy and procedures at all times.
* Apply the school's health and safety policy to their own area of work and be directly responsible to the Summer School Director for the application of the health and safety procedures and arrangements
* Report all accidents and incidents in line with the reporting procedure.
* Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
* Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the Summer School Director
* Report immediately to the Summer School Director any shortcomings in the arrangements for health and safety
* Ensure that they only use equipment or machinery that they are competent / have been trained to use.
* Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

# Arrangements for Health and Safety

* 1. Food and Hygiene
* Staff at the Summer School maintain high standards of personal hygiene and take all practicable steps to prevent or control the spread of infection.
* A generally clean environment is maintained at all times.
* Toilets are cleaned frequently, and soap and hand drying facilities are always available.
* Catering Staff are trained in food hygiene (Level 2 Food Safety) and follow appropriate guidelines
* Waste is disposed of safely and all bins are kept covered
* Cuts and abrasions (whether on pupils or staff) are kept covered

# Security

* Pupils are not allowed to leave the Summer School premises during the session unless prior

permission has been given by the Summer School Director.

* During summer school sessions all external doors are kept closed, except for fire doors. Staff monitor the entrances and exits to the premises throughout the session.
* All visitors to the summer school must sign the Visitor Log and give the reason for their visit. Visitors will never be left alone with the children.
* Security procedures will be regularly reviewed by the Summer School Director, in consultation with staff and parents.

3.3 Health and Safety Training

* Summer School Staff will be provided with an onsite health and safety induction
* Summer School Staff will complete online training in the following topics as a minimum:
  + Health and Safety Essentials
  + Fire Safety Awareness
  + Risk Assessment

3.4 Fire Safety

If you discover a fire:

* Sound the alarm using a manual call point (red box)
* Leave the building by the safest and quickest route.
* Go to the assembly point.
* Ring 999 to request the Fire Service to attend (Haileybury SG13 7NU).
* Ring the Estates Helpdesk (01992 706225) to advise of the situation.
* Do not re-enter the building unless told it is safe to do so.

1. Haileybury has fire risk assessments in place for all school buildings. All school buildings have an automatic fire detection and alarm system in place, these are tested by the Maintenance Dept every week.
2. The Summer School will follow the standard school arrangements for fire safety. Fire drills will be undertaken during the summer school to ensure staff and pupils are familiar with the actions required. This will be overseen by the Health and Safety Manager and Summer School Director.
3. When using school buildings the Summer school staff must ensure no additional fire risks are introduced, fire exits must be kept clear and pupils follow fire safety instructions.

# Risk Assessments

# The Summer School uses its risk assessment systems to ensure that the Summer School is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks and be aware of the control measures for the activities they are involved with.

# In line with current health and safety regulations, the summer school will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the Summer School Director to ensure that risk assessments are conducted, monitored and acted upon.

# A campus risk assessment is in place to capture site wide risks and operational risks not included within teaching or support department risk assessments (as these focus on that department’s activities). The campus wide risk assessment is regularly reviewed by the Health and Safety Committee.

# The Summer School will have an overarching risk assessment in place covering all activities arranged by and held at the school. For activities taking place off site additional risk assessments will be completed.

# External activity providers or organisations managing a trip on the Summer Schools behalf will also be required to provide a suitable and sufficient risk assessment.

# Risk assessments will be carried out:

# Whenever there is any change to equipment or resources

# When there is any change to the school’s premises

# When the particular needs of a pupil necessitates this

# When we take the pupils on an outing or visit

# Not all risk assessments need to be written down. Staff will decide, in consultation with the Summer School Director, which risk assessments need to be formally recorded.

# However, risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.

# If changes are required to the Summer School’s policies or procedures as a result of the risk assessment, the Summer School Director will update the relevant documents and inform all staff.

# First Aid and Accident Reporting

# The Summer School operates an emergency first aid number: 01992 706494 (internal extension 6494). During the main School holidays this number goes directly to the Estates Helpdesk.

# Haileybury has 40 members of staff who are qualified first aiders (FAW), who become the primary first aiders during school holidays. Senior Summer School Staff will also be qualified first aiders, having completed the 3 day First Aid at Work course as a minimum.

# The Summer School has a web based accident and incident recording system, accessed via the School Portal under “Accident and Incident Form”. All accidents/incidents (including near misses), involving pupils, employees and visitors are to be recorded through this system. The Health and Safety Manager will report accidents to the HSE in line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requirements, and reviews details of accidents. The information gathered enables actions to be taken to mitigate or prevent future accidents.

# The Health and Safety Manager will oversee accident investigations, the severity of the incident/accident will dictate the level of investigation required.

# Related Documents

# Haileybury Summer School Fire Safety Policy

# Haileybury Summer School Safeguarding Policy