



Health & Safety Policy

School Division: Whole School

Policy Division: General

Policy Owner: Heads of Prep & Senior School

Date: January 2020

1. Introduction

1.1. This is a 'Whole School Policy' and informs practice in the Senior School, Preparatory School, Boarding House and Nursery.

1.2. Health & Safety Policy Statement:

"The School is committed to providing for the health, safety and welfare of all users of the school: children, staff, parents and the local community".

1.3. The School will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. *It also has regard to DfES Guidance 'Health and Safety: Responsibilities and Powers'*. The School will take into account any recommendations made by the Health and Safety Executive or the Independent Schools Inspectorate with regard to health and safety.

1.4. The School is responsible for:

- Assessing the risk to the health and safety of children, staff and other school users and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe school environment and providing means of access to it.
- Establishing procedures which ensure the welfare of children under its control.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at the School.
- Keeping this health and safety policy under review and making any revision it deems necessary from time to time.

1.5. The policy requires the full cooperation of all staff who are expected to give all possible assistance aimed at its successful implementation and to ensure that the health and safety of children under their direct control is given paramount importance. In order to achieve this end every employee must:

- Comply with any safety instruction or direction issued by the School.

- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, children, parents, contractors, workmen etc.) who may be affected by their acts or omissions at work, by observing safety rules which are applicable to them.
- Pay due heed to the welfare of children under your control including any medical conditions which may require attention.
- Teach sensible safety habits to children under your control so that they can contribute to a safe and healthy learning environment.
- Ensure that parents comply with health and safety requirements by drawing any problems to their attention.
- Cooperate with the School to ensure that the aims of the Health and Safety Policy are achieved and any duty or requirement imposed on the School by or under any of the relevant statutory provisions is complied with.
- Report and cooperate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment or protective clothing provided in accordance with the training they have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

1.6. Any failure by an employee to comply with any aspect of the School's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the School as misconduct, which will be dealt with under the terms of the School's disciplinary procedure.

1.7. Boarding:

- Health and Safety is clearly the responsibility of all staff who work in the Boarding House
- Weekly inspections are carried out by Houseparents in both Clyde and Pyke
- Any problem should be immediately reported by the school maintenance email siteteam@claremontschool.co.uk
- In the short term, preventative measures should be put in place to ensure the safety of students
- The fault should be logged in the maintenance book held in the boarding office, dated, timed and signed off when repaired
- The Director of Boarding should be informed immediately

1.8. In addition to the main Health and Safety policy, the School has implemented the following sub-policies, which provide more detailed instructions relating to specific topics:

- COSHH (Control of Substances Hazardous to Health) Policy
- Inspection and Testing of Electrical Appliances Policy
- Fire Policy
- Lone Working Policy
- Manual Handling Policy
- Science Department Health and Safety Policy

- Smoke Free Policy
- Swimming Pool (Prep School) Policy
- Swimming Pool (Senior School) Policy
- VDU Users Policy

2. Health & Safety Aims for Pupils

- 2.1. Awareness of health and safety is considered by the School as a vital life skill and therefore the aim of Claremont is to create an awareness in its pupils of precautions and measures regarding health and safety that should be observed in and out of school.
- 2.2. Claremont cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or herself and should know what to do in emergencies, including basic first aid and other procedures.
- 2.3. Sensible safety habits are taught within the whole Curriculum, sometimes through topics for instance, in Science and Information Technology and it might also be through a PSHE topic, for instance, talking to strangers. Outside agencies, such as the Fire Brigade and trained medical experts are invited on a regular basis to address the children throughout the academic year.
- 2.4. Children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles with salad, vegetables and fruit forming an integral part of the lunch menu.
- 2.5. Claremont believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:
 - In the classroom.
 - When using equipment, e.g. scissors, tools and P.E. apparatus.
 - During sports lessons.
 - When moving around school/Boarding House.
 - When carrying out investigations, e.g. chemicals in the lab, pollution, soil, weather studies in the school grounds, etc.
 - When on educational visits.
- 2.6. For any physical activity, children change into the Claremont P.E. Kit. Children are not permitted to wear any form of jewellery for P.E. lessons for safety reasons.
- 2.7. Claremont has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, etc. These are best summarised by the Claremont Code of Conduct which is displayed in every classroom in the school.

- 2.8. Educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed and group leaders always take a first-aid kit and list of emergency telephone numbers.
- 2.9. Claremont has standard procedures in case of an emergency in school, such as a fire, bomb or terrorist alert when the building is evacuated. Practise drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system.
- 2.10. All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. Fully equipped first aid boxes are kept at various locations around the schools. Each school has an Accident Register, Accident Forms and a list of medical/dietary requirements and conditions that any child has. All accidents are recorded on the EHS 360 system. If the accident is more serious, the school ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway. See the “First Aid Policy” for further details.
- 2.11. Accident forms are filled in for those accidents that require professional medical attention or that are caused by any defect in the school or its equipment.

3. Schedule of Key Staff

Updated: January 2020

	Senior School	Preparatory School
Principal	Giles Perrin	
Head Teacher	Ed Dickie	Gavin Bunker
Estate Manager	John Murray	
Fire Officer	Ed Dickie	Daniel Brownbill
Health & Safety Officer	Ed Dickie	Daniel Brownbill
Manual Handling Co-ordinator	John Murray	Daniel Brownbill
COSHH Officer	Neil Burrows	Celia Ackerley

4. Review Procedures

- 4.1. This policy is subject to an annual review by the Principal and Heads in January of each year. Recommendations are to be implemented throughout the School following consultation with the Principal.
- 4.2. The Health Safety Management Plan is published at the start of each year and is displayed in the Staff Rooms at both the Preparatory and Senior Schools. Staff are also sent a copy of this so that they are aware of Health & Safety procedures in the school.
- 4.3. The Senior Leadership Team meets on a regular basis to review safety measures and reports of accidents, to assist in reviewing the school’s Health and Safety Policy

and risk assessment and to ensure safety procedures are implemented throughout the school.

- 4.4. The School is visited once a year by the ISP Group Director of Health & Safety for a comprehensive audit. The actions from this audit are recorded on the EHS 360 system. The 360 Group meets on a bi-weekly basis to review the progress of these actions and contains the Principal, the Heads of CSS & CPS, the Estates Bursar and the Head of Games (CPS).
- 4.5. All staff are given an opportunity to comment on health and safety issues at all full staff meetings. Health and Safety is always on the agenda.

5. Policy Owner

- 5.1. The policy owners are the Principal and Heads of the Preparatory and Senior Schools.

6. Issue Date

- 6.1. Issue date: January 2020.

7. Review Date

- 7.1. This policy will be reviewed annually. The next review is due in January 2021.

Principal's signature:

**Mr G Perrin
Principal of School**

January 2020