

# Health and Safety Policy

## Twyford is a School:

- Where we promote an enduring love of learning.
- Where each child is respected as an individual.
- Where we engender a clear appreciation of the traditional ethical and spiritual precepts of our Christian foundation.
- Where children feel safe and unconditionally valued.
- Where excellence is identified and where each child may extend themselves.
- Where staff are our most cherished resource.
- Where pupils engage with technology as a means of extending systematic enquiry.
- Where there is a partnership between staff, pupils, parents and governors.

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## Revision History:

Revision	Paragraph Number	Revision
June 2021		New Policy
April 2022		Orchard Close references
September 2022		Accuracy /current updates

### ***Abbreviations, Acronyms and Definitions:***

<b>Abbreviation / Acronym</b>	<b>Definition</b>
AHT	Assistant Head teacher
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
COSHH	Control of Substances Hazardous to Health
HR	Human Resources
DfE	Department for Education
DHPO	Deputy Head Pastoral & Operations
DSE	Display Screen Equipment
DSL	Designated Safeguarding Lead
EYFS	Early Years Foundation Stage
H&S	Health & Safety
HSE	Health & Safety Executive
ISI	Independent Schools Inspectorate
IT	Information Technology
MiDAS	Minibus Driver Awareness Scheme
PE	Physical Education
PEEP	Personal Emergency Evacuation Plan
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
SLT	Senior Leadership Team

This Policy is for the whole School, Early Years Foundation Stage and Boarding

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## 1. Aim / Objective / Statement of Intent

The Governing Body accepts the duties as outlined in the 1974 Health and Safety at Work Act and the Occupiers Liability Act of 1957 and 1984, and it will continue to promote standards of Health, Safety and Welfare that comply fully with the terms and requirements of the above Act, as well as regulations made under the Approved Codes of Practice. It is considered by the Governing Body that H&S is a responsibility at least equal in importance to that of any function of the School.

The Governing Body will take all such steps as are reasonably practicable to:

- a. Create a positive Health and Safety (H&S) culture which supports risk management at all levels within the School.
- b. Seek to ensure that the Headmaster, Bursar, Estates Manager & Compliance Officer are competent for their respective safety roles.
- c. Nominate a Governor to oversee H&S and ensure effectiveness of the structures, attending the meetings of the School's H&S Committee termly and receiving copies of all relevant paperwork.
- d. Identify, assess and control risk systematically as an effective approach to injury, ill-health and loss prevention.
- e. Maintain safe and healthy working places, systems and methods of work to protect employees, pupils and others, including the public, in so far as they come into contact with foreseeable work hazards.
- f. Provide and maintain a safe and healthy learning and boarding environment for all employees and pupils with adequate facilities and arrangements for their welfare.
- g. Provide all employees with information, instruction, training and supervision that they require to work safely and efficiently. The School's H&S Committee will provide all necessary advice, guidance and information and this will be disseminated to the staff as appropriate.
- h. Develop safety awareness amongst all employees and pupils and, as a result, strengthen a culture of H&S at all levels.
- i. Provide a safe environment for visitors to any of the School premises, bearing in mind that these visitors may not necessarily be attuned to aspects of the School environment.
- j. Control effectively the activity of all outside contractors when on School premises. It is the intention of the Governing Body that, apart from routine supervision and control of contractors, this aim will be achieved by a combination of asking for copies of the contractor's risk assessments, method statements, insurance certificates and accident safety Records, briefing prior to work and routine inspection.
- k. Encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the School and the committees already existing.
- l. Ensure that this policy is used as a practical working document and that its contents are publicised fully.
- m. Ensure adequate resources are made available for H&S matters, as far as is reasonably practicable.

- n. Ensure the School has fire risk assessments, which are carried out by a competent person and reviewed every year for progress on completion of items in the action plan, and updated every three years, or more frequently if significant changes are made to the exterior and interior of buildings or new buildings are bought or added.
- o. Ensure the School appoints a contractor to undertake a risk assessment for legionella every two years and annual external water sampling.
- p. Ensure the school has a comprehensive policy in place for the training and induction of new staff in H&S related issues which should include basic 'manual handling' and 'working at height training'. First aid training and/or minibus driver training is provided to any member of staff who is involved with trips and visits.
- q. Ensure a report on H&S is tabled at each term's Estates Committee meeting covering; statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures. The H&S Governor will give a verbal H&S update at each full Governing Body meeting.
- r. Constantly review the details of this policy and keep it in line with changes in current legislation.
- s. Ensure all members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with H&S duties.
- t. Ensure all members of staff are responsible for reporting any significant risks or issues to the Estates Manager, copied to the Headmaster and Bursar.
- u. Ensure that lessons are learnt should safety be inadvertently compromised.

The Governing Body is committed to providing adequate resources to ensure its H&S objectives and this Policy are met. It will meet the requirements under the Protection of Children Act 1999, and the Safeguarding of Children Act 2006, particularly regarding fire provisions and ensuring that staff and pupils are aware of the School's H&S policies and practices. It will provide and maintain a written Risk Assessment of the risks to H&S of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1992.

This H&S Policy is an integral part of the overall School Development Plan and will be brought to the attention of all employees at induction, then regularly thereafter. It should be read in conjunction with the Fire Safety, Safeguarding, Child Protection, Whistle blowing, Low levels concerns, E-Safety, ICT and Internet, First Aid, Pastoral Care, Mental Health & Wellbeing, Physical Intervention, Critical Incident Management /Emergency Plan and other documents in the Staff Handbook policies. It will be periodically reviewed and revised as necessary.

Signed

(on behalf of the Governing Body)

Date.

## 2. Responsibilities and Organisation:

Responsibility for H&S rests with the Governing Body as the 'employer', though tasks may be delegated. The functional areas of responsibility are detailed below but in outline the Headmaster assumes responsibility for academic H&S, with the Bursar assuming non-academic matters. This delegated responsibility is shown graphically below.

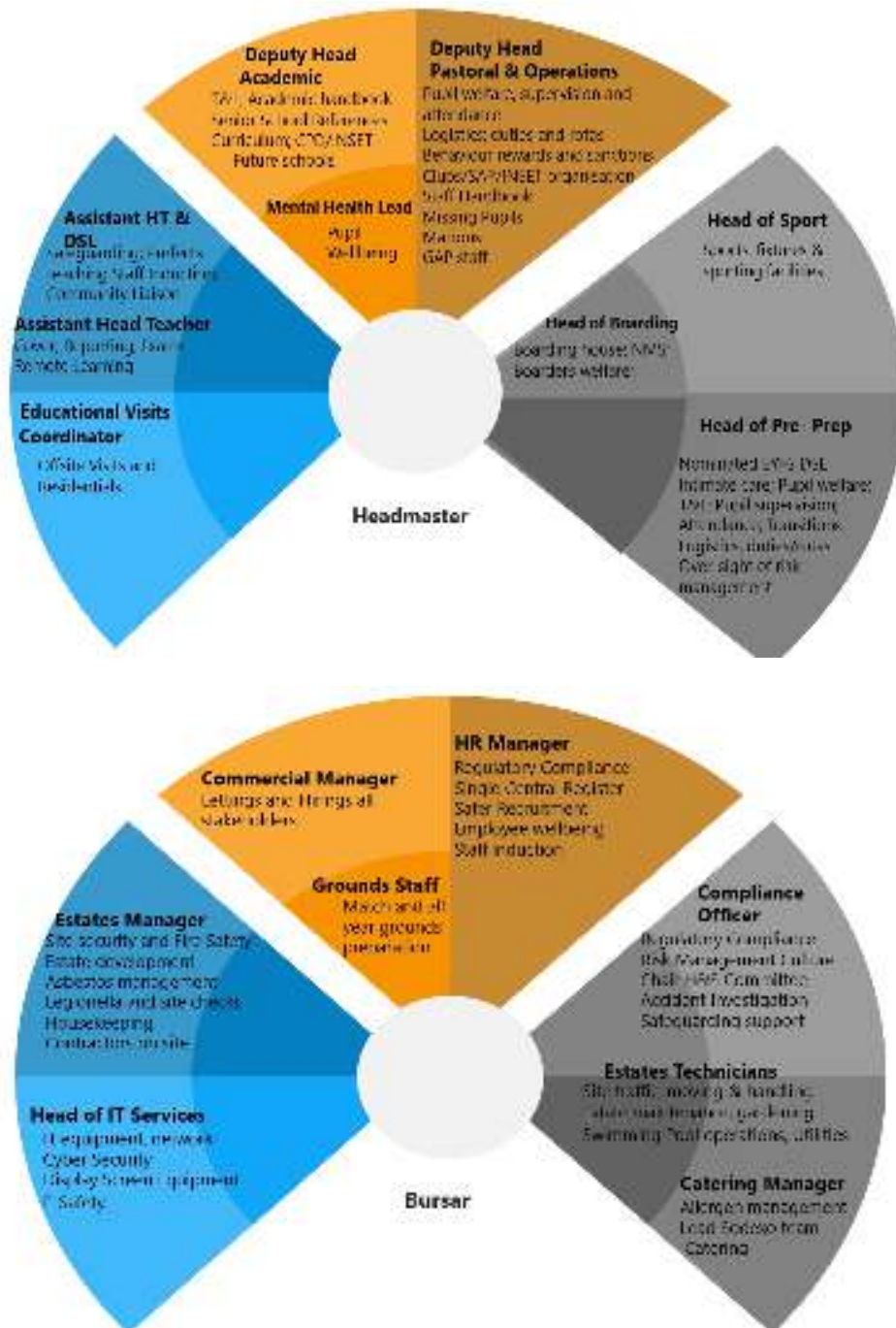


Figure 1 – H&S Delegated Responsibilities

### 3. Organisation of Documentation

The School Staff Portal has a button entitled 'Health & Safety' which leads to further pages where the following are held:

- Risk Assessments
- COSHH Assessments/ Safety Data Sheets
- Fire Safety
- Departmental Protocols
- Covid related guidance
- Near miss and incident form
- Minutes and reports

### 4. The Governing Body

The Governing Body has overall collective responsibility for H&S within the School. It has a responsibility to ensure that H&S issues are considered and addressed, and that the Policy is implemented throughout the School. The Governing Body recognises that under the Health & Safety at Work Act 1974 it has a legal duty to ensure, so far as reasonably practicable, the Health, Safety and Welfare of all its employees and that it has certain duties towards pupils, the public and people who use the premises of the school from time to time, these duties being implicit in the above Act.

The Governing Body have specified that the School should adopt the following framework for managing H&S:

- A Governor has been nominated to have responsibility for H&S. They will attend the termly Health & Safety Committee meetings and scrutinise compliance and performance.
- The Governing Body provide support and where necessary challenge to the Headmaster, Bursar and HR Manager in fulfilling their H&S responsibilities.
- A clear written policy statement is created which promotes suitable attitudes towards H&S in staff and pupils.
- Responsibilities for health, safety, welfare and well-being are clearly allocated to heads of departments and individuals with specific responsibilities. H&S is a standing agenda item at all internal meetings.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and activities and that safe systems of work are in place.
- Ensure effective risk assessments of the premises and working practices are carried out and documented.
- Sufficient funds are set aside with which to operate safe systems of work, for effective systems of work.

Health and Safety performance, and policies and procedures are updated annually as a minimum.



## 5. The Staff Body

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmaster, the Bursar and other members of the SLT in order to enable the Governors to comply with H&S duties. Finally, all members of staff are responsible for reporting near misses through the portal and record any accidents. For any risks or defects, please report to the Estates Manager, who will log using the PIRANA system to generate work orders.

## 6. The Headmaster

The Headmaster will be responsible to the Governing Body for the safe functioning of all School activities. He will be proactive to:

- Ensure all members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, Bursar, HR Manager, Compliance Officer and other members of the SLT in order to enable the governors to comply with H&S duties.
- Ensure all members of staff are responsible for reporting any significant risks or issues to the Estates Manager.
- Ensure all members of staff are responsible for reporting any near misses or accidents to the HR Manager.
- Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governing Body as appropriate.
- Consult with the Compliance Officer as the nominated Health & Safety Officer.
- Recommend changes in the Health & Safety Policy in light of experience.
- Ensure that the criminal records of all staff who have contact with children are checked by means of a barred list check and Disclosure and Barring Service check as appropriate.
- Develop and implement a Safeguarding Policy.
- Endeavour to ensure the co-operation of all staff at all levels as regards adhering to this Policy.
- Be responsible for ensuring that all teaching and ancillary staff, and all domestic staff fully understand their responsibilities and are given both the time and encouragement to pursue them.
- Take steps to ensure that any changes in curriculum are considered for their H&S implications.
- Ensure the Governors, school staff, peripatetic staff and others understand their duty, under the common law, to take care of pupils in the same way that a prudent parent would do so.
- Ensures the Deputy Head Pastoral Operations attends the H&S Committee meetings on his behalf.

## 7. The Bursar

The Bursar will have management responsibility for ensuring that, as far as practicably possible, arrangements are in place to:

- Ensure the Headmaster is advised of situations or activities which are potentially hazardous to the H&S of staff, pupils and visitors.
- Ensure the School has a range of policies, procedures and risk assessments for, but not limited to:
  - Safety and security
  - Fire safety
  - Electrical safety
  - Gas safety
  - Water quality /Legionella
  - Asbestos
  - Emergencies
  - Staff induction
  - Food safety & hygiene
  - Contractor working on site
- Ensure that equipment is registered, inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant H&S activities, e.g. assessments, inspections, incidents, H&S training etc.
- Monitor performance of non-teaching areas and associated risk assessments through the Operational Team's Heads of Departments.
- Ensure records of H&S activities in the management of the building fabric and building services are kept.
- Ensure that Operational staff complete appropriate to role H&S training.
- The Bursar is the Deputy Chair of the Health & Safety Committee.

## 8. The Compliance Officer

The Compliance Officer is the School's nominated Health & Safety Officer. They Chair the H&S Committee and will, as far as it is reasonably practicable on a day-to-day basis:

- Monitor the effectiveness of the Policy and report back to the Headmaster and Bursar as appropriate.
- Work with the HR Manager to ensure they obtain, interpret and disseminate all relevant H&S information via the normal line of management structure.
- In conjunction with the Bursar and Estates Manager, spread awareness and understanding of policies and procedures amongst staff, peripatetic teachers, volunteers and sports coaches.
- Promptly oversee accident investigation, report findings and the subsequent actions taken to the Headmaster, Bursar and Governor with responsibility for H&S; and update the H&S Committee at the first opportunity.

- Embed a system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's H&S Committee.
- Be responsible for monitoring the School's preparation of statutorily required Risk Assessments, as well as similarly related matters such as Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments
- With support from the Bursar and rest of SLT, monitor the effectiveness of the Critical Incident Policy.
- Identify potential areas of compliance vulnerability and risk; keep H&S action log current for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future.
- Promote the observation of best practices and procedures designed to ensure compliance.
- Ensure the system for the reporting back of all accidents, incidents, near misses and damage to School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's H&S Committee.
- Take steps with Estates Manager to ensure that any changes in systems of work in the catering, housekeeping and maintenance areas are considered for their H&S implications.
- Co-ordinate the School's preparation of statutorily required Risk Assessments, as well as similarly related matters such as Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments
- Ensure risk assessments are completed properly to comply with H&S legislation, regularly updated, appropriately filed and are historically and factually accurate.
- To support the Estates Manager with the cycle of regular testing and maintenance of equipment.
- Liaise with the Estates Manager to prioritise, support and monitor the triangulation of identified risks.
- Liaise with the Estates Manager with regards to the rolling check list of H&S action points prior to, and resulting from, the H&S Committee.
- Ensuring departments understand and adhere to COSHH procedures.
- Ensuring that COSHH forms are completed and adhered to for dangerous substances being used by the academic departments.

## 9. The HR Manager

- Keep the Single Central Register (SCR) up to date and linked to staff files. Present the personnel files and SCR to the Bursar and Governor with Responsibility for Safeguarding, for sign off.
- Ensure recruitment procedures for all new staff are in accordance with current guidelines for Safer Recruitment and where necessary, liaise with Compliance Officer.
- Work with the DSL to ensure governors, staff, peripatetic teachers, volunteers and sports coaches have been provided with "read and understood" declaration forms for the latest Keeping Children Safe in Education (KCSIE) part 1 and relevant staff have completed an annual 'Suitability for working with childcare' declaration form.
- Oversee the correct safer recruitment procedures are carried out by 3<sup>rd</sup> party companies, either working at Twyford or in hiring of the facilities.

- Ensure there is a rolling master training record for all safeguarding and H&S training.

## 10. The Estates Manager

The Estates Manager, as far as it is reasonably practicable, on a day- to -day basis and with the support of the Bursar and Estates Technicians, will be responsible for:

- Ensuring the Headmaster, Bursar and Compliance Officer are advised of situations or activities which are potentially hazardous to the H&S of staff, pupils and visitors.
- Ensuring that no work is undertaken by contractors before reference to the Asbestos Risk Register and Control of Contractors policy. All contractors and relevant staff sign the Asbestos Register to confirm that they have seen the relevant report, if appropriate.
- Ensuring, where relevant, the Contractor has provided their own risk assessment and if appropriate, method statement. The risk assessment must include reference to pupil and adult safety from a health and safety perspective.
- Ensure reported defects are recorded on system for work orders to be generated and when the works are completed to annotate the originating documentation.
- Ensure that method statements are reviewed and appropriate risk assessments are carried out at least annually.
- Approve the proposed acquisition of all work equipment (non-IT) and ensure that it meets any required specifications (e.g. British Standards).
- Ensure that appropriate staff training is provided for Estates work equipment. Providing safe work equipment for staff to use with the arrangement of suitable maintenance:
  - I. Electrical Equipment 12-18 -month programme for PAT inspection
  - II. Access Equipment –Each time access equipment is used.
  - III. Ladders and step ladders – Quarterly inspection
  - IV. Other Equipment –user inspects prior to use and own service plans
  - V. PE Equipment –Annual inspection
- Report on the regular testing and maintenance of fire, emergency lighting, electrical, gas, water quality (legionella), asbestos, plant equipment, gym and adventure play, equipment to the H&S Committee; and ensure, where appropriate, recommendations are carried out.
- Ensuring that all contractors follow the School's H&S procedures, have been given a copy and signed the Contractor's policy before commencing work, and are following safe working practices.
- Ensuring that 'hot works' forms and risk assessments are completed before any hot works commence.
- Ensuring that a sufficient number of the correct fire extinguishers are available, all means of fire escape are in working order and kept free and unobstructed at all times. Make regular checks on fire alarms and fire extinguishers and report to the Bursar any problems with the equipment. Regularly check each area has an escape route plan on display.
- Assisting the DHPO during fire drill and lockdown operations.
- Ensuring good standards of housekeeping, including drains, gutters, rubbish, wastepaper, weeds, leaves etc and that all works are entered onto the Piranha maintenance system.
- Ensuring any works involving dangerous machinery and tools are completed when children are not present.
- Ensuring that all steps and boiler rooms are kept free of obstructions and trip hazards at all times.

- Ensuring that COSHH forms are completed and adhered to for dangerous substances being used by the estates team.
- Ensuring all ladders and maintenance tools are inspected on a quarterly basis, records kept and not used if deemed to be faulty.
- Be Smart Log administrator and liaise with Bursar, IT department and Compliance Officer.
- Liaising with outside bodies who may, from time to time, use the facilities of the School. With reference to the H&S Officer, ensure that the appropriate action is taken so these bodies have sufficient knowledge of the School's safeguarding, H&S and fire procedures and also that the School itself is appropriately indemnified.
- Ensuring the outsourced caterer (Sodexo) and cleaning contractor (Cathedral Cleaning), fully familiarise themselves with the H&S Policy, and the Statutory Instruments and Regulations as issued from time to time.
- Ensuring both Sodexo and Cathedral Cleaning personnel, at all times, leave all access and egress areas safe for use.
- Ensuring the kitchen areas are professionally cleaned termly by the contractor, Sodexo.
- Liaising with specialist contractors appointed to supply pest control services
- Preparing a rolling checklist of H&S matters from the health and safety action plan which require addressing for discussion at the Governors Estates Committee.
- Be a member of the Health and Safety committee.

## 11. Head of Pre-Prep

The Head of Pre-Prep will ensure, so far as is reasonably practicable, the H&S of those affected by activities under their control. They will:

- Fully familiarise themselves with the H&S Policy and also the Statutory Instruments and Regulations as issued from time to time and be a Member of the Health & Safety Committee.
- Draw up safe procedures, written where appropriate, for the Pre-Prep Department.
- Ensure that all classrooms/work areas/outdoor areas are safe before any person uses them and work with the class teachers to produce and review classroom risk assessments.
- Ensure that all equipment is safe before any person issues it.
- Ensure that protective equipment, where appropriate, is used at all times.
- Ensure that any hazardous or dangerous conditions or situations are reported to the Estates Manager, Bursar and Headmaster without delay.
- Ensure that all Pre-Prep Staff have read and understood the H&S Policy either in its entirety or the sections relevant to them.
- Ensure that the Pre-Prep Department is safe and secure for all pupils.
- At all times endeavor to ensure the Health, Safety and Welfare for all persons within their control.
- Ensure that all Pre-Prep School Teaching Staff have adequate training for the tasks that they are required to perform.
- Be responsible for ensuring that injuries and illness within the Pre-Prep are treated according to the Pre-Prep First Aider's training, using outside medical authorities as appropriate and necessary.
- Ensure that an Accident Book and adequate First Aid Records are maintained.

- Ensure any significant or series of related near misses are recorded and forwarded to the Estates Manager and Matrons.
- Ensure all first aid kits are securely stored and kept out of reach of children.
- Liaise with prep school EVC and Compliance Officer regarding risk management process for both on site and offsite due diligence
- Be a member of the H&S Committee.

## **12. Heads of Departments, Staff with Specific Responsibilities**

Teaching (DHPO, DHA, Head of Pre-Prep, Head of Boarding, all Teaching Heads of Departments, External Visits Coordinator (EVC), Operational Staff and Matrons) who report directly to the Headmaster, are to:

- Apply the School's H&S Policy or relevant Code of Practice to their own department or area of work and be directly responsible to the Headmaster for the application of the H&S procedures and arrangements.
- Carry out regular H&S risk assessments of those activities for which they are responsible using standardised forms where possible and communicating necessary actions/review.
- Ensure that their staff are familiar with the H&S Policy and any specific departmental Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems which members of staff may refer to them and/or refer to the Health and Safety Officer, or Headmaster, any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out and record regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and inspections are recorded.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own H&S.
- Investigate any accidents that occur within their area of responsibility.
- Investigate any significant or series of related near misses within their area of responsibility and forward to the H&S Officer.
- Prepare a termly report for submission to the Health & Safety Committee which reports on:
  - Incidents, 'reportable incidents' and near misses.
  - Departmental training completed and training required.
  - Details of any non-managed risks following annual risk assessment review
  - Other H&S matters raised at departmental meetings. H&S should be a standing item on departmental agendas

### **13. Head of Boarding**

The Head of Boarding will ensure, so far as is reasonably practicable, the H&S of those affected by activities under their control. They will:

- Carry out responsibilities commensurate with their position within the School.
- Have direct responsibility for Boarders, Boarders Health & Safety policies and Risk Assessments.
- Ensure two members of staff are always available in the Boarding House when pupils are in residence.
- Ensure that evacuation of the Boarders at night in the case of Fire or Emergency is carried out effectively and safely.
- Ensure that the welfare aspects of the Boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to Boarding Schools are satisfied.
- Have regard to the National Minimum Standards for Boarding that are current, communicate these to staff and shall bring any deficiencies to the attention of the Headmaster.
- Be a member of the Health & Safety Committee.

### **14. The School Nurse /Matron**

The School Nurse / Matron will:

- Maintain a first aid log and inform the H&S Officer, Headmaster and Bursar of any notifiable accidents before reporting them to the Health & Safety Executive (HSE).
- Keep statistics and prepare reports for the School Health & Safety Committee.
- Collate and prepare near miss reports for the School Health & Safety Committee.
- Arrange a suitable escort if pupils have to go to hospital (and inform their parents).
- Check all first aid boxes and eye wash stations are replenished.
- Ensure all required medicines and medical equipment are held, remain in date and are stored appropriately to their control category.
- Prepare Personal Emergency Evacuation Plans (PEEP) for children and staff in liaison with the Head of Hub, Heads of Department and Form teachers.

### **15. Educational Visits Co-ordinator**

The Educational Visits Co-ordinator (EVC) will lead and oversee a range of due diligence procedures for educational visits and is of sufficient status to be able to influence change and others, being actively supported by the Senior Leadership Team (SLT). However, responsibility within our School for the approval of visits and visiting speakers remains with the Headmaster.

The EVC's key functions include:

- Produce an annual plan of educational visits with an agreed rationale for the 'when and how they occur' as well as the implication for the curriculum and management of the school diary.



- Ensure all due diligence preparations are completed, together with necessary documents before a visit.
- Be involved in all educational visit management, therefore ensure that the guidance is understood, followed and regulations complied with.
- Work with the Outdoor leader and Group Leaders to ensure that the aims of the educational visit / SAP activities are achievable and in line with those of the establishment.
- Confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers.
- Confirm that adequate risk assessments have been carried out by Twyford School and the providers, so lines of responsibility are clear.
- Ensure staff accompany pupils on trips/ educational visits have access to the risk assessments.
- Recommend and organise the training of Group Leaders and help organise the induction of staff and volunteers new to the venture.
- Ensure that the establishment's management of behaviour and other relevant policies are able to be transferred off site successfully and are consistently used.
- Ensure that liaison with parents and obtaining consent are effective.
- Be a member of the H&S Committee.

## **16. Class Teachers/Sport Coaches**

Class teachers and Coaches are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies, then to carry them out.
- Remind pupils of the fire evacuation procedures and visitor security at the beginning of each term.
- Inform pupils of additional H&S measures as informed at Inset / staff meetings / emails.
- Remind pupils (Prep School) at the beginning of each term the definition of the colour coded lanyards. Staff wear blue, Governors and peripatetic teachers green, contractors who have been cleared orange and all other visitors wear a red lanyard.
- Not allow any adult to enter their classroom if the School visitor's badge does not identify them. Visitors and volunteers to the school site without security badges should be challenged.
- Follow the particular H&S measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice/Normal operating procedures and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Take every opportunity to teach children about H&S, to make them risk aware and equip them with the skills, knowledge and understanding to live positive, successful and healthy lives.
- Follow safe working procedures and protocols, for example when engaging visiting speakers.
- Ensure protective clothing and guards are used where necessary.
- Make recommendations to the Headmaster or their Head of Department on H&S equipment and on additions or necessary improvements to plant, tools, equipment or machinery.



- Make overt and integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on H&S in line with National Curriculum requirements for safety in education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.
- Ensure classrooms are left clean, tidy and in a safe manner. Be aware of all potential H&S issues when leaving a room thereby ensuring the next class are safe to enter and free from harm.
- Ensure first aid kits are securely stored out of reach of pupils.
- Identify hazards and reduce risks by implementing reasonable control measures.
- Make pre-visits within three weeks of leading a trip offsite and ensure have read providers risk assessments when generating Twyford School RA.
- Intervene if providers control measures are not being implemented according to what has been communicated.
- Read the risk assessments prepared for off-site visits for which they have supervisory responsibilities.
- Listen to safety brief at the start of every session with children.

## **17. All Employees / Staff / Volunteers**

All employees have individual legal responsibilities to take reasonable care for the H&S of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Must be punctual for all duties
- Ensure pupils do not use play apparatus/ sports equipment without adult supervision and appropriate attire.
- Always comply with the School's H&S Policy and procedures: method statements read; read critical induction documents – especially procedures for safeguarding, fire, first aid, other emergencies and incident investigation.
- Co-operate with School Leaders in complying with relevant H&S law.
- Co-operate with the H&S Officer and appointed H&S Representatives.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their Head of Department any hazardous situations and defects in equipment found in their workplaces.
- Report all incidents in line with the school incident reporting procedure.
- In the event of a significant, or series of related near misses, work with their Head of Department to prepare a near miss report which can be found in the Health and Safety area of the School Portal.
- Act in accordance with any specific H&S training received.
- Inform their Head of Department, or SLT of any perceived shortcomings in the School's H&S arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Wear Personal Protective Equipment where appropriate.
- Ensure IT and mobile phone cables are not left plugged in without a device connected to them.
- Close all doors and windows and secure their areas of work before leaving the School.
- Put out of sight, lock away items of personal value

- Report to the School Office immediately any visitor who is not identified with a School lanyard / badge. If any adult working in the School has suspicions that a person may be trespassing on the School site, they must politely request the intruder leave and immediately inform the Headmaster, Bursar or member of the SLT.
- Should an area of the School grounds become unsafe, staff must designate it 'out of bounds', report it and ensure that it is not used until it is declared safe.

## **18. Pupils**

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the H&S of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the H&S rules of the school/establishment they are visiting and in particular the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their H&S

## **19. Communication and information.**

- All teachers, operational staff and volunteers must ensure that all activities and areas are safe. They should do everything possible to prevent injury and ill health with others, as far as reasonably practicable, by the implementation of safe arrangements and procedures.
- Teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. Employees should follow any H&S procedures put in place by Twyford School. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with the Headmaster and request that it is reviewed. Usually, the Headmaster will aim to ensure that the procedures at the School are proportionate, effective and appropriate.
- School will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, staff briefings, e-mails and training (INSET) days. When staff attend training sessions or have read key documents, they are asked to sign to say they understand their duty, roles and responsibilities.

## **20. Equipment**

### **Display Screen Equipment**

- All staff who are provided with a laptop or desktop computer and who work continuously for an hour or more with display screen equipment are required to complete an annual DSE workstation assessment using the SmartLog assessment tool.
- The Head of IT Services is responsible for reviewing these assessments and ensuring that any issues are reported to the Health and Safety Officer for action. Workstation assessments are

to be reviewed annually and where the work area has changed significantly e.g. staff have moved rooms.

### **General equipment**

- All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

### **Work equipment**

- Definition Work equipment is any machine, appliance, apparatus or tool used at work by a member of staff in order to carry out their assigned tasks. It includes any new, second-hand, leased or hired equipment. The use of the equipment includes any activity such as starting and stopping equipment, repair, maintenance, servicing and cleaning.

### **Management of work equipment**

The Estates Manager will:

- Ensure that method statements are reviewed and appropriate risk assessments are carried out annually.
- Approve the proposed acquisition of all work equipment (non-IT) and ensure that it meets any required specifications (e.g. British Standards).
- Ensure that appropriate staff training is provided.

A key aspect of providing safe work equipment for staff to use is the arrangement of suitable maintenance:

- Electrical Equipment –12-18month programme for PAT inspection
- Access Equipment –Each time access equipment is used.
- Ladders and step ladders – Quarterly inspection
- Other Equipment –user inspects prior to use and own service plans
- PE Equipment –Annual inspection

All IT equipment must be approved by the Head of IT Services.

### **Staff have responsibility to co-operate by:**

- Attending relevant training, and by using equipment for its proper purpose following any recommended procedures and instructions issued to them.
- Reporting any loss or defect of work equipment.
- Not tampering with or altering equipment in any way which may inhibit its effectiveness.
- Not introducing into the workplace, or using, any unauthorised equipment or spare parts.
- Helping to keep equipment clean and in good condition by treating it with respect and care.
- Reporting all accidents and near misses to Matron.

Supervision is provided for all young persons (under 18 years old) using work equipment and for anyone else who through unfamiliarity with the working environment or some kind of disability needs extra care and attention to ensure their health and safety.

## **21. Child protection and Safeguarding**

- The DSL oversees matters relating to safeguarding once employed. The HR Manager will ensure all safer recruitment practices are adhered to pre-employment. Only those who hold a current 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS check and Barred List check is sought, with supervision arrangements and a mentor put in place.
- A safer recruitment policy is stringently followed.
- All adults working with children are trained and expected to comply with child protection and wider safeguarding matters. See separate policies.
- All visitors to Twyford School should report to either Reception or the contractors' entrance whereupon they will be required to sign and be issued with a visitor's/ contractor's lanyard and provided with a copy of the Visitor's Information pamphlet to read. They will then be met from Reception / contractors' entrance by their host.

## **22. Pupil registration**

- A list of daily absentees is kept in the Matron's Room, in the Staff Common Room, Kitchen School reception and right of walkway through to the main office for Prep children and in Pre-Prep for Pre-Prep children.
- Attendance data is recorded and stored on the School database.
- Authorisation for any planned absence from Twyford prep during 8am-6pm, must be sought in advance, from Matron, for all medical related appointments. Special request absences must be agreed by the Headmaster and sought through his PA or for Pre-Prep the Head of Pre-Prep. Lists are kept on the portal for all staff to access regarding leaving times for either 4.20pm, 5.15pm or 6.00pm.
- All pupils must be collected by a parent or another person authorised to do so in advance, with that authorisation record maintained by the School Reception, (e.g for a grandparent, nanny/au-pair, guardian) before the child is released and they are allowed to leave the school premises. This can be done either by email or call to the School Reception.
- If a pupil is absent from School without authorisation, the teacher should inform the School Receptionist and they will contact the parents for an explanation.
- Parents are asked to complete all forms on the parent portal as their child is enrolled. This includes sharing permissions, medical information, special dietary needs, allergens, emergency contact. The receptionists ensure all information is recorded carefully on ISAMs and communicated to all relevant staff.

- A child must never be taken off site without the prior permission of the parent or guardian.

## 23. Pupil supervision

- A minimum of two staff are always present whenever any pupils are on our premises, in addition to the requirements of the Boarding House. All pupils in our care are regularly reminded of what is safe and what is not safe to do when on our premises. They are encouraged to report anything that they notice that might be unsafe.
- A duty rota ensures that there is adequate pupil supervision at all times. Prompt arrival is key for the start of all duties. Staff ensure that pupils have a satisfactory amount of freedom and exploration in the School grounds, commensurate with enjoying a healthy and safe environment.
- Children should not be using play / sports equipment without an adult present.
- If an unlocated pupil is identified, please adhere to the missing child procedures. A 'missing pupil' can be defined as a pupil who has been registered as present at school but who is absent from a lesson or other activity which they would normally be expected to attend. As a guideline, teachers should expect to begin missing pupil procedures by radioing through to Matron on Channel 9 if a child is more than five minutes late for a timetabled lesson or agreed meeting. See Missing Child Policy for further details.

## 24. Fire safety

Arrangements for this are set out and detailed in the whole school fire safety policy.

- Reports of fire hazards must be brought to the Estate Managers attention without delay by calling the walkie talkie on channel 16 or by calling the Estates Manager on extension 2235.
- ***If a fire is discovered and once the fire alarm has sounded staff should call Channel 16 and ask all Estates Team members to change to Channel 2. Channel 2 will be used thereafter during the emergency.***
- The duty fire phone is held by the Estates team during the working day and boarding staff team from 6pm during term time.
- Evacuation procedures: All staff have the responsibility to know the location of fire points, fire routes and alternatives from specific areas, the location of the assembly point and how to get to it in the event of a fire. A portion of staff are trained as fire marshalls. All staff must know their specific responsibilities and no person may enter the affected part of the school until the "all clear" is given.
- Fire Awareness and Fire equipment Training is regular and will be organised by the Estates Manager annually for all staff.
- Housekeeping is kept to the forefront of people's minds, with exit routes kept clear.
- Fire safety notices, emergency lighting, fire extinguishers, fire alarm call points at external doors directs adults to routes for safe exit and means of alerting others.
- School's contractor policy covers H&S and Fire for contractors on major projects who will be responsible for the safe operation and evacuation of that site. Contractors operating within the school are considered visitors who are provided with Fire safety information to read, supervised and monitored.

## **25. Hazardous substances**

- The School wherever possible only uses safety-approved substances for use by children, such as non-toxic glues and paints. As much as practicable only water-based products and not solvent-based ones that can give off fumes and vapours are to be used. Where appropriate, risk assessment and COSHH forms are always completed.
- Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken, and the product has been approved for safe use on site by the responsible managers.
- The COSHH Assessors will list all hazardous substances used by the school staff, obtain the Data Sheets and carry out a detailed COSHH assessment for each product. COSHH records are to be easily located in the yellow folders kept in the areas of use. These are published on the Staff portal under health and safety tile.
- When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the Safety data sheet and COSHH assessment completed for that hazardous substance.
- Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and personal protective equipment identified in the COSHH assessment.
- All Hazardous substances are to be stored in areas of use in the locked, secure and signed storage places when not in use.

## **26. Housekeeping**

- All areas of the School will be maintained in a clean and tidy condition. Rubbish and wastepaper must not be allowed to accumulate. Emergency exits, and fire doors are not obstructed in anyway.
- Supplies are stored safely in their correct locations.
- All staff and pupils must be made aware of the necessity for good hygiene and health precautions to be taken within the School.
- In particular, Sodexo will be aware of and will adhere to the conditions with regard to food handling regulations.

## **27. Curriculum areas**

- All safety management and risk assessments for curriculum-based activities will be carried out under the control of the year and subject leaders, using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Art, Science, Music, Physical Education & Sport, Swimming and School productions.
- All have policy guidelines relating to Health & Safety and staff should adhere to these guidelines. (See individual policy documentation and risk assessments).

## 28. Emergency procedures

- In the event of severe weather conditions or an outbreak of an infectious disease which may necessitate the closure of the school for a day/days, the School has established an 'Emergency Closure / remote learning guide for absent children .
- General emergency procedures are to be carried out in accordance with Twyford School 'Critical Incident Plan. The Critical Incident Plan covers procedures for evacuation of School in the event of a fire, bomb warning or gas leak. Emergency procedures also cover attacks by a member of the public and accidents on day and residential trips.
- Walkie Talkies are widely used around the site. All staff are responsible for Walkie Talkies in their classroom/environment and must ensure they are fully charged. Staff are required to take radios out with them on break duties and when leading outdoor activities. In the event of an emergency, channel 2 is used.

## 29. First aid and welfare facilities

### First aid

- First-aid facilities are available in Matron's Office, in Orchard Close and small first aid boxes/kits are located around the School. Staff in charge of outdoor pursuits/games must be trained in first aid. There are Paediatric and First Aid trained Staff in the School at all times when EYFS pupils are on the premises. Names of personnel may be found in the Matron's Office and in Pre-Prep.
- Medicines are administered according to Schools protocol.
- All incidents involving injury in the School are logged and we inform parents in all cases. Head injuries will always be reported to parents and carefully monitored by all staff. Should any incident involving injury to a child or adult take place, a first aid trained member of staff will be called to assist. If necessary, the emergency services will be called.
- Outside of normal term-time, IT staff are the dedicated first aiders and a first aid grab bag is located within the IT office.
- First aid boxes should never be left unattended. Missing items and items used should be reported to matron's team for re stocking as part of First Aid Needs assessment.
- Medical needs of children and staff must be known and control measures implemented as part of risk assessing all offsite visits and sports fixtures
- Defibrillators are accessible in Orchard Close, Sports Centre/Swimming Pool and in Pre-Prep

## 30. Accident reporting

- All accidents will be reported via the designated incident and near miss reporting form located on the staff portal, under the H&S tile, incident and near miss report form. The termly meetings of the Health & Safety Committee will monitor these incidents and near misses and take appropriate action where necessary. Following any accidents there will be an investigation with outcomes, lessons learned and points to consider whether operating differently going forward.

### **31. Hot drinks**

- No hot drinks are allowed in classrooms, on the playground or in other areas of the building where there may be children, without the appropriate cup containing a sealed lid. Any hot drinks taken out of the common room/kitchens must be transported using a sealed lid to avoid spillage and scalding.

### **32. Lettings/ Community users /Extended Services**

- The Commercial Manager will ensure that Third parties and other extended service users operate under hire agreements.
- The third party has provided their own risk assessment for the activity which has been reviewed and agreed with the Compliance Officer, or that a risk assessment for the activity has been completed by the School.
- The premises are safe for use and is always inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users.
- All provided equipment is safe for use and training provided where necessary and appropriate.
- Fire escape routes and transit areas are safe and clear of hazards.
- Users are aware of the methods for reporting defects and near misses to the Estates team for investigation.
- Hirers/users are formally made aware of fire safety procedures and equipment.

### **33. Lone working**

- Lone working is to be carried out in accordance with the school Lone working local written procedures, as stated in the staff handbook.

### **34. Moving and handling**

- All staff must complete moving & handling training at periods not exceeding three years.
- Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.
- Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.
- The Estates Team is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.



## 35. Physical Intervention

Physical intervention is defined as:

a) Physical Contact: Situations in which proper physical contact occurs between staff and pupils e.g. in games or P.E., or in the supervision of children. It may be appropriate to hold the hand of a child if the child is very distressed or ill. At all times members of staff will act as a responsible parent would.

b) Physical Intervention: This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by hand, arm or shoulder with little or no force.

c) Restrictive Physical Intervention: This will involve the use of reasonable force to physically intervene when there is: a) An immediate risk to pupils or staff or b) A risk of significant damage to property. All such incidents will be recorded and a copy will be given to the Headteacher. A copy of this is to be placed in the pupil's file.

- It is the School's expectation that physical intervention should only be used as a last resort, in clear and unusual circumstances.
- Only be used in the best interests of the pupil and the others around him/her.
- Only be used if all other preventative measures (including sending for adult support) have been explored.
- Never be punitive.
- Be reasonable, proportionate and necessary. It should usually be the minimum required to prevent injury to another person or to prevent them from harming themselves.

Please see Twyford School's Physical Intervention policy.

## 36. Security

- Arrangements regarding security are based on the security risk assessment and are set out in the visitor on-site procedures.
- All visitors to the School must read the safety and security information situated at the front of the School reception, sign to say they have read the leaflet and signed on the 'VisiPoint' system, including all reps.
- Keyholders—Only certain staff are provided with keys to the buildings/site. Staff have the key fobs for external doors. A full list of key holders is maintained by the Estates Manager. Time and date-restricted keys can be issued to external hirers as requested to IT staff.
- We require all adult visitors and volunteers to the School who arrive on site between 7.30am and 6pm to sign in at the reception area, and to wear a security identification badge at all times whilst on the school premises (orange or red coloured lanyards dependent upon whether the school has seen a copy of a DBS)
- Staff wear blue lanyards, Governors and peripatetic teachers have green, contractors who have been cleared wear orange and all other visitors wear a red lanyard. All have personal identification security badges with photo portraits on.
- Teachers and Support Staff will not allow any adult to enter their classroom if the school visitor's badge does not identify them. Visitors and volunteers without security badges will be challenged.

- Class Teachers should remind pupils at the beginning of each term the definition of the colour coded lanyards.
- The School's weekly diary dates (give all staff accurate information about the activities expected in School. Each day staff are emailed if there are other visitors to the School, such as visiting prospective parents and their offspring.
- If any adult working in the School has suspicions that a person may be trespassing on the School site, they should politely challenge the trespasser and immediately inform a member of SLT and/or the Estates Manager. Our internal phone system and use of walkie talkies allows this to be done quickly. If the intruder has not left the site, the SLT / Estates Manager will reinforce the warning. A member of SLT, or a nominated representative, will contact the police to notify them of the incident if there are any concerns that an intruder may cause harm to anyone on the School site. This includes anyone displaying aggressive behaviour.

### **37. Smoking**

Smoking is not permitted anywhere on Twyford School premises.

### **38. Wellbeing**

- Twyford School are committed to promoting high levels of health and wellbeing. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the current Health and Safety guidance and requirements.
- On-site arrangements to monitor, consult and reduce stress situations are addressed by the Headmaster, and include staff meetings and periodic training. In addition: We are a compassionate organisation with an open- door policy. We are always happy to listen and support.

### **39. Transport and traffic management**

- The Transport Coordinator with responsibility for traffic management will oversee the operation and care of all minibuses. All minibus drivers must have completed MIDAS training and refresher courses. Each year their driving licence will be checked and staff must report any traffic endorsements received. Before driving the school minibus a member of staff will sign that they have read and will adhere to the Vehicle Operating Policy
- Arrangements regarding on-site traffic safety are based on the traffic risk assessments and are set out in the on-site traffic procedures.

## 40. Working at height

- Work at height is always to be undertaken in accordance with the HSE Guide to working at height regulations. A copy can be found on centrally located noticeboards.
- At Twyford School, general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be out carried in accordance with a specific risk assessment for that task.
- No members of staff are permitted to use any access equipment for work at height without specific training.
- All staff are required to have annual refreshers on Smartlog

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment and where appropriate a method statement.
- Access equipment selected for work at height must be in accordance with the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment normally stepladders or step stools. Specialist towers may only be used by staff holding PASMA certification.
- Any safety concerns about a work at height task must be raised prior to work starting.
- Staff are not to improvise or use alternative access methods of their own choice. Use of any furniture including tables and chairs is forbidden for any work at height.

## 41. Monitoring and Review

Monitoring and reporting are vital parts of a health & safety culture, as well as effective management systems and practices, which ensure that risks are dealt with sensibly, responsibly and proportionately.

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded via email and reported to the Estates Team.

EYFS checks are carried out and recorded in line with national independent school regulatory guidance.

## 42. The Health & Safety Committee and Terms of Reference

The H&S Committee is established to manage responsibilities held by the Governing Body and functions delegated to the key duty holding staff. It therefore provides opportunity to effectively deliver the Schools' safe systems of work. It should meet a minimum of once a term in order to:

- Analyse accidents, accident trends, near misses and manage risk appropriately.
- Ensure that the School has an appropriate risk management process and that generic risk assessments are updated according to the master risk assessment schedule and where appropriate, specific risk assessments are produced.

- Encourage involvement, reporting and suggestions of unsafe aspects of school life by all members of staff.
- Monitor regulatory and legislative changes that impact on H&S provision and take necessary action across the School.
- Review the updated Schools H&S Policy annually.
- Ensure that responsibilities for health, safety, wellbeing and welfare are allocated to heads of departments and individuals with specific responsibilities and that they deliver safe systems of work for their areas.
- Ensure staff are trained appropriately for their roles and in accordance with the School's H&S Policy.
- Ensure that pupils, staff, parents and visitors are informed and up to date on H&S issues.
- Produce termly H&S reports for the Governing Body via the Estates Committee (minutes of the H&S meeting will be circulated to the Governors Estates Committee).
- Prepare a rolling check list of H&S matters which require addressing.

### **43. Committee Membership**

Compliance Officer /Health and Safety Officer (Chair)	Head of Boarding /PE
Bursar (Deputy Chair)	Head of Art
Governor with responsibility for H&S	Head of Science
DHPO	Head of Design Technology (DT)
Head of Pre-Prep	External Visits Coordinator (EVC)
Estates Manager	Matron
HR Manager	Outdoor Leader
Catering Manager	Receptionist (Committee Secretary)

### **44. Risk Management**

The policy on Risk Assessments and procedures is provided separately.

It is important to have a regular cycle of review, with appropriate processes to support. The cycle is fundamental to delivering safe working environments and is shown graphically at Figure 2.



Figure 2 – Risk Assessment Cycle

#### 45. Managing Specific Risks

General risk management will be led by the Compliance Officer /Health and Safety Officer and, when required, in consultation with a specialist school's Health and Safety Adviser.

Actions from appointed contractor reports will be discussed with H&S Officer/Bursar and added to a health and safety action plan/checklist by the Estates Manager.

Control of work and method statement guidelines will be signed at least annually by staff using equipment as a refresher, record of evaluative review and fitness for purpose.

Risk assessments must be undertaken for all areas where a hazard is identified, or a possibility of risk exists. For example, an annual report from a Legionella Control Contractor; medical risks assessments for individuals. Any additional people to the school site will warrant a RA.

Trained risk assessors must sign off all risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

Risk assessments and documentation covering all educational visits offsite will be co-ordinated by the Educational Visits Co-ordinator and the leaders completed due diligence procedures signed off by the EVC.

Modes of transport RA's, school own RA for visit and Providers Risk Assessment and /or Normal Operating Procedures stating Hand S responsibilities will be read and adhered to by school staff leading or accompanying Twyford pupils.

All other risk assessments will be signed off by the Compliance Officer, HR manager or Bursar.

The table below details the separate policies / risk assessments and school procedures but is not limited to mitigate specific risks.

Departmental protocols, meeting agendas and minutes, signed equipment method statements and completed safety data sheets will also be documentary evidence of a safety culture.

<b>Management of Specific Documents</b>	<b>Responsibility</b>
Vision; School Development Plan; Staff Code of Conduct Admissions Policy; Communications; Visiting Speakers and all offsite visits approval Complaints procedure; Critical Incident Plan	Headmaster
Major Risk Register	Bursar
Reasonable Adjustments Policy incorporating the three-year Accessibility Plan	
Health and Safety Policy;	Bursar Compliance Officer
Adhering to GDPR Data retention and Data protection policies	Bursar, HR Manager, Head of IT Services, Compliance Officer
Intimate Care (Staff Code of Conduct Policy) and Early Years Policy, Oversight of Pre-Prep Risk Assessments before go to Compliance Officer or EVC	Head of Pre-Prep
Pupil Supervision ratios Attendance and Absence Policy; Missing Child Policy; Bereavement Policy; Trans Policy; Pastoral care Policy; Alcohol Smoking and Substance abuse policy; Physical Intervention Behaviour, Discipline, Sanctions and Exclusions Policy Equality Diversity and Inclusion Policy Staff handbook	DHPO
Fire Safety Policy	DHPO, Compliance Officer Bursar
Marking and Feedback Policy	DHA
Teaching Staff Induction Policy	Assistant Head /DSL
Safeguarding and Child Protection Policy	
Anti-bullying Policy	
Low Level Concerns Policy	
Prevent Risk Assessment	
HCSP audit/action plan	
Single Central Record	
Recruitment, Selection and Disclosure Policy; Recruitment Policy; Recruitment Privacy Notice Operational Staff Induction Lead and HR for all staff	HR Manager

Whistle Blowing Policy	
Employee wellbeing; Section 11 of Staff handbook-Lone working; Family Friendly Leave etc.	
Accident Investigation	Bursa Compliance Officer HR Manager Estates Manager
Lettings and Hiring Policy Staff swimming	Commercial and Letting Manager
Boarding House Aims and Principles, Boarding Handbook, Boarding House Risk Assessment and Boarding Policy	Head of Boarding
First Aid and Medical protocol	School Nurse
PEEPS Reasonable Adjustments	Form teacher Head of Hub
H&S Comm Lead; H&S Action Log H&S Induction all staff	Compliance Officer
Risk Assessment Policy and cycle of RA's; monitoring Estate Compliance checks; COSHH Subject departments	
Regulatory policy overview	
Vehicles Operating Policy and Transport RA's	
Swimming Pool Risk Assessment & Pool Normal Safe Operating Procedures	Compliance Officer Estates Manager
Contractor and Hot works policy	Bursar Estates Manager HR Manager
Relationships and Sex Education Policy; PSHE	Heads of PSHE
Estates RA's including: Manual Handling; Working at Height; Management of Asbestos; Slips, Trips and Falls	Estates Manager
Fire safety RA's and escape routes	
Control of Hazardous Substances* oversight for Estates	
Suitable and Sufficient Lighting RA	
Management of Legionella, water safety	
Maintenance and Testing of Plant and Equipment	
Tree Safety	
Health & Safety Training – included in respective policies and captured in the staff training record.	HR Manager Estates Manager (Smartlog) Heads PA (Educare)
School Grounds & Use of Hazardous Machinery	Head Groundsman
On-site Vehicle Movements & Car Park Safety	Transport Coordinator
Lettings & Hire of School; all associated pre site checks, safeguarding and onsite RA's	Lettings and Commercial Manager
Design & Technology workshop (use of machines)	Head of DT
Sports Centre & outside sporting activities	Head of Sport
Science Laboratory	Head of Science
Art Department (cutting / spraying / kiln)	Head of Art
Educational Visits Policy	External Visits Coordinator EVC

E-safety, ICT and Internet Policy Display Screen Equipment RA follow up, System security CCTV monitoring, IT intruder detection, Disaster recovery, user installer software, Change control, secure disposal Acceptable Use Agreement Staff and Pupil	Head of IT Services
Food Hygiene & Catering Catering & Allergens	Catering Manager
	Catering Manager in conjunction with Matrons

**This list is not exhaustive and will be updated on a regular basis.**

#### **46. Department/Heads of Year Reviews**

- Individual departmental reviews are to be conducted by Heads of Department or nominated staff.
- Individual Year group /classes activities are to be conducted by Heads of Year or nominated staff.
- H&S is to feature in all departmental meetings, so be included as part of Heads of Department meetings and appraisals.

#### **47. Staff Training**

- All staff are required to carry out a range of H&S training as part of their induction. Some roles will require more identified specific training. Induction will be tailored to individual roles and will include both teaching and support staff.
- Training requirements are identified within risk assessments and detailed in associated policies.
- The training records are maintained by the HR Manager and in the Smart Log and Educare systems.
- Training includes, but is not restricted to:
  - Manual Handling
  - Fire Safety
  - MIDAS
  - Food Hygiene
  - Safer Recruitment and Child Protection
  - PREVENT
  - Anti-bullying
  - DSE
  - Working at Heights
  - Pool Management
  - Legionella
  - Risk Assessments
  - COSHH Awareness



#### **48. Review of Policy**

This policy will be reviewed annually or where incident or regulatory change demands more urgent change.