



Newland House School

Health and Safety **Policy**

Updated	January 2024
Updated by	Deputy Head (Prep) Deputy Head (Pre-Prep)
Authorised by	Chris Skelton, Head

This Policy applies to all sections of the school, including the Early Years Foundation Stage

Contents

1. Introduction	1
2. Approval and Review	2
3. Organisation for Health and Safety	2
4. Specific arrangements for health and safety.....	8
5. Further information.....	10

1. Introduction

- 1.1 Newland House School provides a safe and healthy school for all of our employees, pupils, parents and visitors. As an employer, we ensure that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all and conforms to the Health and Safety at Work etc. Act 1974.
- 1.2 The Governors and Head have overall responsibility for the Health and Safety Policies and Procedures and the school's compliance to them. Day to day responsibility for the undertaking of health and safety at the school lies with the Bursar who is in charge of the following framework for managing health and safety:
- There are termly meetings of the school's health and safety committee. All staff are welcome to attend or submit a report. Copies of the minutes are distributed and accessible for all staff as well as to the Designated Safeguarding Leads (DSLs).
 - Reports on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, and fire practices are presented at the Health and Safety meeting.
 - The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Bursar wishes to bring to the Board's attention.
 - The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
 - That the professional reports are considered by the Head, Bursar and Governors and its recommendations form the basis of the school's routine maintenance programmes.
 - The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Head and Governors.
 - That the school has a fire risk assessment, carried out by a competent person which is reviewed annually and updated every three years, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
 - The school has a professional risk assessment for legionella, every three years and a quarterly water sampling and testing regime in place.
 - The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic Manual Handling and Working at Height training. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training and in-house minibus driver training is provided to any member of the teaching or support staff who are involved with trips and visits. The school has a comprehensive first aid policy.

- 1.3 All members of staff are responsible for taking reasonable care of their own safety, alongside that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head and the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the school to comply with health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.
- 1.4 Staff should try to avoid bringing children into the school out of hours. If this is unavoidable, they should ensure that children are not left unsupervised and do not enter any part of the school where they may come in contact with hazardous materials. Staff are responsible for any children they bring into school out of hours and for any damage caused by them. They must acknowledge that Newland House School will not be liable for the safety of a child out of hours on school property by signing a disclaimer to this effect.

2. Approval and Review

- 2.1 The policy has been agreed by the Health and Safety Committee and endorsed by the Board of Governors. It will be reviewed by the Health and Safety Committee to ensure it is effective and revised as necessary.

3. Organisation for Health and Safety

- 3.1 Day to day responsibility for organising health and safety and welfare lies with the Bursar who has responsibility for ensuring compliance with the School's Health and Safety Policy.
- 3.2 All staff members are responsible for ensuring the health and safety of pupils and others (especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs).

Safety and security

- 3.3 Building security (including alarms, CCTV, locking external doors and windows) – is the responsibility of the Bursar, who in turn has delegated day to day management to the Head.

Caretaker and IT Manager

- 3.4 All science, art and DT areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.
- 3.5 Preventing unsupervised access by pupils to potentially dangerous areas, such as, the science laboratories, the design technology rooms etc. requires the Bursar and Head Caretaker to work in cooperation with the relevant teaching staff.

- 3.6 In science and DT lessons at Newland House School we accept it is our duty to provide eye protection, gloves and laboratory coats for employees and students where a risk assessment requires them.
- 3.7 Controls and procedures for working out of hours is the responsibility of the Bursar and staff themselves.
- 3.8 Ensuring that all visitors book in at reception and wear visitors' badges is the responsibility of the School Reception Manager in Prep and the Receptionist in Pre-Prep.

Vehicles

- 3.9 Parking on site and vehicles on site is the responsibility of the Head Caretaker.
- 3.10 School Bus arrangements (including notifying parents of delays) is managed by the Reception Manager.
- 3.11 Ensuring the school minibus fleet is properly maintained and roadworthy is the responsibility of the Bursar and managed by the Head Caretaker.

Accidents

- 3.12 Maintaining an accident log and reporting notifiable accidents to the Health and Safety Executive (HSE) through the RIDDOR mechanism is the responsibility of the Reception Manager. The Head of Science is responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- 3.13 Checking that all first aid boxes and eye washes are kept replenished is organised by the Reception Manager/Lead first aider.
- 3.14 It is likely that the Reception Manager or Receptionists will be the first point of contact dealing with an emergency, and serious incidents should be reported to the Bursar or the Head or Deputy Head (Pre-Prep).

Fire prevention

- 3.15 Keeping fire routes and exits clear is the responsibility of the Bursar, who in turn has delegated day to day management to the Head Caretaker.
- 3.16 Electrical Safety Testing. All the electrical circuits and boards at Newland House School have current electrical installation certificates, which is the responsibility of the Bursar and Head Caretaker.
- 3.17 Regular Portable Appliance Testing (PAT) is performed by the caretakers.

- 3.18 Testing all fire alarms weekly (and recording all tests and issues), arranging an annual service of alarms, smoke detectors, emergency lights and fire extinguishers is the responsibility of the Bursar. In turn, this work is delegated to the Head Caretaker. Refer to the Fire safety policy for more detail.
- 3.19 Lightning protection is in place for the Pre-Prep building.
- 3.20 All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- 3.21 Landlord's gas safety certificates are held for all school domestic accommodation.
- 3.22 Ensuring that flammable rubbish and combustible materials are stored away from buildings is carried out by the Head Caretaker.
- 3.23 Termly fire drills, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building help to ensure that the school can be safely evacuated in the event of a fire.
- 3.24 Switching off all kitchen equipment at the end of service is the responsibility of the Catering Manager.
- 3.25 Checking that all Scientific and DT equipment is switched off at the end of the school day is the responsibility of the Heads of Science and DT.
- 3.26 Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers is the responsibility of The Heads of Science, Art and DT, and the Head Caretaker.
- 3.27 As per COSHH Regulations we undertake regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Bursar has the function of seeing that this happens. The records of the tests are available for staff reference and for inspection in the Bursary.
- 3.28 In Science labs, trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff. Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations this will involve calling the Fire and Rescue Service.

Waste disposal

3.29 Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS Hazcards (2007 edition or later). Other disposal follows guidance in the relevant section of the CLEAPSS Laboratory Handbook. Sharps are disposed in a sharps' container through the Three Rivers District Council. Please see Health and Safety Policy for more details.

Water, drainage etc.

3.30 The Bursar, together with the Head Caretaker are responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place
- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear (using external contractors).

Risk assessments

3.31 Responsibility for ensuring that up to date risk assessments are maintained for:

Fire	Bursar and Head Caretaker
Legionella	Bursar and Head Caretaker
All rooms, corridors and exits	Bursar and Head Caretaker
Catering and Cleaning functions (including Hazard Analysis Critical Control Points HACCP), system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures	Catering Manager
Grounds Maintenance (including use of pesticides and COSHH)	Head Caretaker
Maintenance functions (including working with heights, electricity, manual handling and building work, use of power tools COSHH and flammable materials)	Bursar and Head Caretaker
Asbestos Register	Bursar and Head Caretaker

3.32 Ensuring that up to date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials) – Head of Science
- All outdoor games – Director of Sport
- Swimming – Director of Sport
- Athletics– Director of Sport
- Fencing – Director of Sport
- Design Technology (including COSHH and flammable materials) – Head of DT/DT Technician
- All outdoor lessons - Deputy Head (Academic)

- All visits and trips – Head or Deputy Head (Pre-Prep) (for Pre-Prep educational visits)

Training

3.33 Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – the Bursar
- Science-related health and safety training – the Head of Science
- Design and Technology related training – the Head of DT
- Health and safety training for the Catering and Cleaning staff – the Catering Manager and Bursar
- Briefing new pupils on emergency fire procedures – form teachers
- Briefing new staff on emergency fire procedures and updating all staff on changes to policy or procedure - the Bursar
- Inducting new staff in health and safety – the Bursar
- Identifying specific health and safety training needs of staff – all staff
- First aid training- the Reception Manager and the Bursar

External advisors for health and safety

3.34 At Newland House School, we use external consultants to advise on matters of health and safety within the school.

- Structural Surveyors are employed to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant equipment, including boilers.
- All gym & fitness equipment and machinery used in both DT and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:
 - o An independent hygiene and safety audit of food storage, meal preparation and food serving areas annually.
 - o Professional advice from a Dietician on healthier food, menu planning and special diets as needed.
 - o Allergen procedures are in place together with appropriate record keeping
 - o The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, annually.
 - o Appropriate pest control measures to be in place.

3.35 The school has a professional Fire Risk Assessment that is reviewed every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

3.36 In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.

- 3.37 The school has a professional risk assessment for legionella, every three years and a quarterly water sampling and testing regime in place.
- 3.38 The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Bursar is also responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- 3.39 The school has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- 3.40 All work on gas boilers and appliances is carried out by registered Gas Safe Engineers
- All domestic boilers are serviced annually, and all domestic properties have current Landlord's Gas Safety Certificates.
 - A qualified Planning Supervisor is used in order to ensure compliance with the Construction Design and Management (CDM) Regulations 1994 whenever major work is undertaken.

School safety co-ordinator

- 3.41 At Newland House School, the Bursar is the School's Safety Co-ordinator, and is responsible for advising the Head on any measures that may be needed in order to carry out maintenance work without risks to health and safety. The Bursar also co-ordinates the advice given by specialist safety advisors and produces action plans. The Bursar has overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Head. The Bursar is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

Health and safety committee

- 3.42 The School Health and Safety Committee meets once a term and is chaired by the Bursar. The other members of the Committee are:
- Bursar (Chair)
 - Head
 - Head Caretaker
 - Director of Sport
 - Deputy Director of Sport
 - Head of DT
 - Head of Science
 - Reception Manager
 - Receptionist - Pre-Prep
 - Nursery Manager

Governor responsible for Health and Safety

- HR and Compliance Manager
- Assistant to Deputy Head (Pre-Prep)

3.43 The role of the Committee is to:

- Discuss matters concerning Health and Safety changes in regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses. Discuss preventative measures
- Review and update risk assessments
- Discuss training requirements
- Monitor the implementation of professional advice
- Review the Safety Policy guidance and updating it.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.

4. Specific arrangements for health and safety

4.1 The following areas/activities present identified and significant risks in Newland House School. As a consequence, pupils are not allowed unsupervised access to:

- Games: where the Director of Sport keeps risk assessments for: all outdoor games, swimming, athletics, fencing. Records of training and qualifications in subject specific training are kept.
- Design and Technology: where the Head of DT keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed entry to the combined Maintenance, Caretaking and Grounds Departments where risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products are kept. Records of staff training are kept.
- Science: where the Head of Science keeps risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians. We also have rules for behaviour in the science lab.

Laboratory rules for students

4.2 The rules for students during science lessons are as follows.

Laboratory Rules

The biggest danger in the lab is YOU! You are at risk when you don't understand the hazards, or you are careless, or both. The person most likely to suffer from your mistakes is YOU! Report any accident or breakage to your teacher.

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
3. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4. When using naked flames (for example, Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc. are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
6. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or chemical splashes on your skin, wash the affected part at once with lots of water and tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.

4.3 Whole school policies and risk assessments supplement these departmentally based risk assessments, covering:

- Accessibility Policy.
- Accident Reporting (RIDDOR).
- Anti-Bullying Policy.
- Asbestos.
- Building at Work.
- Catering and Food Hygiene Policy.
- Code of Safe Conduct for Staff.
- Control of access, security and use of CCTV.
- Control of Substances Hazardous to Health (COSHH).

- Design and Technology.
- Display Screen Equipment.
- Educational visits, (the Head maintains a dossier of risk assessments and visit reports for the Prep and the Deputy Head (Pre-Prep) for the Pre-Prep).
- Electrical Safety.
- E-Safety.
- First Aid.
- Medicines.
- Fire safety, procedures and risk assessment.
- Gas Safety.
- Health and Safety Notices.
- Induction of new staff.
- Legionella.
- Manual handling.
- Medical Questionnaire.
- Minibus use.
- Occupational Health.
- Pesticides: Use of.
- Portable Appliance Testing (PAT).
- Pupil Supervision.
- Risk Assessments: Guidance on.
- Security, including workplace safety and lone working.
- Slips and Trips.
- Special Education Needs (SEN) and Learning Difficulties.
- Sun Protection (EYFS pupils).
- Temporary staff and Contractors.
- Working at Heights.
- Vehicles and on-site movements.

5. Further information

- 5.1 This policy is available to all staff and can be found on the school's intranet. This policy will be reviewed every academic year or sooner if changes to legislation, compliance requirements or good practice dictates, and staff will be informed of any changes immediately.