



# Health and Safety Policy

Policy date:	September 2022
Date of next review:	Spring Term 2023
Owner:	Bursar
SLT committee responsible:	Health and Safety Committee
Intended audience:	Pupils, parents, staff
Location:	School portal and website

## Health and safety statement of intent

Haileybury recognises that the health, safety and welfare of all individuals involved with the School are of vital importance.

Council members, as Governors and trustees of the School, are ultimately responsible under the Health and Safety at Work etc. Act 1974 and subordinate health and safety legislation and acknowledge the importance of health and safety as a priority within Haileybury.


It is the policy of Haileybury that its activities are carried out at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its pupils, employees, visitors and others affected by their activities. Haileybury recognises it has a particular duty of care to its pupils.

Council 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; and
- environments for safe and healthy working.

The objectives of this policy will be achieved with the support and commitment of all employees. Employees are reminded of their duties to take care of their own safety and that of pupils, colleagues, visitors and other persons who might be affected by their activities. Employees are also reminded of their duty to co-operate with the School, and to follow School policies, to enable them to carry out their health and safety responsibilities successfully. We expect employees to make their own assessment of risk and be actively involved in ensuring the School's activities are undertaken safely; compliance with health and safety rules, policy and procedures is a condition of employment.

Haileybury commits to engaging and consulting with employees on day-to-day health and safety matters as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, via half-termly Health and Safety Committee meetings. A copy of this policy will be issued to all employees at the start of their employment, will be displayed within Haileybury on notice boards, and will be available on the School Portal. This policy will be reviewed and added to or modified as necessary and at least on an annual basis.

Signed:   
The Chairman of Council (signed for and on behalf of Haileybury Governors)      Date: 18 March 2022

Signed:   
The Master      Date: 18 March 2022

Signed:   
Bursar and Secretary to Council      Date: 18 March 2022

## **1. Introduction**

- 1.1 Haileybury aims to create a culture of health and safety across the School so that responsibility is genuinely shared. To assist with achieving this aim, this Health and Safety Policy provides details of how Haileybury is managing health and safety and risk. More detailed arrangements, and procedures and guidance supporting this policy can be found in departmental documentation and procedures, in the Health and Safety shared Google drive, and on the School Portal.
- 1.2 This policy is drawn up and implemented taking into account obligations under the Health and Safety at Work etc. Act 1974 and in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) (the ISSRs).
- 1.3 Haileybury will use the HSE's guide to 'Managing for Health and Safety (HSG 65)' as a reference, adopting the 'Plan, Do, Check, Act' approach.
- 1.4 Haileybury has set health and safety objectives in order to measure health and safety performance. These are as follows:
  - to reduce the likelihood that pupils, employees and others are harmed through negligence, lack of foresight or proper planning by implementing a school wide approach to effectively managing risk;
  - to provide pupils, employees and others with a safe and healthy environment, so far as is reasonably practicable;
  - to ensure the health, safety and welfare of pupils, employees and others affected by Haileybury's operations, so far as is reasonably practicable; and
  - to improve levels of reporting accidents, incidents and risks.

## **2. Organising for health and safety – committees and responsibilities**

### 2.1 Committees

#### Council

The Governors in Council have strategic oversight of health and safety at Haileybury; they are responsible for ensuring that managers are suitably competent and have sufficient resources to fulfil their responsibilities. Council regularly monitors and reviews the health and safety performance of Haileybury, holding the Master and the Bursar to account for health and safety matters.

Council delegates the management of health and safety to the Finance and General Purposes Committee. The Finance and General Purposes Committee will monitor and review and/or make recommendations to the Council on health and safety matters. The Health and Safety Policy is reviewed annually by the Finance and General Purposes Committee and by Council.

The Master and Haileybury's Senior Leadership team are responsible to Council for:

- ensuring that the School is following Haileybury's Health and Safety Policy and has effective arrangements for managing the health and safety risks at Haileybury;
- maintaining effective communications with Governors and the School workforce, and giving clear information to pupils and visitors, including contractors, regarding the significant risks on site;

- ensuring that staff have the appropriate training and competencies to deal with risks in their areas of responsibility;
- promoting a sensible approach to health and safety, making use of competent health and safety advice when required;
- consulting with staff via the SLT Health and Safety Committee;
- ensuring staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly; and
- reporting to Council regarding health and safety matters.

### Senior Leadership Team (SLT)

The SLT meets on a weekly basis. The SLT provides strategic direction for the effective management of health and safety and risks.

The SLT reviews and approves policies and procedures for managing health and safety, and for controlling risks. The SLT ensures the implementation of School policies and procedures.

### SLT Health and Safety Committee

Haileybury will consult and communicate on health and safety matters via various departmental staff groups which provide feedback to the Health and Safety Committee, aiming to provide opportunities to discuss health and safety matters at all levels in the organisation. Staff views and feedback are reported to the Health and Safety Committee by the Health and Safety Manager.

The Health and Safety Committee will assist with ensuring suitable arrangements are in place to manage health and safety at Haileybury in order to protect the wellbeing of all those affected by its operations. The Health and Safety Committee will support the objective of creating and sustaining a positive health and safety culture resulting in reduced risks and incidents.

The Committee will meet at least once every half term, and a summary of its meeting minutes are published for employees on the School Portal.

### SLT Risk Committee

The SLT Risk Committee meets once every half term. The purpose of the Committee is to identify risks, and create and implement a plan to manage these identified risks. This is achieved via regular review and discussion of the School's Risk Register. The Committee will review the assessment of risks, mitigations identified and actions planned, in order to ensure risks are reduced and/or controlled.

### Crisis management

The Deputy Master and Deputy Bursar meet fortnightly and keep under review the School's Emergency Plan. The Deputy Master and Deputy Bursar work with external agencies and advisers to arrange regular crisis management training, including rehearsals, evacuations and scenario planning. The purpose of the Emergency Plan and associated training is to ensure the rapid safeguarding of pupils, staff and property, and the secure recovery of school business. The Emergency Plan is reviewed periodically by external advisers and by SLT.

### Estates Health and Safety Committee

The Estates Health and Safety Committee is chaired by the Health and Safety Manager. This Committee receives reports from the Estate Director and Deputy Estate Director, who are

responsible for implementing arrangements to ensure regulatory compliance and best practice are met in the area of Estates, through testing and certification of services, installations and equipment. Reports are also received from a variety of working groups e.g. Fire Safety working group.

## 2.2 Communicating health and safety matters

Haileybury will make use of established lines of communication with staff for health and safety matters to ensure staff are kept up to date with health and safety developments and arrangements. Such channels of communication include teaching staff INSET days, regular teaching staff and support staff briefings, and weekly operations meetings.

All staff are provided with an annual update of school policies and are required to provide confirmation that key policies (including the Health and Safety) have been read and understood.

## 2.3 Measuring performance – monitor and review

The above management systems will allow Haileybury to receive specific (e.g. incident-led) and routine reports on the implementation of the Health and Safety Policy. To support the process, the following monitoring methods will also be used.

Active methods will monitor the design development and operation of management arrangements, for example:

- internal inspections/audits by the Health and Safety Manager and a member of the Senior Leadership Team;
- external inspections/ audits to use as a benchmark of performance e.g. Safety Mark Audit;
- staff appraisals will include reviews to identify achievement or improvements needed in fulfilling health and safety responsibilities.

Reactive methods monitor evidence of any poor health and safety practice but will also help identify better practices and lessons to be learnt, for example:

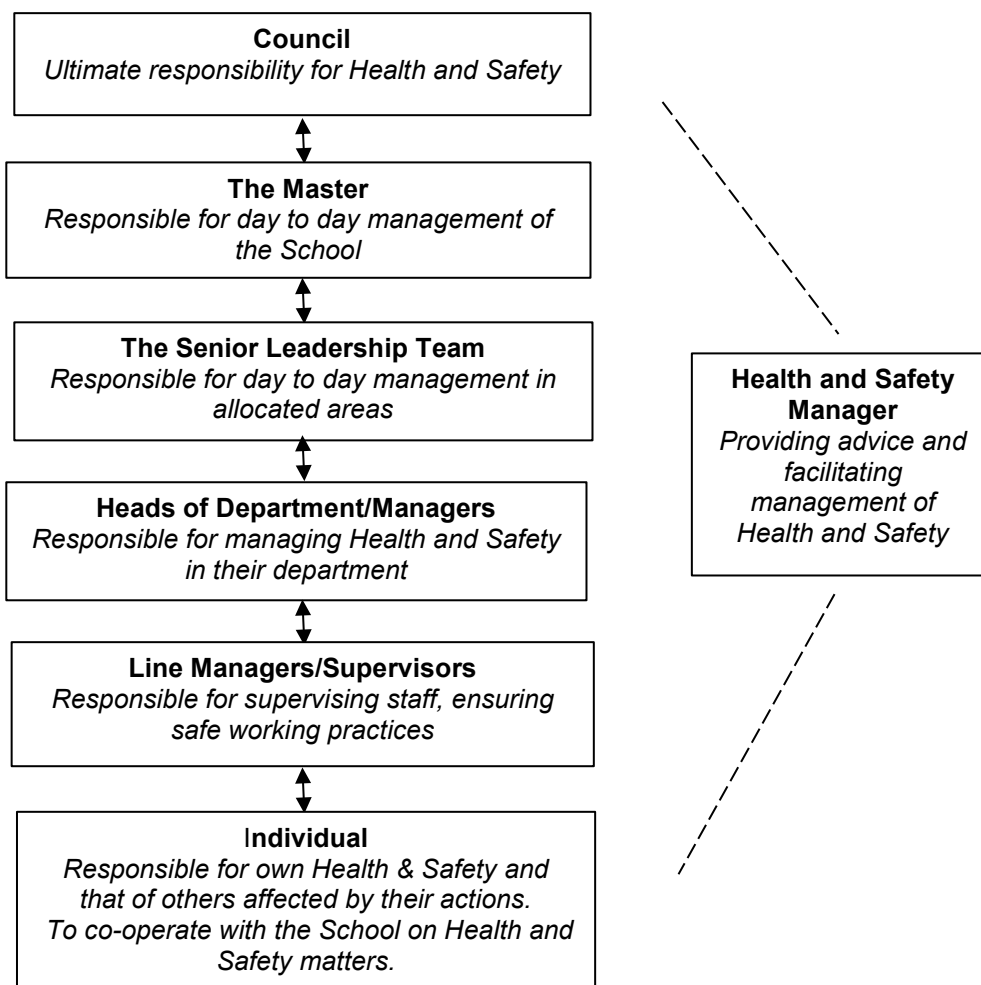
- accident/incident reports and investigations;
- monitoring cases of ill health and sickness absence records.

Feedback from this monitoring forms the basis for the termly Health and Safety Report via the Bursar and the Health and Safety Manager, to the F&GP Committee.

Haileybury has appointed SafetyMARK as external experts and consultants to undertake regular audits and provide specialist advice when required. The audits are used to ensure and demonstrate continual improvement in managing health and safety risks.

## 3. Health and safety roles and responsibilities

### 3.1 The following table provides an overview of the School's health and safety responsibilities, and the delegation of work required to meet them:



#### Chair of Finance and General Purposes Committee

The Finance and General Purposes Committee regularly monitors and reviews the health and safety performance of Haileybury, holding the Master and Bursar to account for health and safety matters. The Chair of the Finance and General Purposes Committee reports to Council at each Council meeting.

#### Liaison Governor for Health and Safety

The role of the Health and Safety Liaison Governor is to provide oversight and scrutiny of health and safety across the School, and to use their health and safety experience to broadly review the health and safety culture and arrangements across the School. They will provide support and challenge to management, to ensure the SLT understand and implement their health and safety responsibilities and that it devotes an appropriate allocation of funds to ensure safety responsibilities are met. Further details of this role are set out in Terms of Reference available from the Deputy Bursar.

The position of a Health and Safety Liaison Governor does not remove or reduce the responsibility of the whole Board of Governors for health and safety at the School.

### The Master

The Master, as Chair of the SLT has responsibility for ensuring that the declared Health and Safety Statement of Intent and the Health and Safety Policy are implemented and effective in achieving, so far as is reasonably practicable, the health and safety of all Haileybury pupils, employees, contractors and members of the general public working within or visiting Haileybury premises.

### The Bursar

The Bursar, on behalf of the Master, has responsibility for:

- complying with legislation and, where reasonably practicable, best practice in relation to premises, plant, equipment and all School operational activities;
- delegating effectively responsibilities for specific safety precautions and arrangements to Teaching and Support Staff Heads of Department;
- keeping the Master and Governors informed of any health and safety risk that poses a significant risk to pupils, staff and/or others;
- ensuring effective communication of health and safety matters;
- consulting with staff on significant health and safety matters; and
- providing adequate resources to enable risks to be suitably controlled, reduced or removed.

### The Deputy Master

The Deputy Master has responsibility for all matters relating to pupil and staff welfare and wellbeing. The Deputy Master oversees the strategic development and operation of Haileybury's pastoral system and manages the Housemasters/mistresses (HMs). The Deputy Master is responsible for pupil discipline and the Staff Code of Conduct. They liaise with the local police, Operations Assistants, Estate Director and Bursar over security issues as necessary; and liaise with local residents and community groups.

### Deputy Head (Academic)

The Deputy Head (Academic) manages the Heads of Academic Departments and is therefore responsible for these individuals ensuring all operations within their department and control take place in a safe manner and follow the School's health and safety policies/procedures. This line management includes overall responsibility for Heads of Academic Departments carrying out risk assessments and compliance requirements in workshops and laboratories.

### Deputy Head (Co-Curricular)

The Deputy Head (Co-Curricular) advises teaching staff on matters relating to health and safety on trips and activities, and ensures that educational visits and excursions comply with legal requirements, best practice and School policy with regards to health and safety. They manage the EVOLVE system and work with colleagues to ensure all co-curricular activities have suitable and sufficient risk assessments in place with the aim of reducing risk as far as is reasonably practicable. They monitor procedures on all trips and school based Co-Curricular activities with the aim of reducing risk as far as is reasonably practicable. They will collate teaching staff and volunteers' qualification certificates and other certification such as AALA licences (the latter is done through EVOLVE).

### Estate Director

The Estate Director is responsible for the management, maintenance, repair and security of all School premises including Haileybury grounds, sports pitches and gardens. With support from the Maintenance, Grounds and Operations departments, they will ensure Haileybury's obligations with regard to regulatory compliance and best practice are met through testing and certification of services installations and equipment. By providing strategic leadership and with involvement in the development of Haileybury's Estate Masterplan, the Estate Director will ensure that repairs or maintenance works of a health and safety nature are dealt with as a matter of priority.

### Health and Safety Manager

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 by the designated date. The Health and Safety Manager has direct access to the senior management of the School and will receive appropriate support to ensure compliance.

The Health and Safety Manager works in partnership with all departments to find solutions to any health and safety related issues. They will plan, implement, monitor and review protective and prevention measures that Haileybury is required to follow and work to minimise accidents, injuries and occupational health risks. Methods will include internal and external inspections and audits. They will provide advice to Haileybury on health and safety requirements and best practice solutions, including advice on and provision of staff health and safety training. They will design, implement and monitor policies for health and safety, emergency procedures, fire and accident reporting and investigation.

They will highlight and implement training needs using a training matrix, and liaise with the senior staff and relevant Heads of Department (e.g. Head of Design and Technology) with regards to staff training needs. They will formally report accident statistics and health and safety concerns to the Finance and General Purposes Committee, the Health and Safety Committee, and the Risk Committee, as appropriate.

The Health and Safety Manager works with SLT to ensure a suitable Health and Safety Strategy and development plan is in place to ensure continual development and improvements of managing health and safety risks.

### Deputy Bursar

The Deputy Bursar is responsible for effective recruitment and supporting line managers and staff, assisted by the HR Department. In order to support Haileybury in achieving its health and safety objectives the Deputy Bursar will ensure the health and safety roles and responsibilities of employees are clearly outlined within job descriptions. They will work with Heads of Departments to ensure health and safety knowledge and skills are considered, and that requirements are identified and met during the recruitment process. The HR Department oversees the new staff induction process, working with line managers to ensure new staff receive suitable information, instruction and training when they join Haileybury.

### Heads of Department and Managers (teaching and support staff)

Heads of Departments and Managers have a responsibility to ensure all operations within their department and under their control, take place in a safe manner and follow School policies/procedures. Heads of Departments and Managers will ensure, so far as is reasonably



practicable that hazards are identified, risk assessments are completed and safe methods of working are implemented and will provide safe equipment, articles and substances, thus enabling a safe and healthy environment. Risk assessments should include arrangements for ensuring pupils and staff are appropriately supervised, competent in their role and provided with suitable and sufficient information, instruction and training. Heads of Department and Managers are responsible for ensuring any equipment purchased specifically for their department is suitably maintained so that it is safe to use (from their departmental budget). Regulatory inspections and testing must be complied with.

Heads of Department and Managers are encouraged to record departmental safety arrangements/procedures within a departmental health and safety policy.

#### Other operational health and safety roles

First Aiders and Appointed Persons: members of staff available to provide first aid treatment.

Fire Marshals: these are responsible for assisting with the implementation of daily fire safety arrangements in a dedicated area.

Fire First Responders: the Operations Assistant on duty acts as a first responder to fire alarm activations, investigating the cause of the alarm, if safe to do so.

Matrons: assist with ensuring Houses are kept in a safe condition by proactively reporting any hazards within the House. The Matron completes a health and safety checklist every half term for their respective House.

#### All members of staff

All employees must:

- a) Take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions.
- b) Be familiar with and follow Haileybury's Health and Safety Policy and arrangements.
- c) Co-operate with Haileybury to comply with statutory duties for health and safety.
- d) Use correctly and safely any work item provided in accordance with the training and instruction given.
- e) Understand their responsibilities under the relevant provisions of health and safety legislation, and to ask for advice and guidance when in doubt.
- f) Report any defects in the premises, plant, equipment and facilities which they observe.
- g) Report any accident, incident or near miss that may cause injury to a person or damage to plant or property via iProtectU..
- h) Attend courses of training appropriate to their employment and act on instruction and training provided to enable them to work safely.
- i) Prevent activities from going ahead if safety measures and safe working procedures are not available.
- j) Plan any external excursions in accordance with Haileybury's Educational Visits Policy.

#### Haileybury Health Centre

Haileybury's onsite Health Centre is responsible for the care of pupils who are unwell and responding to emergency first aid requests. The Health Centre has general medical

arrangements in place, including the provision of first aid kits and pupil specific medication for external excursions.

The Health Centre will liaise with HMs regarding unwell pupils in order that parents can be routinely kept informed of progress by the HM. The Haileybury Health Centre creates and maintains all appropriate policies for the care of pupils. See the following policies for full details (available on the Policies page of the [School Portal](#)):

- Administration of Medication Outside the Health Centre.
- Allergy Policy.
- Care of Boarders who are Unwell.
- Care of Pupils with Specific Health Needs.
- Head Injuries and Concussion Policy.
- Infection Prevention and Control Policy.

#### Hires and lets of Haileybury premises

External organisations and groups are able to apply to use Haileybury's facilities out of term time. There is a standard application form which is directed to the Sports Complex and External Lets Manager, who through consultation with the Bursar and Estate Director, may approve the application.

When the premises are used for purposes not under the direction of Haileybury, the person in charge of the activities to whom the facilities have been let will have responsibility for safe practices. This person will be treated as the hirer and will conduct themselves and carry out their operations in such a manner that all statutory and School safety requirements are met at all times.

It is a requirement for all hirers to be familiar with the School Health and Safety Policy and to comply with all safety arrangements.

Unless permission has been given by the Sports Complex and External Lets Manager, hirers must not:

- introduce equipment for use on Haileybury premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- smoke onsite or in buildings, unless within a designated smoking area; or
- supply alcohol or food.

Hirers must:

- ensure they have put in place sufficient and competent first aid provision for the duration of their activities;
- report any accidents and damage immediately to their onsite contact;
- ensure they are familiar with the fire safety arrangements for the building they are using; and
- ensure they have suitable and sufficient risk assessments and insurance in place.

## **4. Health and safety arrangements**

This section describes the arrangements for ensuring that Haileybury's aims and objectives of protecting people's health and safety are achieved. These arrangements cover common health and safety issues. It is not an exhaustive list. The arrangements will be reviewed, amended and added to as required. In addition to these arrangements, departments or activities that may give rise to specific risks will produce their own arrangements for managing these risks.

### **4.1 Safeguarding and child protection**

Haileybury is committed to being a welcoming, friendly school, where unkindness and bullying have no place. Safeguarding and child protection is at the core of all we do. Pupils must be able to develop and achieve in a secure and positive environment, free from fear or intimidation. Pupils can gain support from a range of individuals within the school community, such as the School Counsellor (via the Wellbeing Centre), the Chaplain, their HM and their tutor. In addition, they can raise a concern with any member of staff whom they trust and feel comfortable talking to. The Child Protection Team is led by the Designated Safeguarding Lead (DSL) for Child Protection, and a number of Deputy DSLs assist with all safeguarding and child protection matters. During term time a member of the Child Protection Team is always available for staff, pupils or parents to discuss any safeguarding concerns. All members of the Child Protection Team update their knowledge and skills and undertake appropriate training at least annually and in accordance with the requirements set out in the government's 'Keeping Children Safe in Education' (KCSIE) and 'Working Together to Safeguard Children' (WTSC).

Haileybury's Safeguarding and Child Protection Policy provides the foundations of the child protection training provided to all staff at Haileybury. The Staff Code of Conduct lays out the standards expected of staff regarding their behaviour and conduct. These standards are covered within induction and staff training and are in place to ensure that no member of staff's actions places them or any pupil at risk of actual or alleged harm. For further details of Haileybury's safeguarding and child protection arrangements, including contact details and training for all staff, please see the Safeguarding and Child Protection Policy.

### **4.2 Risk assessments**

Haileybury understands its obligation to carry out risk assessments under the Management of Health and Safety at Work Regulations 1999. Heads of Department are responsible for ensuring risk assessments are in place and implemented in their department, covering all School activities. The safety and wellbeing of pupils should be clearly considered in all risk assessments.

Risk assessments form the operational method of ensuring risks are reduced and/or controlled; strategic high level risks will be reported to the Risk Committee and be discussed at the Health and Safety Committee. The departmental risk assessments will follow the HSE five step approach to identify specific hazards and assess the risks to the health and safety of pupils, staff and others affected by Haileybury's activities, using a risk assessment template and matrix on iProtectU to ensure a consistent approach to assessing risks.

A dedicated "Risk Assessment Policy and Procedures" document provides full details on the organisation and implementation of risk assessments at Haileybury. This can be found on the School Portal.

An overview of completed Risk Assessments is compiled by the Health and Safety Manager, to ensure all required risk assessments have been completed and to identify where further developments are needed. Generic risk assessments are undertaken, implemented and communicated covering such areas as manual handling, general use of Haileybury minibuses,

low risk educational trips and office safety. Health and safety checklists are completed for classrooms, in order to identify concerns.

Risk assessments identifying required improvements/development to buildings or the campus will be communicated to the Estate Committee for consideration with other development projects.

#### 4.3 Workplace safety (including workshops and laboratories, slips and trips, and work at height)

The Maintenance Department operates a fault reporting system (Collegiate), for logging all repairs and faults. All staff have access to the Collegiate system via the School Portal and are encouraged to use the system to assist Haileybury in providing a safe workplace.

The Design and Technology Department works to Design and Technology Association (DATA) guidance. They work with the local DATA health and safety adviser and the departmental risk assessments are all adapted from CLEAPSS models. Machinery training is undertaken annually. Working practices in the Science Department are based on those laid down by CLEAPSS and also COSHH as necessary. The Science Department has its own departmental Health and Safety Policy. The department has annual inspections for radiation storage by an external appointed Radiation Protection Adviser and there are trained Radiation Protection Staff in the Science Department.

Fume cupboards, electrical equipment and pressure vessels are inspected at least every fourteen months by outside contractors, overseen by the Estates departments. The technical team in Science meets weekly with the Head of Science to discuss departmental workloads, teaching needs and concerns. Any concerns outside of the capabilities of the technical team, or sources of reference (CLEAPSS etc.) would be referred to the Health and Safety Manager for discussion/investigation.

Annual health and safety checks are also completed for classrooms and office spaces by staff using these areas, to ensure hazards are identified and problems rectified. The checklist is managed by the Health and Safety Manager and faults reported to the Maintenance Department to be resolved.

#### 4.4 Educational Visits Policy

The key person coordinating and approving arrangements for all trips on behalf of the Master is the Deputy Head (Co-Curricular); they are Haileybury's Educational Visits Coordinator (EVC).

Advice to staff regarding proposing, approval, planning and conduct of trips is in the Educational Visits Policy (found on the Policies page of the [School Portal](#)), e.g. specific parental approval is requested for 'high-risk' trips (unless covered elsewhere, e.g. by CCF or Duke of Edinburgh Award scheme consent forms), and for all overnight and overseas trips. An external consultant is retained by the School for Educational Visits.

Before a major trip departs, key information, together with the trip risk assessment, must be provided to the EVC. This information will be stored on EVOLVE ([www.haileyburyvisits.com](http://www.haileyburyvisits.com)), accessible to staff who may need to access it.

#### 4.5 Use of school vehicles

The Transport Coordinator oversees the necessary licence checks, to enable staff to drive Haileybury vehicles and liaises with the insurance company to keep the list of insured drivers up to date. Licence checks will be repeated every other year. The Transport Coordinator arranges for teaching staff to complete a driving assessment with a ROSPA qualified driving assessor, to

enable them to drive the minibuses for School purposes (e.g. transporting pupils for an educational visit).

Members of staff using their own vehicle for school related purposes must ensure their insurance covers them for “occasional business use” and are required to provide a copy of the insurance certificate to their line manager.

- Onsite vehicle movements

Haileybury has completed a campus wide risk assessment looking specifically at vehicle movements and pedestrian safety, with an improvement plan in place and in line with the Masterplan for campus improvements. General arrangements include:

- Vehicles are not permitted in the Quad area, with the exception of electric golf buggies. Maintenance vehicles are permitted into the Quad area during school holidays for work purposes; this must be kept to a minimum.
- Pedestrians should be given priority throughout the campus; drivers of school vehicles must stop if there is a large group of pupils/pedestrians walking in the road and allow the pupils/pedestrians to pass.
- Parking marshals assist with protecting pedestrian safety and traffic flow during large events such as Speech Day and at the end of term when pupils are collected by parents.
- Guidance has been provided to staff driving school vehicles.

#### 4.6 Maintenance emergencies

The Maintenance Department is responsible for the upkeep of the School’s buildings (including staff accommodation). The normal working hours of the Maintenance Department are 7:30 am to 4:00 pm, Monday to Friday. Any emergencies during these times should be reported to the Estates Helpdesk on [estatateshelpdesk@haileybury.com](mailto:estatateshelpdesk@haileybury.com) or 01992 706 225 / extension 6225.

To assist with urgent situations outside normal working hours (for example, an electrical outage, significant leaks or issues that directly affect pupils), an emergency call out system is in place. Out of hours emergency call out requests should be made via the Estates Helpdesk on telephone number above. The Operations Assistant on duty will then contact the relevant member of maintenance staff to assist. If it is not possible for Haileybury maintenance staff to attend, the Operations Assistant will contact dedicated external contractors for assistance and to attend the incident where appropriate. The Operations Assistants have clear guidance on who to contact to deal with each situation.

#### 4.7 First aid and accident reporting

Haileybury operates an emergency first aid number: 01992 706494 (internal extension 6494). This number directly contacts the nurses in Haileybury’s onsite Health Centre. The Health Centre has a team of nurses, in operation 24 hour a day and 7 days a week during term time.

The Health Centre provides first aid treatment and care for pupils, staff and others during term time. Haileybury also has at least 40 members of staff who are qualified first aiders (FAW), who become the primary first aiders during school holidays.

Haileybury uses the iProtectU system for accident and incident reporting. All 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, if required and directed to do so by the Bursar. For full details please see the School’s First Aid

Policy and Procedures and Accident Reporting and Investigation Policy which can be found on the School Portal.

The Health and Safety Manager will oversee accident investigations, the severity of the incident/accident will dictate the level of investigation required; see the Accident Reporting and Investigation Policy for full details (available from the Health and Safety Manager or on the School Portal). Details will be reviewed by the SLT Health and Safety Committee. The information gathered enables action to be taken to mitigate or prevent future accidents.

Haileybury appoints paramedics/first aiders, via an external organisation, to be pitch side during sports fixtures involving contact sports e.g. rugby. The external paramedic/first aider liaises with the sports coaches during the fixtures, providing immediate treatment for injuries and takes the lead in a medical emergency situation. The sports coach/teacher or pupil's parents are responsible for overseeing the transportation of an injured pupil from the pitch to the Health Centre or to hospital when necessary, with the paramedic remaining pitch-side to cover ongoing games. The paramedic/first aider provides records of injuries and treatment directly to the Health Centre, where the nurses add these details to pupil records.

#### 4.8 Occupational health and managing work-related stress

Where the need is identified through risk assessments, return to work interviews or management of long term illness, Haileybury will arrange for a member of staff to attend an appointment with an occupational health specialist. The aim of this service is to ensure there is no risk to their health whilst at work, and when appropriate to support their return to work. This process is enabled by the line manager with support from the HR Department.

The Deputy Head (Pastoral) oversees wellbeing for pupils and staff. Some of the arrangements for managing work-related stress include:

- annual surveys for all staff;
- encouraging communication of concerns via line managers, or through the Senior Leadership Team;
- the availability of occupational health support (and private healthcare for teaching staff);
- the provision of supervision opportunities with the Counselling Service for key pastoral staff (e.g. HMs);
- access to recreational/fitness facilities (e.g. swimming pool and gym);
- a comprehensive Professional Development Programme;
- all staff have access to the School Counselling Service and Wellbeing Centre.

Haileybury recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and alleviating workplace stress. Any reports of stress at work will be investigated and individuals will be provided with appropriate support. During the investigation, causes of stress (stressors) will be identified and managed. A suitable and sufficient assessment of the risk of these stressors will be undertaken, following the HSE's guidance and 'Management Standards' to reduce stress at work. Identified risks will be reduced to as low as is reasonably practicable. Employees are encouraged to inform their line manager of any concerns regarding stress. Employees are expected to make proper use of any equipment and systems of work provided for their safety.

#### 4.9 Violence towards staff or pupils

Staff play a key role in fostering good standards of behaviour, developing good relationships between adults and pupils at the School and thus supporting the School's Countering Bullying Policy. Violence towards staff or pupils is unacceptable and details of how this can be prevented and will be tackled can be found in the relevant policies, such as the Rewards, Behaviour and Sanctions Policy and Countering Bullying Policy, available on the School Portal.

#### 4.10 Whistleblowing

Haileybury has adopted a policy and procedures on whistleblowing to enable members of staff and others to raise concerns internally and confidentially. These concerns might be acts committed by fellow members of staff, unethical conduct, faults in School procedures or regulatory oversights which should be rectified.

Formal concerns should be raised in accordance with the School's Whistleblowing Policy, which can be found on the Policies page of the [School Portal](#).

#### 4.11 Fire safety

The Health and Safety Manager chairs the Fire Safety working group which oversees day to day arrangements for fire safety, reporting to the School Health and Safety Committee, Estates Health and Safety Committee and SLT as appropriate. The Fire Safety group meets approximately every four weeks to ensure progress in line with the Fire Safety Strategy and Policy.

Haileybury has appointed a qualified and competent third party organisation to undertake fire risk assessments for its premises. The Health and Safety Manager is the point of contact and person with responsibility for this appointment. Houses will have a fire risk assessment renewed every three years; other School building fire risk assessments will be renewed every five years. The Health and Safety Manager is responsible for working with the Head of Maintenance to ensure all urgent actions are completed by the due date. Haileybury will undertake internal reviews of the fire risk assessments and actions, the Fire Safety group will ensure ongoing monitoring and review of these documents at its regular meetings.

The Operations Assistant on duty is the first responder for fire alarm activations. There is also a team of Fire Marshals to assist with evacuating the building and checking areas are clear in the event of a fire alarm activation. Haileybury will work towards ensuring Houses (sleeping accommodation) have the highest level of protection via a level 1 fire alarm system, with an auto alert to notify the Operations Assistant. Staff and pupils must evacuate if the fire alarm activates and go to the nearest assembly point.

Fire extinguishers are provided in all buildings and are inspected/serviced on an annual basis. The Operations Assistants undertake weekly fire alarm tests for campus school buildings. Fire evacuation drills are carried out once a term in Houses and every six months for all other campus school buildings. Records of testing and evacuations are kept on the Google drive within the Estates Management/Fire Safety folder.

For full details please see the Fire Safety Policy and Procedures which can be found on the School Portal.

#### 4.12 Visitors and site security

Haileybury has a Visitors, Contractors and Site Security Policy which is available on the Policies page of the [School Portal](#). This Policy's aim is primarily to provide a safe and secure

environment in which our pupils can learn and our staff can work. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in our community.

Staff are expected to wear their ID badges at all times whilst at work, unless activities, e.g. operating machinery, make it unsafe to do so. Where issued, staff should wear Haileybury uniform.

The Operations Assistants are responsible for security around Haileybury. There is an Operations Assistant on duty on the premises 24 hours a day, 7 days a week. As part of their role, Operations Assistants regularly undertake a patrol of the School grounds to ensure doors and windows are closed and locked as appropriate. The Operations Assistants act as a deterrent to outsiders gaining access to the School grounds and will report to the police any unauthorised access to the School premises and grounds. An external security company provides additional site security checks and a visible presence during the night and at weekends.

To assist with security there is a CCTV system installed throughout the campus, cameras are fitted externally and internally to buildings. The cameras fitted internally to the sports complex gyms and Athletic Development Centre are used to monitor gym usage and personal safety only.

During term time, a member of the operations management team is on site between 9.00 am and 5.00 pm on Saturdays acting as a Duty Manager (DM), to organise, co-ordinate, and troubleshoot for the teaching and support service. Reports are provided to the weekly Operations Meeting. Staff from the Estates team (primarily the Operations and Maintenance teams) will support the Duty Manager, providing further assistance to the support and teaching departments where necessary.

The Duty Manager and Saturday staff act as a visible point of contact for visitors to the campus and aim to improve security on these busy days involving many sports fixtures.

#### 4.13 Managing school events

All events must be submitted for approval via the Calendar Committee. This includes, for example, sports fixtures, music recitals, lectures and open days. Once approved, upcoming events are discussed at the weekly Operations Meetings to ensure all logistics are in place and risks appropriately controlled. For significant events the event organiser/lead is responsible for ensuring a specific risk assessment is completed, with support from the Health and Safety Manager.

Feedback from the event will be provided to the Operations Meeting to ensure lessons are learnt and improvements made where appropriate.

#### 4.14 Selecting and managing contractors

All contractors working on behalf of the School on school premises are required to sign in at the Estates Office. The Estates Office Manager will ensure all necessary checks and arrangements are in place before the contractor starts work on school premises.

Many contractors will not be working with children or pupils but there remains the possibility of contact with children or pupils due to the work taking place in a school. To meet its duty of care, Haileybury will assess safeguarding requirements during the planning of works and put arrangements in place to remove or reduce the possibility of unsupervised contact with children by contractors.



Most contractors are required to provide written confirmation that appropriate checks have been completed for all staff (including subcontractors) that will be working on the Haileybury campus. Contractor staff must provide photographic ID when they first attend Haileybury, to be checked by the Estates Office staff.

All contractors are required to provide copies of suitable and sufficient risk assessments and insurances prior to the work commencing to the contracting department/manager. The contracting manager is responsible for arranging suitable supervision of the contractor whilst working at Haileybury, to ensure appropriate procedures are being followed. Wherever possible the contractor work area will be segregated in order to prevent access by pupils or staff.

Procedures for the control of contractors can be found in the Visitors, Contractors and Site Security Policy on the Policies page of the [School Portal](#).

#### 4.15 Maintenance and testing of plant and equipment

Electrical: Five yearly electrical installation condition reports (domestic and commercial) are carried out by an approved contractor with remedial work undertaken either by qualified and competent in-house electricians or approved contractors. Electrical installation and minor works certification is completed for all work, whether in-house or by approved contractors.

Electrical installations in plant rooms are subject to annual thorough examination by an external engineer through the engineering insurance policy, with remedial work undertaken either in-house or by approved contractors. Portable appliance testing is undertaken across the site by an approved contractor on annual basis, this includes pupil items. Further details can be found in the Fire Safety Policy and Procedures, with records of testing kept by the Maintenance Department.

Haileybury is a NICEIC approved contractor and therefore in-house electrical work is subject to regular inspection to ensure compliance with these standards.

Gas: Annual gas safety checks of domestic appliances are undertaken in-house by the Gas Safety Registered engineer. A service and maintenance contract is in place for all commercial heating and hot water systems (which includes gas safety checks).

Water: A legionella risk assessment has been completed by an external advisory organisation. A water quality management plan is in place with regular sampling and chlorination carried out by an external specialist contractor. A flushing regime is in place to ensure all taps are flushed through regularly, overseen by the Head of Maintenance.

The risk assessment, policy and testing records/reports are held by the Maintenance Department.

Pressure systems: The Maintenance Department has an asset list of all pressure systems, accessed via the engineering contractor's web portal. Pressure vessels are inspected and have a thorough examination by an external engineer through the engineering insurance policy, with remedial work undertaken either in-house or by approved contractors.

Local exhaust ventilation systems: The Maintenance Department has an asset list of all LEV systems, accessed via the external engineer's web portal. LEV systems are subject to annual inspection and thorough examination by an external engineer through the engineering insurance policy, with remedial work and maintenance covered by the service contract.

Lifting equipment: All lifts, mobile elevating work platforms (MEWPS) and disabled persons hoists, chairs and benches are subject to inspection and thorough examination by an external

engineer through the engineering insurance policy, with remedial work and maintenance subject to service contracts. The following arrangements are in place:

- LOLER (Lifting Operations and Lifting Equipment Regulations 1998) - inspections for MEWPS;
- passenger lift six monthly inspection;
- lift remedial works;
- MEWPS annual thorough examination;
- MEWPS six month service and remedial works;
- person hoists six monthly inspection;
- hoists remedial works.

The Estates and Maintenance Departments holds all inspections reports and details of completed remedial actions, these can be found in the Google shared area under Estates. These checks are also recorded on the School's central Audit and Checks Schedule.

Rooftop access/safety systems and associated equipment: The Maintenance Department has access to an Asset Register for all roof access safety systems and records of testing.

Roof access safety systems are installed, maintained and subject to appropriate thorough examinations by an approved contractor. Harnesses and fall arrest equipment is kept by the Estates Office, staff can only use this equipment when suitably trained.

#### 4.16 Management of asbestos

The Health and Safety Manager and the Head of Maintenance oversee the management of asbestos at Haileybury. Extensive asbestos surveys have been undertaken to identify the location of asbestos containing materials, resulting in an asbestos register (available on the Health and Safety shared drive and via the Estates Office) and a management plan for the removal, encapsulation and re-inspection of asbestos containing materials.

Asbestos containing materials will be encapsulated and left in situ if in good condition; this results in the lowest risk to health. Where necessary Haileybury will appoint a licensed asbestos contractor to remove asbestos containing materials. The Estates Departments oversee a rolling programme of re-inspections and work specific surveys.

Please see the Policy for the Control of Asbestos for full details, available on the School Portal.

## 5. References and resources for this policy

- [Handbook for the Inspection of Schools: Commentary on the Regulations – ISI](#).
- [Boarding Schools National Minimum Standards](#) – DfE.
- [Health and safety: responsibilities and duties for schools](#) (April 2022) – DfE.
- [Leading health and safety at work](#) (2013) – Institute of Directors & HSE.
- Advice for School Leaders: <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm> - HSE.
- [Health and Safety Advice on Legal Duties and Powers](#) (2014) – DfE.
- [Managing for health and safety HSG65](#) (2013) – HSE.
- [Managing Asbestos in your school](#) (2020) – DfE.

- [Health and Safety at Work etc. Act 1974.](#)
- [Incident reporting in school \(accidents, disease and dangerous occurrences\) \(2013\) – HSE.](#)

<b>Version history</b>		
<b>Date</b>	<b>Reviewed by</b>	<b>Notes</b>
March 2018	SLT	Reviewed
May 2018	Finance & General Purposes Committee	Amendments made
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