



QUEEN ETHELBURGA'S COLLEGIATE
GENERAL HEALTH AND SAFETY POLICY STATEMENT
WITH APPENDED POLICIES FOR RISK ASSESSMENT

This General Statement is part of a compendium of specific policies, covering aspects Health and Safety. It is available on the Collegiate web site at <http://www.qe.org/prospectus-and-policies/>

Individual policies are either available on the web site or available on request e.g First Aid, Medical, School Visits.

Last reviewed April 2017 JHa

To be reviewed by April 2018

Authorised by	The Collegiate Board
Signed
Date	Chair of The Collegiate Board
Effective date of the policy	

GENERAL HEALTH AND SAFETY POLICY STATEMENT

Introduction

This policy statement applies to Queen's Kindergarten and Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College and the Faculty of Queen Ethelburga's, henceforth referred to as the Collegiate, and those employees of Thorpe Underwood Services Limited (the employer of the support staff) that work within the Collegiate.

This Health and Safety policy has been prepared for the benefit of all staff, students and visitors. This General Policy Statement confirms that the commitment of the Collegiate Board is to ensure that the Collegiate complies with all current legislation, responsibilities and arrangements, together with the monitoring thereof. The Policy also provides such information as is necessary to assist those persons using it, to fulfil their obligations.

We aim to ensure that the working environment is safe, without significant risks and meets the appropriate statutory requirements. It is recognised that all levels of management and employees have a vital role in the implementation and maintenance of our Health and Safety programme. It is our policy to reduce accidents, injuries and work-related ill health to the lowest level practicable. Where hazards exist we will evaluate, control and bring these to the attention of our employees. We all have a legal duty to co-operate in all safety-related matters, not to endanger ourselves or others and not to misuse anything provided for safety. In particular, all persons are to ensure that appropriate safety rules are followed.

In a school environment, it should be noted that particular care must be exercised in the sphere of Health and Safety, because so many aspects of the work involve not only employees, but the Health and Safety of the children and visitors as well.

Within the Health and Safety Policies, specific duties have been assigned for the coordination and compliance with particular safety legislation appropriate to our business.

All employees will be given adequate information and training as is necessary to ensure their safety during routine, unscheduled and emergency situations, and in the use of appropriate facilities and equipment.

Risk assessments, audits and general inspections will be undertaken at regular intervals. This will enable management to identify significant hazards and plan for their elimination, reduction and control.

Monthly and termly welfare checks are completed regularly within the EYFS and a record kept so that any action points can be followed up.

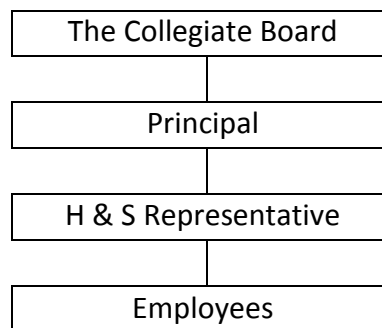
Whilst on our premises, visitors are to be accounted for, escorted and protected from workplace

hazards. Contractors will be supervised and controlled.

We have established comprehensive Health and Safety and Welfare Policies in compliance with current legislation. Within the Policies, all levels of management have general responsibilities and where applicable, specific duties for hazardous activities. Of necessity, the compendium of policies constitutes a large working document, and as such it is impractical and unnecessary for everyone to possess individual copies. However, all the relevant sections for ensuring your Health and Safety will be communicated and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.

Within the working environment, the Health and Safety Law poster will be displayed. The poster outlines British health and safety laws and includes a straightforward list that tells employees what they and their employers need to do. This is required for compliance with Health and Safety legislation. It is very important that all employees understand and comply with the requirements. The certificate of insurance for employers' liability will also be displayed.

Collegiate Safety Organisation Chart



The ultimate responsibility for health and safety lies with the Chief Executive Officer/Chair of the Board, who will ensure that it is given equal priority with other major business objectives. The Collegiate Board ensures provision of resources and systems, promotes safe practices and conducts an annual review.

The Principal has overall responsibility within the schools, including accommodation.

The Health & Safety Co-ordinator represents this area of operation and liaises with other departments outside his/her control e.g Estates*, to ensure the adoption of all aspects of health and safety at work for areas of work within his/her control, as indicated. This person chairs the Health and Safety Committee and reports to the Principal and Collegiate Board, providing a vehicle for consultation between employer and employees.

Heads of Department/ Teachers/Other Employees — All employees are expected to implement compliance with the Health and Safety Act within the day to day routine.

*Estates Department is part of Thorpe Underwood Estate, which is part of Thorpe Underwood Services and covered by the Estate Health and Safety Policy. This department is outside the direct management of the schools but works with the schools, complying with all Health and Safety legislation affecting its working practices in construction and maintenance of buildings and grounds.

Organisation for Safety

The primary responsibility for the implementation of the Safety Policy rests with the Senior Manager. However, all Line Managers and Supervisors must recognise the need and accept the responsibility for the safety at work of employees under their control. In addition, they must ensure that there is adequate delegation of these responsibilities when they are absent. Managers are ultimately responsible to the Collegiate to ensure that the safety policy is brought to the notice of all employees. Any activities, which countermand the requirements laid down in the policy, should be reported to the Line Manager.

To enable the Management to fulfil their legal obligations, co-operation, assistance and involvement of all employees is of the utmost importance. The Collegiate campus is a non-smoking site, and staff are required to adhere to this ruling.

Responsibilities of Heads of Department

- To apply the health and safety policies to their own department.
- To ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc).
- To ensure that health and safety risk assessments are undertaken for the areas and activities for which they are responsible, and that identified control measures are implemented, including those needed to prevent slips, trips and falls.
- To ensure that appropriate safe working procedures are brought to the attention of all staff under their control, including COSHH.
- To take appropriate action on health, safety and welfare issues referred to them, informing the appropriate people of any problems they are unable to resolve.
- To carry out regular inspections of their areas of responsibility and report any issues revealed.
- To ensure the provision of sufficient information, instruction, training and supervision, to enable staff and students to avoid hazards and contribute positively to their own health and safety.
- To ensure that all accidents (including near misses) or incidents occurring in their area of responsibility are promptly reported and investigated, and that any measures necessary for prevention of recurrence are implemented.
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Responsibilities of employees

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their

work, and be accountable for their actions.

- Comply with the health and safety policies and procedures at all times, including the **Health and Safety Policy for Educational Visits** and all **emergency policies and procedures**.
- Report all accidents and incidents, in line with the **Procedure for Reporting Accidents**.
- Co-operate with school management on all matters relating to health and safety.
- Not interfere with or misuse anything provided in the interest of Health and Safety.
- Report immediately, to their line manager, all defects in condition of premises or equipment and any health and safety concerns.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

For employees' own Health and Safety they **MUST** follow the code of conduct. Any deviation from it may lead to personal or employer prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the employer.

To implement the Health and Safety Policy, the employer is required to identify hazards and take effective measures to reduce and control the risks. Suggestions and experience will be an important contribution in determining the actions necessary to achieve this.

All employees should follow the guidance provided and advise their Manager of any Health and Safety problems.

Responsibilities of the Estates Department

The Thorpe Underwood Estates Department has comprehensive Health and Safety documentation. It supports in the oversight and managing the maintenance of buildings and equipment and the safety of the site, e.g.:

- Fire risk assessments – undertaken annually by an external provider.
- MP Alarms service the fire alarms and emergency lighting, in line with regulations.
- Fire bells tested regularly.
- Legionella checks – undertaken annually.
- Drinking water and swimming pool water checks arranged with the Council.
- Maintaining an asbestos management plan.
- PAT testing carried out regularly, on a rolling programme, by an external provider.
- Adherence to building regulations and safe construction practices.
- Oversight of contractors and tradesmen and their induction, training (including Child Protection and First Aid), risk and method statements and licences, as appropriate.
- Maintenance of all school vehicles.
- Specific permits and checks e.g. hot works permits, permits to dig, scaffolding tickets and

checks.

- Security.

Accident and Accident Monitoring

All accidents to employees must be recorded as soon as possible. Accidents to non-employees that occur on the premises must also be recorded, in line with the Policy for Reporting Accidents.

The notification and reporting of injuries and dangerous occurrences as laid down in “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995” is the responsibility of the Health and Safety Co-ordinator.

Telephone numbers and addresses for the reporting of injuries, diseases and dangerous occurrences RIDDOR is:

Health and Safety Executive:

HSE Office (North and West Yorkshire)

Marshall’s Mill

Marshall Street

Leeds

LS11 9YJ

Telephone Number: 0113 2834200 or 0845 300 9923

(Note – reporting is now done via the HSE web site.)

The Health and Safety Co-ordinator will extensively investigate all accidents. If a change to working practices or training is required to prevent a similar occurrence, this will be implemented immediately.

Any incident involving **violence towards staff** will be recorded as an incident/accident, whether or not it results in injury. It will be dealt with in line with the Behaviour and Discipline policy and may be subject to the Expulsion, Review and Removal policy. (Ref also the Premises and Security Policy)

Our policies will be reviewed annually, or when appropriate, and the changes will be brought to the attention of all employees. All employees will have access to the full range of policies covering Health and Safety issues on the shared drive, and the Health and Safety Code of Conduct and information leaflet will be issued annually.

Steven Jandrell

Principal

Related Policies and other documentation:

Health and Safety Code of Conduct (includes ref to COSHH)

First Aid Policy, Medical Policy

Procedure for Reporting Accidents

Fire precautions and evacuation procedures

Moving and Handling (People) Policy and general statement on Lifting and Carrying

Educational Visits H & S Policy

Policy for Risk Assessment

Emergency procedures – Medical Emergency, Major Incident Policy, Off-site Incident Procedure,

General Emergency

Pool operating procedures

Safeguarding/Child Protection Policy

Premises and Security Policy

Appendix

Risk assessment policies



Risk Assessment Policy for Student Welfare

Independent Day and Boarding Schools for Boys and Girls

Queen Ethelburga's Collegiate

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1 Introduction

- 1.1 This is the risk assessment policy for student welfare and applies to Queen Ethelburga's Collegiate - Queen's Kindergarten, Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College and The Faculty of Queen Ethelburga's - hereafter referred to as "The Collegiate".
- 1.2 **Purpose:** The purpose of this policy is:
- 1.2.1 to actively promote the wellbeing of students of the Collegiate;
 - 1.2.2 to ensure that all employees of the Collegiate are aware of and follow the Collegiate's approach to student wellbeing; and
 - 1.2.3 to implement a framework for the assessment of risk(s) to student wellbeing.
- 1.3 It is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) (the **ISSRs**) and has regard to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of students at the Collegiate by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management responsibilities to actively promote the wellbeing of students. It has regard to standards 6.3 and 13 of the National Minimum Standards for Boarding Schools (April 2015) (the **NMS**).

2 Responsibilities

- 2.1 The Collegiate Board oversees student welfare and well-being issues.
- 2.2 At an operational level, the Health and Safety Co-Ordinator, The Head of Boarding, The Head of Pastoral and the Head of Co-Curricular will:
- 2.2.1 ensure that student's health, safety and well-being is adequately protected;
 - 2.2.2 ensure that all staff are aware of, and adhere to, the Collegiate' policies and procedures on student health, safety and welfare;
 - 2.2.3 ensure that key staff have clearly established roles and responsibilities;
 - 2.2.4 ensure that staff are appropriately trained to deal with student welfare issues;
 - 2.2.5 ensure that where concerns about a student's welfare are identified, the risks are appropriately managed;
 - 2.2.6 consult with staff, students, parents and others, where appropriate, to find practical solutions to welfare issues;
 - 2.2.7 ensure that standards of student welfare at the Collegiate are regularly monitored both at an individual level and across the whole school community to identify trends and issues of concern and to improve systems to manage these.
- 2.3 Those named in paragraph 3.5 are responsible for carrying out risk assessments in relation to the specific matters of student health, safety and welfare covered in those policies.

3 Student welfare

- 3.1 The Collegiate recognises its responsibility to safeguard and promote the welfare of students in its care. This responsibility encompasses the following principles:

- 3.1.1 to support students' physical and mental health and emotional well-being (as well as their social and economic well-being);
 - 3.1.2 to protect students from the risk of harm and/or neglect;
 - 3.1.3 to recognise that corporal punishment can never be justified;
 - 3.1.4 to provide students with appropriate education, training and recreation;
 - 3.1.5 to encourage students to contribute to society;
 - 3.1.6 to protect students from the risk of radicalisation, extremism and being drawn into terrorism;
 - 3.1.7 to build students' resilience to radicalisation by actively promoting fundamental British values, enabling students' to challenge extremist views;
 - 3.1.8 to assess the risk of children being drawn into terrorism and to provide appropriate support for those identified as being at risk;
 - 3.1.9 to ensure that students are provided with a safe and healthy environment so far as reasonably practicable; and
 - 3.1.10 to manage welfare concerns effectively.
- 3.2 The Collegiate recognises that individual students may have needs which arise from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision additional to or different from that generally required by children of the same age in mainstream schools. The Collegiate is committed to promoting and safeguarding the welfare of all of its students having regard to the special requirements of individual students but, where appropriate or necessary, balancing the special requirements of individual students against the Collegiate's responsibilities to promote and safeguard the welfare of all its students.
- 3.3 The Collegiate addresses its commitment to these principles through:
- 3.3.1 **Prevention** - ensuring that all reasonable measures are taken to minimise the risk of harm to students and their welfare by:
 - (a) ensuring through training that all staff are aware of and committed to this policy and the values set out;
 - (b) establishing a positive, supportive and secure environment in which students can learn and develop;
 - (c) including in the curriculum, activities and opportunities for PSHE which equip students with skills to enable them to protect their own welfare and that of others; and
 - (d) providing medical and pastoral support that is accessible and available to all students.
 - 3.3.2 **Protection** - ensuring all appropriate actions are taken to address concerns about the welfare of a student, whether of a safeguarding nature or otherwise. This includes:

- (a) sharing information about concerns with agencies who need to know and involving students and their parents appropriately; and
- (b) monitoring students known or thought to be at risk of harm and formulating and / or contributing to support packages for those students.

3.4 The Collegiate recognises that student welfare and well-being can be adversely affected by many matters whether in or away from school, including abuse, bullying, radicalisation, behavioural and health issues.

3.5 The Collegiate has developed this policy and the policies in the table below, which set out full details of its procedures to safeguard and promote student health, safety and welfare in accordance with its duties under Part 3 of the ISSRs and the and details of those with overall responsibility for risk assessment.

Policy	Queen's Kindergarten	Chapter House Preparatory School	King's Magna Middle School	Queen Ethelburga's College	Faculty of Queen Ethelburga's
Safeguarding / Child Protection	Designated Safeguarding Lead	Designated Safeguarding Lead	Designated Safeguarding Lead	Designated Safeguarding Lead	Designated Safeguarding Lead
Anti-bullying	Head of Pastoral Care	Head of Pastoral Care	Head of Pastoral Care	Head of Pastoral Care	Head of Pastoral Care
Behaviour	Head of Pastoral Care	Head of Pastoral Care	Head of Pastoral Care	Head of Pastoral Care	Head of Pastoral Care
Health and safety policy	Health and Safety Co-ordinator	Health and Safety Co-ordinator	Health and Safety Co-ordinator	Health and Safety Co-ordinator	Health and Safety Co-ordinator
First aid policy	Head of Boarding (Designated Safeguarding Lead)	Head of Boarding (Designated Safeguarding Lead)	Head of Boarding (Designated Safeguarding Lead)	Head of Boarding (Designated Safeguarding Lead)	Head of Boarding (Designated Safeguarding Lead)
Medical Policy	Head of Boarding (Designated Safeguarding Lead)	Head of Boarding (Designated Safeguarding Lead)	Head of Boarding (Designated Safeguarding Lead)	Head of Boarding (Designated Safeguarding Lead)	Head of Boarding (Designated Safeguarding Lead)
Educational visits policy	Head of Co-Curricular Activities	Head of Co-Curricular Activities	Head of Co-Curricular Activities	Head of Co-Curricular Activities	Head of Co-Curricular Activities

4 Risk assessment

4.1 Student safety and welfare at the Collegiate is paramount. The Collegiate have various systems to ensure that student welfare is safeguarded and promoted including the use of

daily diaries, house meetings, and weekly report sheets. These are regularly reviewed and overseen by the senior management team.

- 4.2 Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed, appropriate action will be taken to reduce the risks identified, this will be recorded and regularly monitored and reviewed. More guidance on risk assessment can be found in Appendix 1.
- 4.3 The format of any assessment of risks may vary and may be included as part of the overall response to a welfare issue and/or by using the attached risk assessment form at Appendix 2, where appropriate. Regardless of the form used, the Collegiate's approach to promoting student welfare will be systematic and student focused.
- 4.4 The information obtained through this process and the action agreed will be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular student or of students generally.

5 **Safeguarding / child protection**

- 5.1 With regard to safeguarding risks, and in accordance with current statutory guidance, including *Keeping children safe in education* (September 2016) and *Working together to safeguard children* (March 2015) and Part 3 of the ISSRs and the NMS, the Collegiate has systems in place to identify students who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the police (including, in relation to those identified as being at risk of radicalisation, the Channel Police Practitioner), health services and other services, where appropriate or necessary.
- 5.2 Full details of the Collegiate's safeguarding procedures are set out in the Child Protection Policy.
- 5.3 Further guidance on how staff should ensure that their behaviour and actions do not place students or themselves at risk of harm, or of allegations of harm to a student, is also set out in Staff Code of Conduct.

6 **Protection from radicalisation and extremism**

- 6.1 Details of the Collegiate's procedures to prevent students from becoming radicalised and/or being drawn into extremism and/or terrorism in accordance with the guidance in *Prevent Duty Guidance* for England and Wales 2015 (HM Gov) and the *Departmental advice on the Prevent Duty* (DfE) are also contained within the Child Protection Policy.
- 6.2 The Collegiate will meet these obligations by assessing the risk of students being drawn into radicalisation and/or extremism and/or terrorism and putting in place control measures to support those at risk.
- 6.3 The Collegiate is committed to providing a safe space in which students can consider and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.
- 6.4 The Collegiate will ensure that the arrangements for visiting speakers, whether invited by staff, students or parents, are suitably risk assessed before the visit takes place and that clear protocols are in place to ensure that those visiting speakers are suitable and are appropriately supervised when on Collegiate premises.

7 **Anti-bullying**

- 7.1 The Collegiate has a written Anti-bullying policy which covers the Collegiate' approach to the management of bullying and cyber bullying.

8 **Behaviour**

- 8.1 The Collegiate has a written behaviour policy which sets out how it promotes good behaviour amongst students at the Schools and the sanctions to be adopted in the event of student misbehaviour.
- 8.2 This policy contains further information about the Collegiate's performance of its duties under the Equality Act 2010 (and reasonable adjustments made for students with disabilities), support systems for students and liaison between parents and other agencies.

9 **Health and safety**

- 9.1 In accordance with its obligations under the Health and Safety at Work etc Act 1974 and with Part 3 of the ISSRs, Thorpe Underwood Services Limited as employer on behalf of the Collegiate has a duty to ensure the health, safety and welfare of employees and the health and safety of students and others affected by the Schools' operations, so far as is reasonably practicable.
- 9.2 The Collegiate will meet this requirement by taking a sensible, proportionate and holistic approach to management of health and safety issues in accordance with its obligations and its health and safety policies and its separate policy on risk assessment of health and safety issues.

10 **Reporting**

- 10.1 When assessing risks to student welfare and well-being at the Schools, all staff should also consider whether the matter should be reported to outside agencies and /or regulatory bodies, including but not restricted to, Children's Services, the Police, (including, in relation to those identified as being at risk of radicalisation, the Channel Police Practitioner), Ofsted, CAMHS, the Charity Commission etc.
- 10.2 Unless provided for otherwise in the Collegiate's policies or in statutory guidance, the member of staff concerned should discuss the decision to report to outside agencies and /or regulatory bodies with the Principal and/or Head of the School and/or the Designated Safeguarding Lead (where appropriate) before making such a report.
- 10.3 If, at any point, there is a risk of immediate serious harm to a student, a referral should be made to children's social care immediately. Anybody can make a referral. If the student's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.
- 10.4 Wherever the Collegiate proposes to share information under this policy or related welfare policies, it will have due regard to the principles set out in the DfE advice note, "Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers" (March 2015).

11 **Monitoring and review**

- 11.1 Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Principal and/or a relevant senior member of staff as set out in section 3.5.
- 11.2 This policy and related procedures will be reviewed by the Principal and/or a relevant senior member of staff as set out in section 3.5., and updated as necessary.
- 11.3 In undertaking the monitoring and review of relevant risk assessments and this policy (as necessary), the Principal and/or a relevant senior member of staff will seek to identify trends and understand issues of concern and to take steps to improve systems to manage these.

Appendix 1 Guidance on risk assessment

A student welfare risk assessment is a careful examination of what could cause harm to student welfare and to consider appropriate control measures, so that you can weigh up whether the School has taken adequate precautions or should take additional steps to prevent the risk of harm.

The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and / or will cause the most harm if they do.

When thinking about your risk assessment in this context, remember:

- a welfare issue is anything that may harm a student; to include cyber-bullying, abuse and the risk of radicalisation and extremism.
- the risk is the chance that a student could be harmed, together with an indication of how serious the harm could be if it occurs.

Step 1: Identify the issue

First you need to work out how students could be harmed. This will generally be set out in the concern raised about a student's welfare.

Step 2: Decide who might be harmed and how

Identify individual students or groups of students who might be harmed and how they might be harmed by the concern raised.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks.

Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the student's welfare. Where appropriate take into account any special requirements or protected characteristics.

Step 4: Record your findings and implement them

Make a written record of your significant findings - the concern, the issues, how student(s) might be harmed and what arrangements the Collegiate has in place to control those risks.

There is no prescribed format for this record but any record produced should be simple and focussed on control measures and the steps the Collegiate proposes to take to manage the risk.

Step 5: Review your risk assessment and update, if necessary

Review what you are doing for the students identified and across the School generally and monitor and review the efficacy and /or the outcome of the measures you have put in place on a regular basis, or as required.

[Optional]

Appendix 2 Example template risk assessment

What is the welfare issue?	Who might be harmed and how?	What measures are already in place?	What further action is necessary?	Action by whom?	Action by when?	Action completed?
Alleged bullying of Student A by Student B	Student A	Both students have been interviewed and investigation is ongoing.	Student A should not sit next to Student B in class. Lunchtime staff and playground supervisors to keep an eye on Student's A and B at break times and report any incidents to [• name].	Class teacher Lunchtime and playground Supervisors	Immediately Immediately	Yes - communicated to staff on [• 00 month year]
Student A has been overheard telling Student B that he intends to travel to Syria to live a better life.	Student A, Student B and other students.	Both Student A and B have been spoken to and interviewed by the DSL and the parents, the Police and children's social services have been informed.	Student A should be referred to the Channel Programme. Obtain students and parent consent to engage in the Channel programme.	DSL DSL DSL	Immediately	



COLLEGIATE GENERAL POLICY FOR RISK ASSESSMENT OF HEALTH AND SAFETY RISKS

Introduction (Extracted from the general health and safety statement)

It is our policy to reduce accidents, injuries and work-related ill health to the lowest level practicable. Where hazards exist we will evaluate, control and bring these to the attention of our employees. We all have a legal duty to co-operate in all safety-related matters, not to endanger ourselves or others and not to misuse anything provided for safety. In particular, all persons are to ensure that appropriate safety rules are followed.

In a school environment, it should be noted that particular care must be exercised in the sphere of Health and Safety, because so many aspects of the work involve not only Employees, but the Health and Safety of the children and visitors as well.

Risk assessments, audits and general inspections will be undertaken at regular intervals. This will enable management to identify significant hazards and plan for their elimination, reduction and control. The Health and Safety Co-ordinator oversees risk assessments, which are reviewed at least annually. Termly checklists are completed by Heads of Department, with any identified hazards or issues collated by the Health and Safety Co-ordinator, in order that appropriate action can be taken.

Training

As part of the annual Health and Safety and Fire Safety staff INSET, all staff are trained in the need for, and the approach to, risk assessment, and further general guidance is given in this policy.

Supervision

In order to minimise risk outside the classroom, day staff are allocated supervision duties during break and lunch-time, covering the indoor and outdoor areas of the campus. Boarding staff supervise students outside the normal school day. All staff are encouraged to report any perceived hazard.

Risk Assessment of Premises and Grounds

- All new premises will be subject to current building regulations and any specific requirements of NMS for boarding or Standards for schools.
- All areas of construction will be overseen by Estates and subject to building risk assessment and regulations.
- Any newly-handed-over premises will be further checked by the Health and Safety Co-ordinator and Fire Officer, before being put to use.
- Fire risk assessments are carried out by an external specialist company and are the responsibility of the Estates department. Copies of current risk assessments will be forwarded to the Principal. Emergency procedures are included in relevant policies.
- Specialist checks will be done on EYFS outdoor play areas, and such areas regularly checked by EYFS staff.
- A risk assessment in respect of the use of cameras and CCTV on the premises is carried out, in order to ensure sufficient control measures are in place at all times. This is reviewed at least annually.
- Risk assessments for other play areas will be renewed annually.
- General formal risk assessment of the grounds and buildings will be carried out at the beginning of each academic year, but this will be an on-going process, updated as necessary and taking account of any changes or severe weather conditions.
- Each academic department will risk assess their teaching area annually, this to be overseen by the Health and Safety Co-ordinator. Termly checks will be carried out, in addition to these risk assessments.

- Chapter House and Kindergarten will undertake risk assessment of their premises, taking account of any appropriate regulations.
- Radiation risk assessment is carried out in accordance with requirements of IRR99, under the guidance of a professional advisor.
- COSHH risk assessments will be carried out where relevant.
- Thorough risk assessments will be carried out by the Facilities Manager for specialist facilities e.g. pool, gym, pitches.

Risk Assessment of Activities

- All on-site and off-site activities will be assessed for risk. A generic risk assessment is available, for adaptation for any specific activity, including transport to and from off-site venues.
- All off-site activities must have their risk assessment approved by the Health and Safety Co-ordinator (school day) or the Co-Curricular Co-ordinator (boarding and activities), before the trip can take place (see policy for Educational Visits).
- All external providers of activities are expected to provide a risk assessment for their activity, and any adventure activities centres will be required to have the appropriate licences, staffing and insurance (See policy).
- Each department will be required to include in its annual risk assessment, and in any schemes of work, reference to activities that involve risk and control measures to be implemented.
- Where activities of others impact upon the safety of the students, they will be risk assessed in that context e.g. cleaning/storage of materials.
- Activities of Estates staff are subject to the procedures of the Estates Department, but the Health and Safety Co-ordinator will liaise with Estates where any activity is seen to impact on the safety of school students or staff.

Risk Assessment for those with Special Needs or Disabilities

Where students have a disability that may mean they encounter risks not applicable to all students, specific risk assessments will be carried out. This will also apply to students or staff temporarily at greater risk through injury, illness or pregnancy. Anyone with compromised mobility, whether permanent or temporary, will have a PEEP, in case of fire.

Risk assessment - welfare issues

The School's specific arrangements for safeguarding and promoting students' welfare are set out in a separate risk assessment policy for student welfare.

Storage of Risk Assessments

Fire risk assessments and any assessments involving building works will be held by Estates.

All risk assessments for trips are stored by the school office, using the school software.

All risk assessments for areas used by Chapter House and Kindergarten will be held by the Head of Chapter House.

All risk assessments for specialist areas will be held both by those areas and in master files on Staff Shared, so that they can be accessed.

All departmental risk assessments will be held by the Head of Department and by the Health and Safety Co-ordinator, in the master files on Staff Shared.

Drafted 16.12.14 J. Hales.

Reviewed August 2015 by Veale Wasbrough Vizards/JHa

Reviewed 2016 JHa

Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.

The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'. When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, students, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities
- involving or consulting with workers

Step 4: Record your findings and implement them

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

If you employ five or more people, the law requires you to record your findings. You can use the attached template.

Step 5: Review your risk assessment and update if necessary

You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:

- have there been any significant changes?
- are there improvements you still need to make?
- have employees or students spotted a problem?
- have you learnt anything from accidents or near misses?



HEALTH AND SAFETY TERMLY DEPARTMENT/AREA CHECKLIST

DEPARTMENT/AREA

DATE

COMPLETED BY

ITEM	YES √	NO x	COMMENTS/ACTION
FIRE			
Are the fire escape routes free from obstruction?			
Are the evacuation notices still in place?			
Are escape route signs still in place?			
Are fire doors easy to open from the inside, or unlocked?			
Are fire extinguishers intact and properly mounted?			
Are all staff and students familiar with the evacuation procedure and muster points?			
VENTILATION AND HEATING			
Can a reasonable working temperature be maintained in the area? If no, why not?			
Is there natural ventilation and/or working aircon.?			
Are blinds and curtains, where present, in working order?			
ELECTRICAL EQUIPMENT/SERVICES			
Have all items of portable electrical equipment been tested within a reasonable amount of time?			
Are fixed switches and sockets in good repair, with no sockets overloaded?			
Is electrical equipment e.g. cables and plugs free from damage?			
Are all cables and leads tidied wherever possible, so that they do not present a tripping hazard?			
Is lighting adequate, secure and working properly?			
MACHINERY/FUME CUPBOARDS			
Is all maintenance of machinery and fume cupboards up to date? Do you have departmental records? Use N/A if not applicable to your department.			

FURNITURE AND FITTINGS			
Is furniture stable and fit for purpose?			
Are carpets free from tripping hazards?			
Are window stays in place and working effectively? (Not applicable in the listed building of the Hall).			
Are heaters/radiators protected where necessary, to avoid burns?			
Is there a suitable aid to climbing, to avoid climbing on furniture e.g. a hop-up for putting up displays?			
HAZARDOUS SUBSTANCES			
Where applicable, are hazardous substances e.g. glue, paint, chemicals stored safely and correctly?			
Where applicable, are liquids stored away from electrical equipment and vice versa?			
Where applicable, are there procedures in place to deal with spillages e.g. water, blood from cuts?			
FIRST AID			
Do staff know where the nearest first aid kit is?			
Is the nearest first aid kit adequately stocked? If not, give location, please, and what is missing.			
Do staff know where the nearest first aider is?			
Are the nearest toilets in good repair?			
AOB: (Add anything unique to your area or activity)			

When completed, please email to jhales@qe.org

Please put maintenance issues on the relevant fault-reporting site and record that here



Q.E. RISK ASSESSMENT



DEPARTMENT/ACTIVITY

What are the hazards?	Who might be harmed and how?	How likely is this? (H, M, L)*	So how high is the risk? (H,M,L)*	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls	<p>All staff and visitors may suffer sprains or fractures if they trip over trailing cables/rubbish or slip e.g on wet floors.</p> <p>All staff may be injured if they climb to reach equipment or books.</p> <p>Students could fall from upper windows of the listed part of the building, if they lean out.</p>			<p>Reasonable housekeeping standards.</p> <p>Cabinet drawers and doors kept closed when not in use.</p> <p>Trailing cable from electrical machinery managed.</p> <p>Repairs and maintenance carried out when necessary.</p> <p>Staff instructed that no-one is to stand on furniture.</p>	<p>Ensure that all shelves can be reached without climbing.</p> <p>Request that Estates remedy any that are above head height.</p> <p>Ensure that any climbing that is absolutely necessary is done with minimum risk and on appropriate steps.</p> <p>Ensure that, where it has not been possible to provide limited opening, no student leans out of window.</p>			

<p>Manual handling <i>Deliveries: paper equipment (infrequent).</i></p>	<p>All staff or students could suffer from back pain if they carry heavy/bulky</p>			<p>Trolley used to transport boxes of paper etc. Top shelves used for storage of light boxes only.</p>	<p>Remind staff that heavy equipment to be moved by appropriate staff only e.g. Estates.</p>			
<p>Regular computer use</p>	<p>All office staff may suffer from upper limb disorders (RSI) or skeletal problems from regular use of PCs, or suffer headaches if lighting / picture is poor.</p>			<p>Most teachers do not qualify as “users” of equipment. Where they do, adjustable chairs must be provided e.g. IT staff.</p>	<p>Take breaks from activities that require computer use. Use reasonable care in seating position and keyboard use.</p>			
<p>Electrical</p>	<p>All staff could suffer electric shocks, if using faulty electrical equipment</p>			<p>Rolling programme of testing of all equipment. Staff instructed that any equipment brought into school from home must be submitted for testing.</p>	<p>Check that electrical equipment has a PAT test label. Report any equipment not labeled or not tested for a long time. Report any defective wiring or equipment.</p>			
<p>Fire</p>	<p>All staff and students could be at risk of burning or smoke inhalation, in the event of a fire.</p>			<p>Evacuation procedures in Staff Handbook. Notices of escape routes posted. Practices regular and recorded. Exits clearly marked. Waste bins emptied every day. Fire alarms maintained. Extinguishers provided and maintained.</p>	<p>Keep all exits clear of obstruction. Staff to familiarize themselves with procedures and escape routes from all teaching rooms. Fire extinguishers to be checked, and any sign of tampering to be reported.</p>			

Environment	All staff and students could be uncomfortable if too hot or too cold.			Heating provided centrally. Fans in some classrooms.	Report excesses and try to minimize them.			
Hygiene	All staff and students could be at risk, if hygiene procedures are not followed.			All staff should adhere to the First Aid policy, and where bodily fluids may be present after an accident, gloves/PPE should be worn.	Refer to First Aid Policy. Contact cleaners, in the event of a spill.			
Substances hazardous to health and dangerous equipment.	All staff and students could be at risk from any hazardous activities in the classroom.			COSHH assessments. Hazardous substances and equipment locked away, including scissors. Detailed assessment of risk in lesson plans/schemes of work, as appropriate for the activity and age group.	Ensure adherence to necessary safety procedures. Supervision, as appropriate to the age group and activity.			

Department RA prepared by..... Date.....

To be revised by (date)..... (At least annually)