

## Version control information

| Reason for Amendment   | Role                    | Date      | Main Changes  |
|--|-------------------------|-----------|---|
| Annual review  | Chief Operating Officer | Lent 2025 | New policy to recognise Group-level statement of intent                 |
| Updates to include reference to St Christopher's the Hall School | Chief Operating Officer |           | References made to alternative arrangements at Christopher's the School |

## Contents

|  |    |
|--|----|
| 1. Aims and statement of intent.....               | 3  |
| 2. Legislation.....                                | 4  |
| 3. Organisation (roles and responsibilities) ..... | 5  |
| 4. Arrangements.....                               | 10 |
| 5. Monitoring .....                                | 25 |
| 6. Links with other policies .....                 | 26 |

---

## **1. Aims and statement of intent**

This policy applies to all staff, pupils, parents / carers, visitors and contractors.

### **1.1 Aims**

St Dunstan's Education Group ('the Group') will ensure that each school in the Group has in place:

- Safe systems of work
- Suitable and sufficient work equipment
- Adequate welfare arrangements
- Robust arrangements to provide information, training and supervision of staff to ensure they are competent to perform their task.

Although overall accountability for health and safety lies with St Dunstan's Education Group chaired by Mr Paul Durgan, day-to-day responsibility is delegated to the Head of St Dunstan's Education Group (the Head of the Group), who in turn delegates specific functions to other staff, as set out in this policy.

All steps will be taken to eliminate and reduce risks as far as reasonably practicable. Any remaining residual risks will be managed by ensuring adequate control measures are in place.

### **1.2 Statement of intent**

The Chair of Governors of St Dunstan's Education Group and the Head of the Group accept responsibility for all safety and environmental matters, including health and safety at work, environmental protection and fire safety. Both are aware of the requirements of the Health and Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999 and other relevant health and safety regulations to provide a safe and healthy working environment.

In keeping with the spirit and intentions of the Acts and Regulations, Section Three 'Organisation' and Section Four 'Arrangements' of this policy set out how the Group meets its legal and moral obligations and complies with legislation.

The Group is committed to achieving the highest standards in all aspects of health and safety and environmental protection and the wellbeing of staff, pupils, visitors and contractors.

In addition, all staff are responsible for complying with this Health and Safety Policy and must:

- Act in a safe manner to ensure that their actions or inactions do not put themselves or anyone else in danger
- Cooperate with the Head of the Group to assist with the maintenance of a safe and healthy working environment

- Ensure they are competent to carry out their tasks including safe use of any equipment as part of their role
- Not interfere with any items provided for health and safety
- Report any health and safety concerns, accidents and incidents using the correct procedure.

The Chief Operating Officer (COO) and the Head of Health and Safety will conduct regular reviews of safety and environmental standards within each school to ensure compliance, including record keeping, as laid down in all relevant policies.

Contractors, sub-contractors, hirers and visitors also have a duty of care and a right to a safe working environment. They must ensure that they comply with the requirements of this Health and Safety Policy.

## 2. Legislation

This policy is based on advice from XSELV Ltd. the Group's health and safety consultant, and informed by, but not limited to, the following legislation:

- The Building Safety Act 2022
- Children's Act 2004
- The Construction Design Management Regulations 2015
- The Control of Asbestos at Work Regulations 2012
- The Control of Noise at Work Regulations 2005
- The Control of Substances Hazardous to Health Regulations 2002
- Equality Act 2010
- The Education (Independent School Standards) Regulations
- The Gas Safety (installation and use) Regulations 1998
- Health protection in children and young people settings including education, government guidelines
- Health and Safety (First Aid) Regulations 1981
- The Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety at Work etc. Act, 1974
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Regulatory Reform (Fire Safety) Order 2005

### **3. Organisation (roles and responsibilities)**

#### **3.1 St Dunstan's Education Group**

The governing body has ultimate responsibility for ensuring compliance with this Health and Safety Policy but will delegate day-to-day responsibility to the Head of the Group. The governing body is responsible for:

- Ensuring an approved Health and Safety Policy is in place and reviewed annually
- Appointing a Health and Safety Link Governor
- Monitoring the application of the Health and Safety Policy, including consideration of inspection reports
- Including health and safety on meeting agendas
- Reporting and discussing concerns about health and safety with the Head of the St Dunstan's Education Group
- Making arrangements to ensure compliance with all relevant regulations, particularly the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Ensuring that:
  - Procedures are in place to identify hazards and evaluate risk control measures
  - There is an appropriate management structure, and its effectiveness is periodically monitored with regard to health and safety
  - One member of the governing body takes specific responsibility for health and safety (the health and safety link governor) and attends any health and safety training as appropriate
  - The Head of Group carries out their health and safety responsibilities.

#### **3.2 The Head of St Dunstan's Education Group**

The Head of the Group is accountable for, and has day-to-day responsibility for, ensuring compliance with all health and safety policies and procedures across the Group. They are responsible for:

- Day-to-day management of all health and safety matters, in accordance with the Health and Safety Policy
- Delegating responsibilities to other competent members of staff to promote health and safety across the school
- Overseeing the health and safety of the Combined Cadet Force (CCF) contingent and appointing a competent Contingent Commander at St Dunstan's College
- Co-operating with and providing necessary facilities for trade union safety representatives
- Putting into effect any remedial measures, or referring as necessary to the Finance and Resources Committee, or the Health and Safety Committee, as required
- Consulting with members of staff on health and safety matters

- Ensuring that all staff are aware of this Health and Safety Policy and have access to the policy and other health and safety guidance and advice.

### **3.3 The Heads of the schools**

The Heads of the schools are accountable for, and have day-to-day responsibility for, ensuring compliance with all health and safety procedures in their school. They are responsible for:

- Day-to-day management of all health and safety matters in, in accordance with the Group's Health and Safety Policy and associated local policies and procedures
- Delegating responsibilities to other competent members of staff to promote health and safety across the schools
- Co-operating with and providing necessary facilities for school trade union safety representatives
- Putting into effect any remedial measures, or referring as necessary to the Finance and Resources Committee, or the Health and Safety Committee, as required
- Consulting with their staff on health and safety matters
- Ensuring that their staff are aware of this Health and Safety Policy and associated local policies and procedures and have sufficient access to health and safety guidance and advice.

### **3.4 The Chief Operating Officer**

The Chief Operating Officer (COO) is responsible for:

- Leadership of the estates and enterprise teams across the schools
- Line management of the Head of Health and Safety
- Being aware of safe working practices and setting a good example personally
- Ensuring remedial action is taken where appropriate
- Ensuring regular inspections are carried out
- Receiving regular reports of any accidents, injuries or near misses that occur, investigating such accidents; reporting those that fall within RIDDOR to the Health and Safety Executive, analysing trends and proposing remedial actions to prevent reoccurrence in liaison with the health and safety consultant, as appropriate
- Identifying staff safety training and awareness needs
- Liaising with the health and safety consultant
- Attending Health and Safety Committees at each of the schools
- Ensuring that accidents are reported to the relevant school's Health and Safety Committee
- Overseeing the Group's accident investigation procedure
- Providing regular updates on health and safety performance to the Finance and Resource Committee and full governing body
- Notifying the Finance and Resources Committee and full governing body regarding significant incidents.

### **3.5 The Director of Estates & Commercial Activities**

The Director of Estates & Commercial Activities is responsible for:

- Line management of the Group's estates and enterprises teams
- Ensuring all statutory and non-statutory planned preventative maintenance is carried out
- Ensuring that specific maintenance and testing is undertaken by external contractors.

The estates teams at each school are responsible for:

- Organising and monitoring the maintenance and testing required to be undertaken by external contractors
- Inspecting the buildings and equipment as per statutory requirements and on a termly basis submitting a report to Head of Health and Safety
- Inspecting the buildings and site access daily whenever the buildings are open, ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe
- Recording all defects noted and, if urgent, effecting immediate repair
- Reporting major defects to be repaired by outside contractors/authorities to the Director of Estates and Commercial Activities
- Carrying out checks of all automated external defibrillators (AED)
- Carrying out of testing and maintenance as identified in the school's Property Handbook
- Liaising with external contractors, reminding them of their obligations under this Health and Safety Policy and notifying them of any existing hazards
- Notifying the Director of Estates and Commercial Activities of any hazards introduced by contractors on site
- Undertaking, reviewing and keeping up to date annual risk assessment of all estates' activities
- Acting on and sharing information received on health and safety matters with appropriate people
- Arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.

### **3.6 The Head of Health and Safety**

The Head of Health and Safety is responsible for:

- Developing and implementing the Group's overarching health and safety strategy and supporting individual schools with drafting and implementing local health and safety plans to support the implementation of this policy
- Coordinating all health and safety related audits and associated action plans

- Ensuring effective management of contractors, including ensuring that contractors have the necessary health and safety approvals in place in accordance with the Contractor Management Policy
- Ensuring compliant functioning of the estates and enterprise teams across the schools, including organising and monitoring all maintenance services and remedial works in accordance with the school's planned preventative maintenance programme
- Providing health and safety advice and guidance to school senior management teams, the executive team and the governing body
- Attending and providing reports and updates to the health and safety committees
- Maintaining an up-to-date training needs analysis for each of the schools
- Supporting the COO with the investigation of health and safety incidents, identifying root causes and implementing corrective actions, in accordance with the Accident Investigation Policy
- Keeping up to date with changes to Health and Safety legislation and maintaining their professional development.

### **3.7 The Director of People**

The Director of People (CPO) is responsible for:

- Supporting the wellbeing of all staff, including communicating the benefits of a healthy work-life balance and the various channels and support mechanisms available should employees experience wellbeing issues
- In liaison with the Head of Health and Safety, ensuring that health and safety is included in the staff induction process and ensuring that line managers receive the training and resources to understand their responsibilities with regard to health and safety and specifically with regard to employee wellbeing
- In liaison with the Head of Health and Safety, ensuring that line managers understand the importance of employees completing Display Screen Equipment (DSE) assessments and that appropriate remedial action is offered for identified issues and how to complete employee-specific risk assessments, such as risk assessments for expectant and new mothers

Chairing the termly Wellbeing committees at each of the schools.

### **3.8 First aiders**

First aiders are responsible for:

- Responding promptly to calls for assistance
- Giving immediate assistance to casualties with injuries and illness
- Ensuring that an ambulance or professional medical help is summoned as appropriate
- Recording details of accidents and treatments using their school's online accident book and notifying the relevant role holder where additional supplies are required.



### **3.9 Educational Visits Coordinator**

The Educational Visits Coordinator (EVC) for each school is responsible for ensuring that:

- Appropriate risk assessments, including pre-visit assessments, are suitable and sufficient
- A competent trip leader is nominated for every trip including appropriate induction and relevant training
- School trip management training is available to all staff
- Supervision ratios for a trip are appropriate
- Emergency arrangements for every trip are in place
- Records are kept of any incidents or accidents that happen on a trip, including near misses.
- Review and monitoring of any near misses or incidents providing termly updates to the school's health and safety committee.

### **3.10 All staff**

Health and Safety is the responsibility of all staff. All staff are responsible for:

- Taking care of themselves and others who may be affected by their acts or omissions
- Co-operating with the Head of the Group and Heads of the schools to ensure that statutory requirements are met
- Completing Health and Safety Essentials and Fire Awareness training every three years and completing any other health and safety-related training required for their role
- Not interfering with or misusing anything provided in the interest of health, safety or welfare
- Checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed prior to use
- Checking equipment is safe before use
- Ensuring that they are aware of safe procedures and that these are followed
- Ensuring that protective equipment is used when needed
- Participating in inspections as appropriate
- Bringing any concerns relating to health and safety to the attention of their line manager in the appropriate way
- Ensuring all accidents to pupils, staff or visitors are recorded by the person affected, member of staff supervising the activity or first aider as outlined in Section 4.1
- Adhering to infection control measures, reporting illnesses and following infection control exclusion periods.

### **3.11 The external health and safety consultant**

The external health and safety consultant, XSELV, will:

- Give advice and assistance to the Group in the discharge of responsibilities in relation to health and safety

- Be the nominated Competent Person in respect of health and safety legislation
- Carry out regular audits of all health and safety management systems, policies and procedures
- Ensure that regular inspections of premises, and establishments are carried out to ensure the maintenance of a safe working environment
- Provide support to the COO with the reporting of any accidents, injuries or near misses that fall within RIDDOR to the Health and Safety Executive
- Maintain adequate and up-to-date information of relevant law and safety management practice
- Coordinate liaison with the relative statutory authority (Health and Safety Executive, London Fire and Emergency Planning Authority, etc.) during any investigations or inspections.
- At St Christopher's the Hall School the external health and safety consultant is currently Loretta Igbo, Judicium Education. Judicium Education currently provide health and safety advice, an annual audit and an annual fire risk assessment, with termly follow-ups.

### **3.12 Health and safety representatives**

The Group recognises the role of health and safety representatives who may be appointed by a recognised trade union. Health and safety representatives will be:

- Allowed to investigate accidents and potential hazards, pursue employee complaints and carry out site inspections within directed time wherever practicable
- Entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions.

Representatives are not part of the management structure and do not carry out duties on behalf of the Head of the Group or the governing body.

### **3.13 Pupils and parents / carers**

All pupil and parents /carers are required to:

- Not interfere with anything provided for fire safety, e.g. setting off the fire alarm as a false alarm, discharging a fire extinguisher, blocking a fire exit route
- Follow all instructions given during an emergency in a controlled, quiet manner
- Report any defects noted in anything provided for safety
- Informing the relevant school of illnesses, adhering to infection control exclusion periods and encouraging good hygiene practices.

## **4. Arrangements**

## **4.1 Accident reporting**

All accidents, no matter how minor, that occur to members of staff, pupils, visitors or contractors are to be reported using the relevant school's online accident reporting system.

Further information is detailed in the individual school's First Aid Policy and the Group's Accident Investigation Policy. Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately to the COO to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **4.2 Asbestos register**

Each school estates team maintains an up to date and easily accessible Asbestos Register. The estates teams must be familiar with the location of asbestos within the premises and ensure that contractors access the asbestos register prior to commencing work. This is detailed in the Contractor Management Policy. An Asbestos Management Plan detailing how any asbestos containing material on the premises is to be protected or monitored is also held by the relevant estates team and reviewed annually by the Head of Health and Safety and the COO.

All staff are made aware of the dangers of disturbing asbestos during the mandatory health and safety awareness training. For example, staff are instructed not to use drawing pins in any asbestos containing material.

## **4.3 Biological hazard control**

### **4.3.1 Coronavirus (Covid 19)**

The Head of the Group is committed to protecting the health and safety of everyone who comes onto the school site and controlling the spread of the virus and will follow the most up to date guidance, including but not limited to, from the government, Public Health England and the Department for Education and consult with all staff, staff representatives and the governing body as required.

### **4.3.2 Legionella (water hygiene)**

The Head of the Group accepts their duty with respect to the control of risk from exposure to legionella to staff, students, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

Each school will manage all operations with regard to the design and maintenance of domestic water systems and air handling systems to ensure that:

- All sources of risk are identified, a suitable and sufficient risk assessment is carried out and kept up to date
- A written scheme is in place to prevent or control the risk
- Precautions are implemented, managed, monitored and routine testing is undertaken
- Records are maintained
- There is a clear allocation of responsibilities and training is provided to ensure competence
- A specialist, competent contractor is appointed to undertake aspects of the operation, maintenance and control measures required for the systems.

Each school maintains a Legionella Scheme of Control which is reviewed annually by the Head of Health and Safety and the COO.

#### **4.4 Combined Cadet Force (CCF)**

St Dunstan's College hosts a Combined Cadet Force (CCF) contingent and in doing so has a memorandum of understanding with the MOD to provide facilities for cadets to participate in a full CCF programme. St Dunstan's College is responsible for delivering this programme safely which includes cooperating fully with the MOD's Cadet Forces HQ and their training and assessment teams, in addition to adhering to the school's own health and safety procedures.

All cadet training is carried out in accordance with the MOD Safe System of Training, the sponsoring Service CCF HQ Safety Management Systems and the appropriate training syllabi. Whilst all training is to be as challenging and exciting as possible for the cadets, the safety of the cadets and Cadet Force Adult Volunteers is paramount. The CCF's individual Safety Management System sets out the rules for the safe planning and delivery of training and how risk is assessed and managed. Training safety is supported by a network of Training Safety Advisors and through the publication of AC72008 CFAV Aide Memoire (formally the Cadet Training Safety Precautions) that is available to all Cadet Force Adult Volunteers. The MOD regularly audits CCF activities and the armoury.

#### **4.5 Competency and training**

All staff must be competent to perform their duties and specific training is required where, for example, additional hazards exist or if specialist duties are required. A health and safety training matrix for each school is monitored by the Head of Health and Safety and a record of all training courses attended by staff is maintained by the People Operations Team.

##### **4.5.1 Induction**

During the induction process, all staff will be provided with general awareness regarding health and safety and fire safety including action in the event of emergencies, evacuation, fire marshal duties and lone working arrangements.

#### **4.5.2 All staff training**

All staff training will be refreshed every three years. The training includes:

- General health and safety awareness
- Accident / incident reporting procedures
- General fire safety awareness, including awareness of relevant personal emergency evacuation plans (PEEPs)
- Fire marshal training
- Evacuation procedures
- Safeguarding (including an annual refresher).

#### **4.5.3 Estates and enterprise team training**

Those role holders supporting the management of the premises across the schools will also complete the following training, which is refreshed every three years:

- Asbestos awareness
- Chemical safety
- Legionella awareness
- Manual handling
- Water hygiene management
- Working at height.

#### **4.5.4 Specific staff training (e.g. first aiders, science, sport, design engineering, art, IT, drama)**

Specific staff training will be offered in accordance with individual role requirements. It will include, but not be limited to:

- Chemical safety
- Display screen equipment
- Evacuation aids
- First aid
- Manual handling
- Risk assessment
- Working at height.

#### **4.6 Contractors and visitors**

The control of contractors on site, including the induction process will be in accordance with the individual school's Contractor Management Policy and Visitors and Contractors Policy.

#### **4.7 Display screen equipment (DSE)**

All display screen equipment (DSE) users will be identified and must complete a DSE self-assessment to ensure that all workstations are set up correctly and remedial action is taken, where required. This process is monitored by the People Operations Team.

#### **4.8 Electricity**

The Head of the Group accepts their duty to ensure electrical safety under the Health and Safety at Work etc. Act 1974. Each school will effectively manage electrical safety by:

- Including electrical safety during induction and mandatory Health and Safety Awareness training
- Requiring all staff to visually check all electrical appliances prior to use and to use and handle equipment safely, reporting defects via their school's estates helpdesk
- Maintaining an up-to-date inventory of all portable electrical equipment and ensuring annual testing
- Prohibiting the use of personal portable electrical equipment that has not been included in Portable Appliance Testing (PAT)
- Undertaking testing and maintenance of the fixed electrical wiring system by a competent contractor at the appropriate intervals, ensuring remedial action is taken where required
- Ensuring that any work, maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Management of electrical safety is detailed in the individual schools' Fire Safety Management Plan.

#### **4.9 Emergency planning**

The Group's arrangements in the event of any emergency e.g. fire, adverse weather, loss of services and lockdown are covered in the individual school's Critical Incident Policy.

#### **4.10 Fire precautions**

Every employee must ensure that:

- They know what to do in the case of fire
- They are familiar with the sound of the fire alarm
- All classrooms and other areas are vacated immediately on hearing the fire alarm

- Hazardous electrical appliances are disconnected and all doors shut when vacating the premises
- They inform the relevant estates team by email prior to using equipment likely to emit smoke, dust, etc. to allow isolation of relevant smoke detection equipment
- They always check for any potential fire hazard at the end of the day.

Furthermore, every employee must never:

- Ignore a fire alarm or disregard any notice on fire prevention
- Smoke (including e-cigarettes) in the school building or grounds
- Be untidy and leave waste materials laying around
- Leave obstructions in passages or stairways
- Leave any temporary heating appliances burning/switched on when unattended
- Move or interfere with firefighting appliances
- Leave furniture etc. by fire exits or placed directly in front of electrical heaters.

Detailed fire arrangements are included in the individual schools' Fire Safety Management Plan.

#### **4.11 First aid**

The COO will ensure that a suitable number of staff are qualified to administer first aid in an emergency as identified in the individual school's First Aid Policy, which sets out the school's full first aid arrangements.

Arrangements for the administration of medicines are covered in the individual school's School Medical Needs Policy and the responsibility of First Aiders as identified in Section 3 of this policy.

A record will be kept of every occasion when any member of staff, student or other person receives first aid treatment whether on the premises or as part of a school or work-related activity and the appropriate reporting will be undertaken as identified in Section 4.1.

#### **4.12 Gas**

The Head of the Group accepts their duty to ensure gas safety under The Gas Safety (installation and use) Regulations 1998, amended April 2018. Each school will effectively manage gas safety by ensuring that:

- Only competent persons work on gas installations (Registered with Gas Safe for Registered Gas Installers)
- All isolation points are clearly labelled, with relevant staff aware of their location
- Testing and maintenance will be carried out by a competent contractor at the appropriate intervals with remedial action taken, where required and records maintained.

#### 4.13 Hazardous substances

Individuals may use substances (or mixtures of substances), both chemical and biological with the potential to cause harm to health. Where possible exposure to such hazardous substances will be prevented (i.e. a non-hazardous substance used).

The Group understands that it must comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and the relevant staff will ensure that:

- An inventory of all substances is maintained and regularly reviewed
- Current Safety Data Sheets are held together with the COSHH assessments
- All substances are stored, used and disposed of in accordance with the COSHH assessment.

Personal Protective Equipment (PPE) will be provided, where identified in the COSHH assessment and health surveillance will be arranged, where required. Arrangements will be put in place to deal with hazardous substance-related emergencies.

#### 4.14 Infection control

To promote good health and to prevent the spread of infection, the individual schools will ensure that good practice is followed in line with “Health protection in children and young people settings including education.” Infection prevention and control measures will include:

- **Effective hygiene practices:** regular handwashing with soap and water will be encouraged, especially before eating, after using the toilet, and after coughing / sneezing. Hand sanitizer will also be provided in relevant locations
- **Respiratory hygiene:** promoting the ‘catch it, bin it, kill it’ approach by using tissues for coughs / sneezes, disposing of tissues properly and washing hands immediately
- **Cleaning and disinfection:** regular disinfection of toilets and frequently touched surfaces (e.g. door handles, desks, keyboards) and shared equipment (e.g. toys and sports equipment)
- **Safe disposal of bodily fluids:** all bodily fluids (e.g., blood, vomit, urine) must be treated as potentially infectious and the following procedures followed:
  - Disposable gloves and aprons worn when handling bodily fluids or cleaning up spills
  - Spills must be cleaned promptly using appropriate disinfectants and cleaning materials, such as disinfection granules
  - Contaminated materials (e.g. tissues, paper towels, or gloves) must be disposed of in a sealed plastic bag and placed in a yellow waste bin
  - Pupils or staff with cuts or wounds must have them appropriately covered with waterproof dressings.
- **Immunisations:** Parents/carers are encouraged to ensure that their children are up to date with the UK routine childhood immunisation schedule, including vaccinations for measles, mumps, rubella (MMR), and others. The individual schools will work with local health authorities to facilitate vaccination programs, such as flu and HPV vaccines
- **Management of illness:** pupils and staff showing symptoms of infectious diseases (e.g. fever, vomiting, diarrhoea, rashes) must stay home until they meet the recommended



exclusion period guidelines (e.g. 48 hours symptom-free for vomiting/ diarrhoea) and parent / carers must notify the school immediately if a student contracts a notifiable illness (e.g. chickenpox, measles)

#### **4.15 Lettings**

Where buildings, facilities and grounds are let to external parties to use for authorised activities, all lettings will be in accordance with the relevant school's Lettings Policy which sets out the terms and conditions including responsibilities of all parties and exclusions.

#### **4.16 Lifting equipment**

Where a school's premises provide a lift for people to use to access floors above or below ground floor level, the Group accepts the duties placed on establishments who operate lifting equipment by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) including the requirement for the equipment to be of adequate strength and stability and the additional general obligations under the Provision and Use of Work Equipment Regulations 1998 (PUWER) regarding the suitability of work equipment.

The Group acknowledges that persons can be at greater risk of harm when they are lifted by machinery and will ensure that enhanced levels of safety are considered in the design and manufacture, use and maintenance and inspection and thorough examination. In addition, the Group will maintain the safety of all lifting equipment used, by:

- Carrying out simple inspections and checks prior to use
- Appointing competent persons to carry out a thorough examination at the required intervals; this is every six months for equipment for lifting people
- Ensuring any defects are reported and any remedial action taken with serious defects being reported to the relevant enforcing authority.

#### **4.17 Local exhaust ventilation**

The Group recognises that whilst using substances they may become hazardous to health in different forms including gas, fume, vapour dust and mist and accepts its duty to control the exposure to substances that are hazardous to health to staff, pupils, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

Where local exhaust ventilation (LEV) systems are used to control this exposure, the relevant school will have considered all other controls; eliminating the substance creating the hazard, substituting it with a safer substance, reducing the amount of substance used, changing work processes to reduce the frequency and time of emission, reducing the number of persons involved in the process or applying simple controls.

The Group will ensure that:

- All components of the LEV system(s) are specified, designed and commissioned correctly including, hood, airflow indicators and ducting
- A user manual and logbook is present
- All persons required to carry out routine checks are competent with the system and its function, how it should be used and how to recognise defects
- A competent service provider is appointed to carry out maintenance and through examination and tests at least every 14 months.

#### **4.18 Lone working**

Staff must avoid lone working wherever possible. Due to the expansive nature of the sites, lone working may occur in the case of members of staff working late in the evening, or during a weekend or bank holiday. Staff must be made aware of their school's Lone Working Policy which will cover:

- The process for reporting when working alone
- Communication, security and emergency arrangements
- Work/activities that must not be carried out whilst working alone e.g. working at height, use of dangerous machinery.

In circumstances where lone working may occur, this will be included in the relevant risk assessments.

#### **4.19 Manual handling**

To comply with the Manual Handling Operations Regulations 1992, the Group will ensure:

- The need for manual handling is avoided as far as reasonably practicable
- Risk assessments are carried out for any manual handling that cannot be avoided
- The risk of injury has been reduced as far as reasonably practicable, e.g. by the use of mechanical aids.

Low risk, ad hoc manual handling activities must be included in general risk assessments and assessment made that the activities can be carried out safely.

All staff required to undertake manual handling operations (lifting, pushing, pulling or carrying of equipment) with a potential risk of injury as part of their role must:

- Receive appropriate training prior to carrying out such duties
- Be provided with information regarding the task
- Follow appropriate safe systems of work
- Use any mechanical aids provided correctly and/or undertake team handling where applicable.

## **4.20 Monitoring**

Application of the Health and Safety Policy is monitored on an annual basis as part of the site audits carried out by the Head of Health and Safety and the external health and safety consultant, XSELV. At St Christopher's the Hall School the audits are conducted by Judicium Education.

The results of any monitoring and audits carried out will be reported to the governing body, the Head of the Group, the COO, the Director of Estates and Commercial Activities, the relevant heads of the schools, the health and safety committees and other staff as necessary.

Termly health and safety monitoring inspections at each site will be carried out by means of a walk around by the COO with the Director of Estates & Commercial Activities and Head of Health and Safety.

## **4.21 Noise**

The Head of the Group recognises the requirement to protect individuals under The Control of Noise at Work Regulations 2005. Where noise sources that exceed the noise threshold Level of 80 dB(A) are used, such as noisy powered tools or machinery by the estates team, during activities and processes in Design Engineering or Music, a noise level assessment will be carried out to ensure control measures, such as engineering controls, reduction in the time of exposure and provision of suitable ear protection are in place to reduce the noise to as low as reasonably practicable.

All checks, tests and maintenance of the equipment will be carried out at the appropriate intervals by competent persons, with ageing and wear of the equipment taken into consideration.

## **4.22 Online safety**

Online safety is managed by the Digital Services Departments and outlined in the Group's Information Security Policy.

## **4.23 Personal protective equipment**

Personal Protective Equipment (PPE) will be provided free of charge and must be used as identified in risk assessments.

Staff will be provided with information, instruction and formal training, where required, in the use of PPE.

Adequate supplies of all PPE will be maintained, storage/locker facilities will be provided for multi-use items and arrangements for disposal of single use items in place.

It is the responsibility of the member of staff required to wear PPE to ensure:

- They wear the PPE correctly and at all times as specified in the risk assessment
- Dispose of, or store, the PPE correctly

- Report any defects in relation to their PPE to their line manager promptly.

#### **4.24 Provision and use of work equipment provision**

All work equipment will be provided in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and in conjunction with other relevant legislation.

Work equipment/machines include:

- Toolbox tools, such as hammers, screwdrivers, handsaws
- Powered equipment /machines, electrical and battery powered
- Lifting equipment
- All apparatus and equipment used by individual departments e.g., art, design engineering, drama, science and sport
- Any outdoor fixed play equipment
- Transport, including the minibus fleet.

All work equipment and machinery provided by the school will be suitable, inspected, maintained and used by competent persons in the correct environment in accordance with a risk assessment to ensure that any electrical, mechanical and any other hazards have been considered and control measures applied.

Portable electrical equipment will be included in annual Portable Appliance Testing (PAT) with non-statutory and statutory testing and maintenance schedules for all other work equipment and machinery and procedures in place for ensuring remedial action is undertaken, if required.

#### **4.25 Risk assessments**

The Head of the Group will ensure that suitable and sufficient risk assessments are carried out by a competent person. Where this is delegated to other staff, suitable training and supervision will be provided to ensure that assessments are carried out by the relevant staff who are aware and in control of risks in that area.

The following departments, where applicable, will carry out risk assessments relevant to their areas: art, design engineering, drama, early years, estates, enterprises, digital, library, science, sport.

For all other curriculum areas across the schools, heads of departments will ensure risk assessments are in place. The Director of Estates & Commercial Activities will ensure that risk assessments are completed for estates and enterprises activities across the schools.

Risk assessments will be in place for all communal areas including hall, corridors, staffrooms and toilets and reviewed at least annually. These risk assessments must cover any activities that may take place in these areas, e.g. use during wet play.

Risk assessments will:

- Identify the hazards
- Evaluate the risk that these hazards present and to whom
- Identify suitable measures to reduce and control the risks
- Record the significant findings
- Monitor the effectiveness of the control measures

Specific risk assessments are required for new and expectant mothers, working at height, violence, lone working, etc. where such a risk exists.

All staff must use the agreed risk assessment template, review the risk assessment at least annually and ensure the risk assessment is recorded in their school's central risk assessment register, which is maintained by the Head of Health and Safety.

Further detail is provided in the Group's Risk Assessment Policy.

#### **4.26 Safeguarding**

The Head of the Group recognises their responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children. The Group will ensure that:

- A Safeguarding and Child Protection Policy is in place at each school and kept under review
- A Safeguarding Governor is appointed
- A Designated Safeguarding Lead and Deputy Designated Safeguarding Lead is appointed at each school with a separate Department for Education registration number
- All staff are trained in Safeguarding and Child Protection Policy, attend refresher training and are kept up to date.

Further detail is provided in the individual school's Safeguarding and Child Protection Policy.

#### **4.27 Security**

All schools within the Group maintain a secure line, with entrance gates/doors along the secure line unlocked only at the appropriate times for arrival and dismissal. There must be appropriate supervision of these gates/doors during arrival and dismissal. During the school day, visitor entry is only permitted via the main reception areas which have access controlled front doors. All other gates are kept locked but easily openable in emergency. There are regular spot checks throughout the school day and gates are supervised during arrival and dismissal. The full security procedures are set out in the individual school's security risk assessment.

#### **4.28 Safety on school visits**

The Head of the Group will ensure that suitable and sufficient risk assessments are carried out for all school trips and visits. The Head of the Group delegates day-to-day responsibility to the respective heads of schools and their nominated Educational Visits Coordinator (EVC). Ensuring the safety of visits, before, during and after the trip has ended. The EVC is also responsible for assisting in the planning of procedures to help the school fulfil its health and safety obligations for

visits.

The Heads of the schools will ensure that the EVC is suitably trained and monitor their activities and ensure that the school has emergency procedures in place in case of a major incident.

During the trip itself, the trip leader is responsible for all aspects of health and safety. A specific risk assessment must be completed for each trip. All risk assessments and arrangements will be reviewed and signed off by the relevant EVC. Further information is detailed in the individual school's Trips and Visits Policy.

#### **4.29 Smoking**

Smoking, either cigarette or vape, is not allowed in any building across the Group's estate or anywhere in the grounds. The only exception to this is that smoking, either cigarette or vape, is allowed in designated external areas of St Dunstan's College's Jubilee Ground, outside of school hours. This is detailed in St Dunstan's College's Lettings Policy.

Any persons wishing to smoke must leave the school grounds and move away from the site.

Cigarettes and matches must not be left where pupils can have access to them. If staff light candles for any reasons (e.g. religious services, science experiments etc.) they must be subject to risk assessment and never be left unattended.

#### **4.30 Transport**

Staff required to use the Group's minibuses must:

- Have a full current UK driving licence covering the use of minibuses
- Undergo a minibus driver assessment every three years
- Complete the pre-use checklist prior to any use and ensure remedial action is taken, if required
- The individual school estates teams will ensure that the staff records, vehicles, tax, MOT, insurance and servicing is kept up to date, with oversight by the Head of Health and Safety.

Further information is detailed in the individual school's Minibus Policy.

#### **4.31 Tree safety**

All trees across the Group's estate must be checked for disease and checked to guard against falling branches on a regular basis. Formal inspections, by a competent tree inspector, should be carried out every five years, with monitoring by an arboriculturist conducted annually. All low-level bushes etc. should be checked regularly by the relevant estates team to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

#### **4.32 Vibration**

The risk of harm from vibration associated with equipment such as hand-held power tools used by

the estates team and Design Engineering is also considered. All schools will assess the risk from vibration and ensure control measures are in place including information instruction and training for the user based on manufacturer's instructions.

All checks, tests and maintenance of the equipment will be carried out at the appropriate intervals by competent persons, with ageing and wear of the equipment will be taken into consideration.

#### **4.33 Violence towards staff**

The risk of violence and aggression towards staff is included in relevant risk assessments. Staff are advised to report any such incidents to their line manager and must complete an accident/incident form with accurate details to maintain a record.

#### **4.34 Welfare provision**

Welfare arrangements for staff, pupils and other building users will seek to ensure comfort and dignity in a safe and hygienic environment.

##### **4.34.1 Working environment**

The individual schools will ensure that all buildings are in good repair and safe to occupy. This includes ensuring that:

- All workplace equipment is maintained so that it remains safe and works efficiently
- A defects reporting procedure is in place
- Floors, corridors and stairs are free of obstructions (e.g. trailing cables, storage)
- Safety glass is installed, where required
- Windows are capable of being opened, closed or adjusted safely with openings restricted where required
- Clear segregation between pedestrians and vehicles
- Adequate lighting will be provided in all areas, including:
  - Natural light available wherever possible to avoid glare
  - Good levels of local lighting at workstations where necessary
  - Suitable forms of emergency lighting
  - Well-lit stairs, corridors and outside areas
- A Critical Incident Plan is in place to ensure that there are adequate arrangements for incidents such as adverse weather.

##### **4.34.2 Welfare facilities**

Adequate welfare facilities for pupils and staff will be provided, as summarised in the table below:

| <b>Facilities</b> | <b>Pupils</b>                          | <b>Staff</b>  |
|-------------------|--|---|
| Toilets           | A ratio of one toilet to twenty pupils | Separate facilities from pupils<br>Gender specific, unisex and accessible toilets |

|                            |   |   |
|----------------------------|---|---|
|                            | Fixtures suitable for different age groups (e.g. smaller basins and lower toilets for younger pupils)<br>Gender specific, unisex and accessible toilets<br>Fully enclosed cubicles to protect privacy<br>Washbasins with hot and cold running water, soap dispensers and hand drying facilities<br>Sanitary disposal units in all female and unisex toilets | Fully enclosed cubicles to protect privacy<br>Washbasins with hot and cold running water, soap dispensers and hand drying facilities<br>Sanitary disposal units in all female and unisex toilets  |
| Changing rooms and showers | Showers available for all senior school students engaging in physical activities<br>Gender-specific, unisex and accessible shower cubicles available<br>Individual cubicles / partitions to protect privacy<br>Non-slip flooring  | Located in a private area, separate to student facilities<br>At least one shower available for staff use where science labs or sports facilities are provided   |
| Staff room                 |   | A dedicated space for staff to relax and collaborate, separate from pupil areas to ensure privacy and maintain professionalism<br>Facilities to include comfortable seating and tables, kitchenette with fridge, microwave, kettle and sink |

#### 4.35 Wellbeing

The Head of the Group, the executive team, the Director of People and all line managers take responsibility for the wellbeing of staff. All staff have access to an Employee Assistance Programme. A Wellbeing Committee for each school, with representation from across the staff body, is chaired by the Director of People and meets termly. Wellbeing is an item on departmental meeting agendas and the Health and Safety Committee.

To promote a healthy, supportive work environment that recognises and reduces work-related stress, the Group is committed to working in line with the Health and Safety Executive (HSE) Stress Management Standards. This includes:

- Acknowledging that working in a school is demanding and that stress factors must be identified and addressed
- Encouraging staff to discuss stress-related concerns without fear of judgement, with confidential support and reasonable adjustments made where appropriate
- Regularly reviewing workloads to ensure that they are reasonable, equitable and aligned with skill sets, abilities and resources



- Incorporating stress management and wellbeing into performance management processes, such as probation and appraisal
- Providing access to stress risk assessment tools, stress management training and mental health resources
- Providing access to an Employee Assistance Programme
- Conducting staff surveys and feedback sessions to identify stressors and to develop action plans to address them.

Further information is detailed in the Group's Employee Wellbeing Policy.

#### **4.36 Work experience and work placements**

A designated member of staff at St Dunstan's College manages, in liaison with external providers, any older pupil work experience/placement opportunities. They will ensure that:

- Risk assessments are carried out for all work experience / placements
- All the suitable and relevant checks are carried out on the work experience/placement provider
- The health and safety induction and workplace risk assessment process of the provider is reviewed.

#### **4.37 Working at height**

All working at height will be properly planned, risk assessed, supervised and carried out by competent people to comply with the Work at Height Regulations 2005.

Working at height will be avoided where it is reasonably practicable to do so. Where work at height cannot be avoided, the work will be planned with a robust risk assessment carried out taking the following factors into consideration:

- The height at which the work has to be undertaken
- Location of work, access and egress, fragile surfaces, adverse weather
- Availability of appropriate correct equipment, both to carry out the work and for personal protection, which is checked regularly
- Duration of work
- Competency of staff.

Contractors will be informed that they are expected to have their own risk assessments, method statements for working at height and provide their own working at height equipment. Contractors are not permitted to use the school's equipment.

## **5. Monitoring**

This policy will be reviewed by the Chief Operating Officer annually. At every review, the policy will

be approved by the full Governing Body.

## **6. Links with other policies**

This Health and Safety Policy links to the following policies:

- Accident Investigation Policy (Group)
- Asbestos Management Plan (school)
- Contractor Management Policy (school)
- Critical Incident Policy (school)
- Employee Wellbeing Policy (Group)
- Fire Safety Management Plan (school)
- First Aid Policy (school)
- Fleet Policy (school)
- Information Security Policy (Group)
- Legionella Scheme of Control (school)
- Lettings Policy (school)
- Lone Working Policy (school)
- Minibus Policy (school))
- Property Handbook (school)
- Risk Assessment Policy (Group)
- Safeguarding and Child Protection Policy (school)
- Supporting Pupils with Specific Medical Needs Policy (school)
- Trips and Visits Policy (school)
- Visitors and Contractors Policy (school)