

**HEALTH AND SAFETY POLICY
FOR HAILEYBURY**

February 2018

Introduction

This policy aims to provide an effective clear direction for The College to follow in order to successfully manage health and safety.

- This policy will enable the development of a culture supportive of health and safety, recognising this is necessary to achieve adequate control over risks.
- It will assist with minimising the financial losses which arise from avoidable unplanned events.
- It demonstrates recognition that accidents, ill health and incidents result from failings in management control and are not necessarily the fault of individuals.
- It provides a commitment to action.

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).

The policy has particular regard to Part 3 of the above Regulations: obligations of the proprietor to make arrangements to safeguard and promote the welfare of pupils at the College by the implementation of a written risk assessment policy and the Part 8 obligations: of those with leadership and management responsibilities to actively promote the wellbeing of pupils.

The College will set and review 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 College 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 the College's operations, so far as is reasonably practicable.
- To create and maintain a positive and effective health and safety culture.
- To improve levels of reporting accidents, incidents and risks.

Health and Safety Statement of Intent

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

The Governors accept their responsibility under the Health and Safety at Work etc. Act 1974 and subordinate health and safety legislation and acknowledge the importance of placing health and safety as a priority within the College.

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 and safety and welfare of all its pupils, employees, visitors and others affected by their activities . The College recognises it has a particular duty of care to its pupils; by ensuring the pupil is at the centre of all College operations, the College will also protect the pupils' health safety and wellbeing.

Council will fulfil their 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 health working

Employees are reminded of their duties to take care of their own safety and that of others employees, pupils, visitors and other persons who might be affected by their activities. Employees are also reminded of their duty to co-operate with the Governors and College policies to enable them to carry out their health and safety responsibilities successfully.

The College commits to engaging and consulting with employees on day-to-day health and safety conditions as required by the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, via the termly Health and Safety Committee meetings.

A copy of this policy will be issued to all employees and will be displayed within the College on notice boards. This policy will be reviewed and added to or modified as necessary and at least on an annual basis.



Signed:

Date: 8 February 2018

The Chairman of Council (signed for and on behalf of the College Governors)

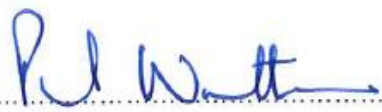


Signed:.....

Date:

8.2.18

The Master



Signed:.....

Date:

8 Feb '18

Bursar and Clerk to the Governors

Organising for Health and Safety - Committees, Roles and Responsibilities

Council

The Governors of Haileybury (represented by the Council) have strategic oversight of the College, they ensure members are suitably competent and have sufficient resources to fulfil their responsibilities. Council regularly monitor and review the health and safety performance of Haileybury, holding the Master and the Bursar to account for health and safety matters. The Health and Safety Policy is reviewed annually at the Autumn Term meeting of the Finance and General Purposes Committee. A Health and Safety report is provided for each Finance and General Purpose Committee meeting.

Governance Functions for Managing Health and Safety and Risks

The Master and the College Senior Leadership team are responsible to Council for:

- Ensuring that the school is following the College's health and safety policy and has effective arrangements for managing the real health and safety risks at the College.
- 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 and working with recognised TU safety representatives/employee representatives and safety committees.
- Ensuring staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Reporting to Council regarding health and safety matters.

Senior Leadership Team (SLT)

The Core Senior Leadership Team meets on a weekly basis. The Full Senior Leadership Team meets on a fortnightly basis. The Senior Leadership Team provides strategic direction for the effective management of health and safety and risks.

The SLT review and approve policies and procedures for managing health and safety, and for controlling risks. The SLT ensures the implementation of College policies and procedures.

The Risk Management Committee

The Risk Management Committee meets once a term. The purpose of the committee is to identify business risks, create and implement a plan to manage the identified risks. The committee will review achievement and performance against the plan in order to ensure risks are reduced and/or controlled.

The Crisis Management Planning Team

The Crisis Management Planning Team meets two or three times a term. The purpose of the committee is to consider and reduce the risks of a crisis for The College and ensure the rapid safeguarding of pupils and property, and finally the secure recovery of school business. It reviews the College Emergency Plan and preparations.

The Health and Safety Committee

The College will consult and communicate on health and safety matters via a College wide 'Health and Safety Committee', consisting of representatives across the College and meeting once a term. The Health and Safety Committee will aim to keep under review the measures taken to ensure the health and safety of pupils and employees and others owed a duty of care. In particular the Health and Safety Committee will review accident statistics, assist with measuring H&S performance; consider external benchmarks and best practice. Membership of this committee is drawn from various groups of employees and includes union representatives.

Estates Compliance Dashboard

The Estate Bursar is a member of the Senior Leadership Team and is responsible for implementing arrangements to ensure regulatory compliance and best practice are met through testing and certification of services installations and equipment. The Estate Compliance Dashboard is a system to give an overview of regulatory compliance, how it is managed to meet the requirements and as a planning tool to develop and improve.

Accident Reporting System

The College has a web based accident reporting system. Information regarding accidents involving pupils, employees and visitors is recorded through this system. The Health and Safety Manager will report accidents the HSE in line with RIDDOR requirements, and reviews details of accidents. The information gathered enables actions to be taken to mitigate or prevent future accidents.

Risk Assessments

Risk assessments form the operational method of ensuring risks are reduced and/or controlled; high level risks will feed into the Risk Management Committee and be discussed at the Health and Safety Committee. The departmental risk assessments will follow the HSE 5 step approach to identify specific hazards and assess the risks to the health and safety of pupils, staff and others affected by The College's activities.

Measuring Performance – Monitor and Review

The above management systems will allow Haileybury to receive specific (e.g. incident-led) and routine reports on the performance 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
- 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 poor health and safety practice but will also help identify better practices and lessons to be learnt, for example:

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

Feedback from this monitoring forms the basis for the termly Health and Safety Report to the Council.

Health and Safety Roles

The Chair of Finance and General Purposes Committee of Council

Council regularly monitor and review the health and safety performance of the College, holding the Master and Bursar to account for health and safety matters. The Chair of the Finance and General Purposes Committee of Council is the Governor appointed to scrutinise health and safety matters and report to Council.

The Master

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

The Bursar

The Bursar has responsibility for estate management and the development of safe working practices and conditions. The Bursar will take all reasonable steps to achieve this through the involvement of all staff at the College.

The Deputy Master

The Deputy Master has responsible for all matters relating to Pupil Wellbeing and Safeguarding. She/he oversees the strategic development and operation of the College's pastoral system. She/he liaises with the local Police, Porters and Bursar over security issues; and liaises with local residents and community groups.

Health and Safety Manager

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

She/he will highlight training needs using his/her training matrix and ensure that they are filled for the Support Staff, will train teaching staff on their INSET days on topics such as 'Risk Assessment' and liaise with the Senior Master and relevant Heads of Department (e.g. Head of Design and Technology) as regards teaching staff training needs. She/he will report accident statistics and concerns to the Risk Management Committee.

The Senior Master

The Senior Master acts as the Master's representative on the College Health and Safety Committee. She/he reviews all ISI Compliance Policies and along with the whole Senior Leadership Team monitors procedures to ensure that teaching staff adhere to the College Health and Safety Policies. She/he manages the training needs of the teaching staff, including those relating to Health and Safety and First Aid.

The Deputy Head (Academic)

The Deputy Head (Academic) line 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 College health and safety policies/procedures as per this policy. 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 College policy with regards to health and safety. She/he manages the EVOLVE system and works 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. She/he monitors procedures on all trips and College

based Co-Curricular activities with the aim of reducing risk as far as is reasonably practicable. She/he will collate teaching staff and volunteers' qualification certificates and other certification such as AALA licenses (the latter is done through EVOLVE).

Human Resources Manager

The Human Resources manager is responsible for effective recruitment of staff and supporting line managers and staff, supported by the HR team and guided by the Senior Leadership Team. In order to support the College achieving its health and safety objectives the HR Manager will ensure the health and safety roles and responsibilities of employees are clearly outlined within job descriptions. She/he will work with Heads of Departments to ensure Health and Safety knowledge and skills are considered, requirements identified and met during the recruitment process. The HR team oversee the new staff induction process, working with line managers to ensure new staff received suitable information, instruction and training when they join The College.

Estate Bursar

The Estate Bursar is responsible for the management, maintenance, repair and improvement of all College premises including the College grounds, sports pitches and gardens, also he/she will be responsible for the Porters department, who, in addition to the duties of the Porters Lodge, provide a security presence. With support from the Maintenance, Grounds and Porters' Departments, she/he will ensure the College'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 the College's Masterplan; the Estate Bursar will ensure that repairs or maintenance works of a Health & Safety nature are dealt with as a matter of priority.

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 control take place in a safe manner and follow College policies/procedures. Heads of Departments and Managers will ensure, so far as is reasonably practicable that hazards are identified, risks assessments completed and safe methods of working are implemented and will provide safe equipment, articles and substances, thus enabling a safe and healthy environment. Risk assessment 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 is it safe to use (from their departmental budget). Regulatory inspections and testing must be complied with.

Estates Compliance Officer

The Estates Compliance Officer assists with the implementation of health and safety and regulatory requirements within the Estates departments. The Estates Compliance Officer is responsible for Estates Risk Assessments & Safe Systems of Work, Estates Staff Training, Estates Compliance Monitoring, operational Fire Safety, Building Plans, and Records

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 Duty Porter acts as a first responder to fire alarm activations, investigating the cause of the alarm, if safe to do so.

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 the College's Health and Safety policy and arrangements.
- c) Co-operate with the College 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 and where applicable with completion of the appropriate form.
- 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 the College's Educational Visits Policy.

The College Health Centre

The College'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 College Doctor (the Resident Medical Officer) creates and maintains all appropriate policies for the care of pupils. See the following policies for full details:

- The care of boarders who are unwell
- Procedure for managing spills of blood and bodily fluids/substances
- Policy for the care of pupils with Specific Health Needs

Hires and lets of the College Premises

When the premises are used for purposes not under the direction of the College, 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 College safety requirements are met at all times. Commercial Hire and Lets (not in term time) will be managed by the Catering and Events Department, who will issue guidelines for health and safety within the College site.

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

Unless permission has been given by the Catering Department, hirers must not:

- Introduce equipment for use on The College premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Smoke on-site or in buildings, unless within a designated smoking area.
- 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 to the Catering and Events Department.
- Ensure they are familiar with the fire safety arrangements for the building they are using.
- Ensure they have suitable and sufficient risk assessments and insurance in place where appropriate.

Health and Safety Arrangements

This section describes the arrangements for ensuring that the College's aims and objectives for securing a safe and healthy working environment are achieved. These arrangements cover common occupational 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 services whose activities may give rise to specific risks will produce their own arrangements for managing these risks.

Safeguarding and Child Protection

The College 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, the School Doctor, 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, two Deputy DSLs assist with all Safeguarding and Child Protection matters: Lead responsibility for Child Protection and Safeguarding at Haileybury lies with the Deputy Master. 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, September 2016) and 'Working Together to Safeguard Children' (March 2015, updated February 2017) (WTSC).

The College's Safeguarding Policy provides the foundations of the Child Protection Training provided to all staff at Haileybury. The 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 the College's Safeguarding and Child Protection arrangements, including contact details and training for all staff, please see the relevant policy on the College website: <https://www.haileybury.com/my-haileybury/information-parents-pupils/policies-publications/7a-safeguarding-children-child-protection>

Risk Assessments

The College 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 College activities. The safety and wellbeing of pupils should be clearly considered in all risks assessments.

Specific risk assessments will be undertaken by the appropriate department to ensure suitable controls are in place and obligations met for:

- Haileybury organised campus events
- Manual Handling (as required by the Manual Handling Operations Regulations 1992)
- Control of Substances Hazardous to Health (as required by the Control of Substances Hazardous to Health Regulations 2002)
- Slips and trips
- Work at Height (as required by the Work at Height Regulations 2005)

A dedicated "Risk Assessment Policy and Procedures" document provides full details on the organisation and implementation of risk assessments at the College. This can be found in the policies section of the College website: <https://www.haileybury.com/my-haileybury/information-parents-pupils/policies-publications/16a-risk-assessment-policy>

A Risk Assessment register 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 manual handling, general use of the

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

Workplace Safety (including workshops and labs, slips and trips, and work at height)

The Maintenance Department operate a fault reporting system, called Collegiate for logging all repairs and faults. All staff have access to the Collegiate system via their school computer and are encouraged to use the system to assist the College in providing a safe workplace.

The Design & Technology Department work to Design and Technology Association (DATA) guidance. They work with the local DATA H&S advisor Richard Watson and the 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 Department Health and Safety Policy. The Department has annual inspections for Radiation holding by an appointed RPA and there are trained RPS in Science. The Fume cupboards, Electrical Equipment and Pressure Vessels are inspected annually by outside contractors. The Technical Team in Science meet every Monday with Head of Science to discuss departmental workloads, teaching needs and concerns. Any concerns outside of the capabilities of the Technical Team, our sources of reference (CLEAPSS etc.) would be referred to the Health and Safety Manager for discussion/investigation

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

The Health and Safety Committee is one vehicle for feedback on work place safety and for providing feedback that might safeguard pupils. A campus wide risk assessment has been completed identifying key hazards for external areas, considering slips and trips and lighting, for example.

Educational Visits Policy

The key person coordinating and approving arrangements for all trips on behalf of the Master is the Deputy Head (Co-Curricular) and she/he is the College's Educational Visits Coordinator (EVC).

Advice to staff regarding proposing, approval, planning and conduct of trips appears in the Staff Handbook, and Educational Visits Policy. With this there is clear guidance, 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 deposited with the EVC. This information will be stored on EVOLVE (www.haileyburyvisits.com), accessible to staff who may need to access it.

Use of College Vehicles

The Transport Manager oversees the necessary license checks, to enable staff to drive the College vehicles and liaises with the insurance company to keep the list of insured drivers up to date. License checks will be repeated every other year. The Transport Manager arranges for teaching staff to complete a driving assessment with a ROSPA qualified driving assessor, to enable them to drive the minibuses for College purposes e.g. transporting pupils for an educational visit, on a voluntary basis.

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

The College Transport Policy can be found on the intranet and in the shared area.

Maintenance Emergencies

The Maintenance Department is responsible for the upkeep of college buildings (including staff accommodation). The normal working hours of the Maintenance Department are 7:30am to 4:00 pm, Monday to Friday. Any emergencies during these times should be reported to the Maintenance Department in the usual way; directly to the Maintenance Manager via internal extension 6258 or the Estates Administrator via internal extension 6214.

To assist with urgent situations out of 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 Porters on telephone number: 01992 706225 (internal extension 6225). The Duty Porter will then contact the relevant member of maintenance staff to assist. If it is not possible for The College maintenance staff to attend, the Duty Porter will contact dedicated external contractors for assistance and to attend the incident where appropriate. The Porters have clear guidance on who to contact to deal with each situation.

First Aid and Accident Reporting

The College operates an emergency first aid number: 01992 706494 / internal extension: 6494. This number goes directly to the Nurses in the College's onsite Health Centre. The Health Centre has a Medical Officer (College Doctor) and a team of nurses, which operates 24hrs 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. The College also has 40 members of staff who are qualified first aiders (FAW), who become the primary first aiders during school holidays.

All accidents/incidents should be reported using the online accident report form, accessed via the Shortcut library and Intranet on all College computers. The Health and Safety Manager will report accidents the HSE in line with RIDDOR requirements.

For full details please see the policy "First Aid and Accident Reporting" which can be found in the policies section of the College website: <https://www.haileybury.com/my-haileybury/information-parents-pupils/policies-publications/13a-school-policy-first-aid-accident-reporting>

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, the College 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 support their return to work. This process is enabled by the line manager with support from the HR team.

The College 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.

Further support is provided for employees through an employee assistance programme; 'Lifeworks'; available to all staff at no cost.

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 on the College website:

Behaviour policy: <https://www.haileybury.com/my-haileybury/information-parents-pupils/policies-publications/9a-behaviour-rewards-sanctions>

Countering-Bullying policy: <https://www.haileybury.com/my-haileybury/information-parents-pupils/policies-publications/10a-counter-bullying-policy>

Whistleblowing

The College has adopted a policy and procedures on whistleblowing to enable members of staff (including coaches, volunteers and contractors) to raise concerns internally and in a confidential fashion. These concerns might be acts committed by fellow members of staff, unethical conduct, and faults in College procedures or regulatory oversights which should be rectified.

Formal concerns should be raised with one of the following:

- The Deputy Master
- The Deputy Head (Academic)
- Deputy Head (Co-Curricular)
- The Senior Master
- The Financial Controller & Deputy Bursar
- The Estates Manager
- Head of Human Resources

Please see the 'Whistleblowing Procedure' for full details. This can be found in the policies section of the College website: <https://www.haileybury.com/my-haileybury/information-parents-pupils/policies-publications/7b-whole-school-whistleblowing-policy>

Fire Safety

The College has a fire risk assessment in place for the campus buildings, which is regularly reviewed and updated.

The Duty Porter 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.

Boarding Houses have a level 1 Fire Alarm System, with an auto alert to notify the Duty Porter.

Fire extinguishers are provided in all buildings and inspected/serviced on an annual basis.

The maintenance team undertakes weekly fire alarm tests for campus school buildings. Fire Evacuation drills are carried out once a term in boarding houses and on an annual basis for all other campus school buildings. Records of testing and evacuations are kept on the J drive within the Health and Safety folder.

Staff and pupils must evacuate if the fire alarm activates and go to the nearest assembly point.

For full details please see the policy "Fire Safety Policy and Procedures" which can be found in the policies section of the College website: <https://www.haileybury.com/my-haileybury/information-parents-pupils/policies-publications/12a-whole-school-policy-fire-safety>

Onsite vehicle movements

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 College vehicles must stop if there is a large group of pupils/pedestrians walking in the road and allow the pupils/pedestrians to pass.

Visitors and site security

The College has a "School Security and Access to School Premises Policy" available in the shared area and the intranet. This policy is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. 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.

The Porters Team are responsible for security around Haileybury, the team consists of Duty Porters and Night Security officers. There is a duty porter/ night security officer on the premises 24 hours a day (except Christmas day when occasional visits are made) and can be contacted by telephoning ext. 6225 (01992 706225) or 07827 344184.

As part of their role, Duty Porter/ Night Security officer regularly undertakes a patrol of the school grounds to ensure doors and windows are closed and locked as appropriate. The Duty Porter/Night Security officer acts 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.

To assist with security there is a CCTV system installed throughout the campus, cameras are fitted externally to buildings with the exception of the sports complex, where cameras are used internally to monitor gym usage only. The College has a policy for "School security and CCTV" available in the shared area and the intranet.

The College has a "Policy for the supervision of ancillary and contract staff, volunteers and visitors" available in the shared area and the intranet. Details of this are communicated termly to all staff. Parents of boarders are requested twice annually to report to a responsible adult before entering their child's boarding house.

Selecting and managing contractors

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 their duty of care, Haileybury, in particular the department organising the contractor, 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. The Estate Bursar will communicate with the DSL as part of this assessment. All 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 contracting department/manager.

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.

Haileybury has a policy for the Control of Contractors - Safeguarding Arrangements that can be found in the shared area and the intranet.

Maintenance and testing of plant and equipment

Electrical:

Five yearly Electrical Installation Condition Reports (domestic and commercial) are carried out by an approved contractor (Guardian) 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 a Zurich 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 a rolling process, this include pupil items.

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

Portable appliance testing is undertaken by external contractor Pure PAT, testing College electrical equipment and pupil owned items annually. Further details can be found in the Fire Safety Policy and Procedures, with records of testing kept by the Maintenance department in the shared area under compliance.

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 (Purdy Part of the Bilby Group) for all commercial heating and hot water systems (which includes gas safety checks).

Water:

A legionella risk assessment has been completed by Eaton Environmental. A water quality management plan is in place with regular sampling and chlorination contracted to Eaton Environmental. A flushing regime is in place to ensure all taps are flushed through regularly, implemented by the Domestic Service team and overseen by the Estate Compliance Officer.

The risk assessment, policy and testing records/reports are held by the maintenance department and on the shared J drive.

Pressure Systems:

The Maintenance department have an asset list of all pressure systems, accessed via the Zurich web portal. Pressure vessels are inspected and have a thorough examination by a Zurich engineer through the engineering insurance policy, with remedial work undertaken either in-house or by approved contractors (e.g. Purdy).

Local Exhaust Ventilation Systems:

The Maintenance department have an asset list of all LEV systems, accessed via the Zurich web portal. LEV systems are subject to annual inspection and thorough examination by a Zurich engineer through the engineering insurance policy, with remedial work and maintenance covered by the service contract, held with Machine Safety Systems .

Lifting Equipment:

All lifts, mobile elevating work platforms (MWEPS) and disabled persons hoists, chairs and benches are subject to inspection and thorough examination by a Zurich engineer through the engineering insurance policy, with remedial work and maintenance subject to service contracts. The following arrangements are in place:

LOLER (Lifting operations & Lifting Equipment Regulations 1998) - inspections for MWEPS by Zurich

Lift annual thorough examination - Zurich

Lift remedial works - by DAB lifts,

MWEPS annual thorough examination - Zurich

MWEPS six month service & remedial works - by Workplatform UK Ltd.

Hoists annual thorough examination – Zurich

Hoists remedial works - by Caretech UK Ltd

The maintenance department holds all inspections reports and details of completed remedial actions, these can be found in the shared area under compliance.

Rooftop Access/Safety Systems and Associated Equipment:

The maintenance department has access to an Asset register on Total Access Portal 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; Total Access. Harnesses and fall arrest equipment is kept by the Estate office, staff can only use this equipment when suitably trained.

Management of Asbestos

The Health and Safety Manager and the Estate Manager oversee the management of asbestos at the College. Extensive asbestos surveys have been undertaken to identify the location of asbestos containing materials, resulting in an asbestos register (available in the Maintenance 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 the College will appoint a licensed asbestos contractor to remove asbestos containing materials.

A number of the maintenance staff have completed specific training (Category B) to enable them to work with and remove certain types of low risk asbestos containing materials. Such works require a dedicated risk assessment and careful control measure to be implemented.

Please see the 'Policy for the Control of Asbestos' for full details. This can be found in the Health and Safety folder in the shared area and the Intranet.

References and Resources for this policy

- Handbook for the Inspection of Schools: Commentary on the Regulations (September 2017) – ISI
- Boarding Schools National Minimum Standards (April 2015) - 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 (Mar 2015) – DfE
- Health & Safety at Work etc. Act 1974
- Incident reporting in school (accidents, disease & dangerous occurrences) (2013) - HSE

Reviewed and updated SLT February 2018

ERLB