



# Haileybury International Summer School

## Health and Safety Policy

Policy date:	June 2025
Date of next review:	April 2026
Owner:	Commercial Operations Director
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website and Summer School Staff Handbook

## **1. Statement of Intent**

- 1.1 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 and safety legislation, including the Health and Safety at Work etc. Act (1974) and all regulations made under the Act.
- 1.2 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; and
  - information, instruction, training and supervision environments for safe and healthy working.
- 1.3 This Policy relates to the International Summer School and should be read in conjunction with Haileybury's overarching Health and Safety Policy.

## **2. Responsibilities**

### **2.1 Head of Health and Safety**

The work of the Head of Health and Safety is crucial to ensuring a balanced and dynamic approach to health and safety across all areas. The Head of Health and Safety is responsible for ensuring risk assessments are reviewed by the relevant person and that urgent outstanding actions have been addressed. The Head of Health and Safety works in partnership with all departments, particularly, in this case, with the Commercial Operations Director and Summer School Coordinator. She/he will work closely with the Commercial Operations Director and Summer School Coordinator 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.

The Head of Health and Safety 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.

### **2.2 Commercial Operations Director**

The Commercial Operations Director holds responsibility for the safe operation of the Summer School and will ensure, alongside the onsite operations and Summer School team 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.

### **2.3 Pupils**

All pupils are expected to:

- Exercise personal responsibility for the 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.
- 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.

### **2.4 Staff**

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 on matters of health and safety.
- Reporting any accidents, dangerous occurrences or safety concerns to the Commercial Operations Director and the Head of Health and Safety.
- Not misusing any equipment provided for their safety.

### **2.5 Teachers**

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 and first aid.
- Observing all safety procedures and instructions.
- Taking reasonable care for the health and safety of themselves and others in undertaking their work.
- Complying with the School's Health and Safety Policy and procedures at all times.
- Applying the School's Health and Safety Policy to their own area of work and being directly responsible to the Director of Studies for the application of the health and safety procedures and arrangements.

- Reporting all accidents and incidents in line with the reporting procedure.
- Not intentionally interfering with or misusing any equipment or fittings provided in the interests of health, safety and welfare.
- Immediately reporting all defects in the condition of the premises or equipment, and any health and safety concerns to the Director of Studies.
- Immediately reporting to the Director of Studies any shortcomings in the arrangements for health and safety.
- Ensuring that they only use equipment or machinery that they are competent / have been trained to use.
- Making use of all necessary control measures and personal protective equipment provided for health and safety reasons.

### **3. Arrangements for health and safety**

#### **3.1 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.

#### **3.2 Security**

- Pupils are not allowed to leave the Summer School premises during the session unless prior permission has been given by the Director of Studies or Commercial Operations 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 reviewed regularly by the Commercial Operations Director and Summer School Coordinator, in consultation with staff and parents.
- Pupils are identified by white lanyards, Summer School staff are identified with light blue lanyards. Pupil Group Leaders will be attending alongside groups of international pupils and will provide an assurance role for the international pupils, parents etc - they are identified with purple lanyards.

#### **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, via iProtectU:
  - Haileybury Specific Health and Safety Induction.

- Fire Safety Awareness.
- Risk Assessment.
- Haileybury Specific First Aid Awareness.

### 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 706 225 / 07827 344 184) to advise of the situation.
- Do not re-enter the building unless told it is safe to do so.

- 3.5 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 Estates Department every week.
- 3.6 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 Head of Health and Safety, Commercial Operations Director and Operations Manager.
- 3.7 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

## 4. Risk Assessments

- 4.1 The Summer School uses its risk assessment systems to ensure that it 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.
- 4.2 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 Coordinator in consultation with the Commercial Operations Director to ensure that risk assessments are conducted, monitored and acted upon.
- 4.3 A campus risk assessment is in place to capture site wide risks and operational risks not included within teaching or operations department risk assessments. The campus wide risk assessment is regularly reviewed by the Health and Safety Committee.
- 4.4 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.
- 4.5 External activity providers or organisations managing a trip on the Summer School's behalf will also be required to provide a suitable and sufficient risk assessment.
- 4.6 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 necessitated by the particular needs of a pupil.
- When we take the pupils on an outing or visit.

- 4.7 Not all risk assessments need to be written down, they only need to be recorded where significant risks are involved. Staff will decide, in consultation with the Commercial Operations Director, which risk assessments need to be formally recorded.
- 4.8 However, risk assessments related to employment and the working environment will always be recorded in writing so that staff can refer to them.
- 4.9 If changes are required to the Summer School's policies or procedures as a result of the risk assessment, the Summer School Coordinator in consultation with the Commercial Operations Director will update the relevant documents and inform all staff.

## **5. First aid and accident reporting**

- 5.1 The Summer School operates an emergency first aid number: 01992 706 494 (internal extension 6494). During the main School holidays this number goes directly to the Estates Reception.
- 5.2 Haileybury has 55 members of staff who are qualified first aiders (FAW), 28 become the primary first aiders during school holidays. Senior Summer School staff will also be qualified first aiders, having completed the three-day First Aid at Work course as a minimum.
- 5.3 Summer school has 19 staff members who are qualified first aiders.
- 5.4 The Summer School has a web-based accident and incident recording system (iProtectU, 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. Accident report books will be used for off site trips and/or outdoor activities on campus - these reports will be handed to senior staff as soon as possible to be added to the electronic report form on iProtectU.
- 5.5 The Head of Health and Safety will report accidents to the HSE in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requirements, and review details of accidents. The information gathered enables actions to be taken to mitigate or prevent future accidents.
- 5.6 The Head of Health and Safety will oversee accident investigations; the severity of the incident/accident will dictate the level of investigation required.

## **6. Related documents**

- Haileybury International Summer School Fire Safety Policy.
- Haileybury International Summer School First Aid and Care of Unwell Pupils Policy and Procedures
- Haileybury International Summer School Safeguarding Policy.

These can be found on the Policies page of the Summer School website [here](#).

<b>Version history</b>		
<b>Date</b>	<b>Reviewed by</b>	<b>Notes</b>
August 2021	Summer School Director	New policy
April 2024	Summer School Director and Commercial Operations Director	Reviewed
May/ June 2025	Commercial Operations Coordinator Summer School Coordinator Health and Safety Team Commercial Operations Director	Reviewed