



HOLMEWOOD HOUSE SCHOOL

'Kindness, aspiration & self-belief'

Health & Safety Policy

Policy Holder	The Head
Date Approved	October2024
Approval	SLT
Date for next review	September2025

Part I - Statement of Intent

The Governors of Holmewood House School recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, contractors, volunteers, visitors (including parents) and others who use the premises of the School from time to time, these duties being implicit in the above Act.

The Governors of Holmewood House School accept these duties, and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors of Holmewood House School that health and safety is a responsibility at least equal in importance to that of any other function of the School.

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, the Bursar and other members of the Senior Leadership Team ("SLT") in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

The Governors of Holmewood House School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:

- To create and maintain an organisational structure and positive health and safety culture which supports risk control at all levels within the school, particularly senior management.

This is a whole school policy which applies to Boarding & Early Years Foundation Stage October 2024

- To set and maintain high standards for health, safety and welfare on its premises as well as activities organised by Holmewood House School that take place elsewhere.
- To safeguard and promote the welfare of all pupils, including boarders while they are accommodated at the school and in all such arrangements have regard to the National Minimum Standards for Boarding Schools and the ISI Regulations 2014
- To identify hazards and risks and set in place programs to remove or reduce any identified by way of completing risk assessments and appropriate training
- To communicate these standards to all employees, staff, visitors, contractors and pupils
- To provide the necessary information, training and instruction to enable staff and contractors to work and conduct their day-to-day activities in a safe manner
- To carry out a termly review of all H&S matters with the Bursar, HOD and Governor with H&S responsibility and to resolve any findings
- To develop and encourage health, safety and welfare awareness of employees, visitors, contractors and residents
- To monitor the operation of health, safety and welfare across the school and keep appropriate accessible records in a number of formats
- To use external H&S Consultants where deemed necessary for specialist advice
- To provide accident and near miss analysis for review at the H&S Committee Meeting
- To appoint an independent consultant specifically for the catering department to review food storage meal preparation and food serving areas
- Having a robust risk assessment system for both site-based risk and educational visits (see separate policies for Risk Assessment and Educational Visits)
- To have robust inspections risk assessments and appropriate regimes in place as required including but not limited to legionella and water testing, fire detection, gas safety
- To have a separate fire safety policy that is maintained, reviewed annually and shared with all staff
- To ensure all staff have regular and relevant H&S training, either at an individual level relevant to their role (e.g. concussion training for staff involved in contact sports), during induction and at INSET
- To effectively manage the H&S requirements of visitors/contractors/lettings
- To report matters of policy and safety recommendations termly via the H&S Committee to the Premises Committee Meeting and then to Full Board
- To ensure that the policy and its effectiveness is reviewed and that the school learns from experience and keeps in line with current legislation

Signed

Jeremy Thompson

Position

Chair of Governors

Part 2 Organisation and Responsibilities

To lessen the likelihood of ill-health, avoid accidents and promote safe and healthy workplaces for staff, pupils and visitors, the following responsibilities have been established by the Board of Governors who, as employers, carry the ultimate responsibility for safety at Holmewood House School.

All members of staff have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the School on matters of health, safety and welfare. taking reasonable care of their own safety and that of. They must familiarise themselves with and conform to School procedures and rules. They are responsible for co-operating with the Head, Heads of Department and other members of the Senior Leadership Team in order to enable the Governors to comply with health and safety duties. All members of staff are responsible for reporting any risks or defects to the Estates Team or Estates Manager in person via the Every Portal which can be found on the intranet.

Board of Governors

The Governors recognise their collective responsibility for the Health and Safety of the school, its users and occupants. To discharge this responsibility, they ensure regular review of H&S matters at the H&S Committee and a Governor with specific responsibilities for Health and Safety matters sits on the H&S Committee and liaises with other Committees as required.

The Governors of Holmewood House School:

- Accept responsibility for health and safety within the school
- Will ensure and require that they are kept informed of, and alert to, relevant Health & Safety risk management issues.
- Will monitor the effectiveness of the implementation of this Policy and will review Health & Safety performance on a regular basis, at least annually. Where found necessary, the Policy will be revised.
- Ensure that the relevant resources are made available to enable the policy to be implemented
- Will appoint one Governor to be the Health and Safety Governor Provide who represents the Governors in attendance at the termly Health and Safety Committee
- Ensure any decision made reflects the intentions articulated in their statement of intent
- Ensure the provision of sufficient training opportunities so that staff are able to work in a safe manner.
- Where appropriate, seek advice from a Competent Person via Hettle Andrews Risk Management.
- The Board will hold the Head to account in respect of the requirements set out in this policy.

Health and Safety Governor

- Provide strong leadership in delivering effective Health & Safety risk control and being committed to continuous improvement in Health & Safety performance.
- Ensure, so far as is reasonably practicable, that the Health & Safety ramifications of investment in new plant, premises, processes or products are taken into account as decisions are made.

- Actively promote and support employee involvement and consultation, encouraging employees at all levels to become actively involved in all aspects of the School's Health & Safety management system.
- Ensure that the School's Risk Assessment and Health & Safety Policy's Statement of Intent reflects current priorities.
- Ensure that there are effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventive and protective measures.

Head

- On a 'day-to-day' operational basis, the Head is directly responsible to the Governors for the safe functioning of the school's activities
- Ensure that the objectives outlined within the Health & Safety Policy are fully understood, observed and implemented by persons under their control
- Be responsible for ensuring that suitable risk assessments are completed covering all processes and activities and that adequate records are maintained and available for inspection. These records will be in a number of formats, dependent upon how the information is collected
- Ensure that adequate communication channels are maintained so that information concerning Health & Safety matters, including the results of risk assessments which may affect employees, is adequately communicated
- Ensure, so far as it is within their control, that adequate funds, materials, equipment and human resources are provided to ensure Health & Safety requirements are being met
- Ensure that all persons under their control are adequately trained to carry out any task required of them in a healthy and safe manner
- Constantly monitor the effectiveness of this Health & Safety Policy as regards both academic and non-academic work, and report back to the Bursar as appropriate
- Recommend changes to the School's Health & Safety Policy in the light of experience
- Ensure the co-operation of all Staff at all levels as regards working to this Policy.
- Ensure they implement the School's requirements with regards the Fire Safety Policy

Bursar (as H&S Advisor)

- Monitor the effectiveness of this Policy, including ensuring employees are fully aware of their responsibilities and the practical implementation of the Health & Safety Policy, the Health & Safety at Work Act 1974 and other relevant legislation and regulations through procedures and measures
- Ensure that operations under the school's control, so far as is reasonably practicable, are conducted without detriment to the health, safety and welfare of users of the school's facilities
- Ensure that adequate insurances are maintained including Employer's Liability, Public Liability and Vehicle Insurance.
- Is responsible for ensuring that fixed electrical installations on the schools' premises are subject to at least 5-yearly inspection under the Electricity at Work Regulations 1989.
- Is responsible for ensuring that testing regimes are completed regularly and that actions followed up and documentation retained.
- Is responsible for ensuring that the school has an asbestos survey and the necessary management plan in place to manage any asbestos.

- To ensure any statutory inspections, requested by the school's insurers, are completed as required
- Ensuring that all accidents, incidents or near-misses are reported to the Asst Head Co-Curricular who will ensure that a full investigation is carried out and appropriate remedial action taken, where necessary
- To act as liaison with the Medical Centre to ensure that suitable and appropriate first aid training is provided to staff where appropriate.

The Head of Estates

- Provide advice and guidance to decision-makers with regard to Health, Safety and Security matters.
- Assess potential dangers and risks, develop workable strategies and ensure the implementation of suitable solutions to minimise risk.
- Review Health & Safety policies and aspects of the School operations, ensuring the effective implementation of recommendations.
- Work with the external Health & Safety Advisors to identify and develop solutions to specific areas of risk.
- Manage specific processes and systems across the School, the maintenance of Health & Safety records, ensuring Risk Assessments are completed and filed correctly and support compliance inspections.
- Liaise directly with academic and support Department HoDs to ensure that staff are fully aware of their roles and responsibilities, and that they receive sufficient support and training in addressing any Health and Safety issues in their area.
- Ensure that there are sufficient and suitably trained fire safety staff and that their training is in date and relevant.
- Remain up to date on all relevant Health and Safety, Security and Safeguarding legislation, standards and guidance, including Independent School Standard Regulations

Line Managers and Heads of Department

- Ensure that their department is run according to the standards laid out in the School Health & Safety Policy and other appropriate standards which may be set by individual departments
- Ensure that all staff working underneath them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility
- Prepare and maintain risk assessments related to their department, workplace or area of responsibility
- Ensure that their staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with time to undertake relevant training
- Notify the Estates Manager of any matter within their field which they feel is beyond their competence
- Report via the near miss or accident forms, any accidents, incidents, near-misses for appropriate investigation
- Notify the Health and Safety Manager directly of any new substances or processes that are required by their department in order that the required COSHH assessment or risk assessment can be implemented
- Ensure that Staff for whom they are responsible co-operate fully with any fire practices and other emergency procedures as specified in the individual policies or procedures

- Ensure staff for whom they are responsible have the tools and training to ensure they can carry out their responsibilities in a safe manner
- Ensure staff for whom they are responsible complete compliance training as requested.

Employees

- Comply with requirements of all health and safety legislation, related codes of practice and safety instructions and act in a safe manner
- Immediately bring to the attention of their Head of Department/Line Manager any situations or practices which may lead to injuries or ill-health.
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly maintained
- Be responsible for good housekeeping in the area in which they are working and report poor housekeeping which can be a danger to others
- Complete a risk assessment for all activities and events and update annually risk assessments under their responsibility. Guidance and training is provided through INSET and additionally available on an individual basis
- Complete all compliance training and updates as requested.

Part 3 General Arrangements and Specific Policies

a. Planning, Monitoring and Reviewing

The school recognises the requirements to proactively plan, monitor and review the implementation of Health and Safety policy:

- The School's Health & Safety priorities are agreed by the Governors' Premises Committee following input the School's Health & Safety Committee
- Planning and implementation of Health & Safety policy is led by the Bursar, supported by the School's Health & Safety Manager
- Monitoring and review of Health and Safety takes place at the termly Full Board, Governors' Premises Committee and H&S Committee. Day-to-day monitoring of health and safety is the responsibility of Heads of Departments, the Health and Safety Manager and ultimately all employees

b. Training

Training is essential to maintain a safe working environment. New members of staff receive induction training and further or continuation training is carried out during inset and relevant training is undertaken via Educare and other relevant platforms.

Specific H&S training is provided dependent upon the employees' role and responsibilities (COSHH, manual handling etc). Records are kept and maintained on the shared health and safety drive.

Health and Safety Committee

The Health & Safety Committee, chaired by the Bursar and attended by the H&S Governor is the forum for the co-ordination of all health and safety matters within Holmewood House School. The Committee is responsible for:

- Identifying all areas of health and safety (including legislation) which have policy implications for all those carrying out activities organised by Holmewood House School, offices, classrooms or on the estates of Holmewood House School (including boarding houses) and elsewhere.
- Evaluating the implications of health & safety issues at Holmewood House School and their prioritisation with regard to resources and implementation to remove or manage the risk.
- Feeding back to the Head and SLT to ensure awareness of key points and resolving any actions in a timely manner

c. Risk Assessments

Holmewood House School acknowledge our duties under the Management of Health and Safety at Work Regulations 1999 to conduct suitable and sufficient assessments of health and safety risks to all who reside, use school facilities and of others who may be affected by our undertakings and for activities organised by Holmewood House School which take place outside the school.

We make appropriate arrangements, having regard to the size and nature of our business, for the effective planning, organisation, control, monitoring and review of preventative and protective measures, these arrangements will be recorded.

This is a whole school policy which applies to Boarding & Early Years Foundation Stage October 2024

The implementation of preventative and protective measures follows these principles:

- Actively promote the welfare of children, staff, visitors and contractors
- Avoiding risks or evaluating the risks which cannot be avoided
- Ensuring communications are relevant and targeted
- Ensuring training is relevant and available
- Recording of all risk assessments
- Risk Assessments will be reviewed if there is reason to suspect there have been significant changes in the matters to which they relate.

Staff are trained through INSET, induction and online training via TES Develop/Educare, in the identification of risk, risk assessment and the implementation of control measures to reduce risk. Control measures or safe systems of work identified in the risk assessment shall be implemented and effectively communicated and monitored. This is achieved through regular updates, INSET and Educare training.

The Board of Governors, the Head and Bursar are committed to involving employees at all levels in the maintenance of health and safety standards including risk assessments and providing them with information, instruction and training including at induction.

Academic training records are stored with HOD and the Estates Manager holds records for the Support Staff and where relevant, can be viewed upon request.

Where an accommodation or site based risk has been identified this will be communicated via the Facilities Helpdesk or directly with the Estates Manager. The Estates Manager has access to external H&S Consultants should the need arise.

A risk assessment document advising how and when to complete risk assessments, together with blank risk assessment form is available on central resources and issued to staff on a termly basis as a reminder.

PEEP (personal emergency evacuation plan) – staff are responsible for completing and sharing PEEP forms for any disability temporary or permanent, that may affect how that person evacuates to the assembly point.

d. Recording and Reporting Accidents

Accidents must be logged in the Accident Book by the person responsible (involved in, witnessing in or assisting in the incident) which is kept in the Medical Centre and in the Laundry for out of hours.

RIDDOR forms where necessary would be completed by the Medical Centre. Accident statistics are produced by the Medical Centre and are fed through to the termly H&S Committee for review to check for patterns that may then require a change of procedure.

All staff are responsible for reporting a near miss incident and guidance is on the H drive. These reports are investigated by the Deputy Head who documents the findings and actions on the H&S drive and reports the findings to the H&S Committee.

e. Emergencies

The school's approach to dealing with emergencies is detailed within the Critical Incident Plan. Planning, monitoring and review of that plan is the responsibility of the Bursar and Senior Leadership Team.

f. Manual Handling

Manual Handling training is organised for specific groups or individuals as and when necessary and monitored through the H&S Training schedule held by the Estates Manager.

g. Maintenance of Plant and Equipment

The Estates Bursar is responsible for ensuring the maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, ventilation, gas appliances, lifting equipment, harnesses and hoists), and through the Estates Manager, executes an annual programme to inspect and monitor such items.

h. Educational Visits

Please refer to our Educational Visits Policy

i. Contractors

All contractors working on Holmewood House School premises are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner (in accordance with current relevant legislation and Holmewood House School relevant policy and safe working practices). Contractors are given sight of a safeguarding/fire assembly point leaflet when they sign in.

j. Vehicle Movement

The school aims to minimise the safety risks to all school users as a result of vehicular traffic and has a Traffic Management and Vehicle Reversing Policy which is shared with employees and regular contractors. The policies are reviewed, and changes implemented as a result of feedback or change of use of the school's accepted routes.

k. Asbestos

An asbestos survey is available upon request. The Maintenance Team, trained in visual checks of any areas highlighted in the report, carry out and record 6 monthly checks.

l. Fire

Evacuation procedures are available on SharePoint and are communicated to staff at Inset or upon change. Feedback is sought after any evacuation and feedback sought so that processes can be improved.

m. Logging In System

All staff and visitors are required to log in in one of the logging in pads on arrival and departure from site. In the event of fire there are 3 iPads at Reception (to be kept charged) and 1 in PP, which are taken to the assembly point by SLT members so that a staff register can be taken.

n. COSHH Regulations

The school will take all necessary steps to comply with the above regulations and it is recognised that substances to which the regulations apply will be used in the teaching of science and DT, possibly for art, and for general use throughout the school by members of the Catering, Cleaning, Grounds and Maintenance staff.

The school will establish and maintain records and will manage a data sheet for each substance brought into the school, together with a written assessment, where necessary, or the exposure of all persons who may use or be exposed to these substances. The HOD is responsible for ensuring that their own department's records are maintained.

o. Electricity at Work Regulations

The school will take all necessary steps to comply with the Electricity at Work Regulations 1989.

The school recognises that a formal system of maintenance is introduced for all electrical items. The school is to ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years or as legislation dictates.

The school is to ensure that electrical equipment is routinely inspected and tested with the results recorded in an appropriate register which is held in the health and safety drive or with the Maintenance Manager.

The school is to ensure that any temporary lighting systems (e.g. stage lighting or control gear) are inspected and tested by a competent person every 3 months. Fixed stage electrical installations are to be inspected and tested by a competent person annually or, following any changes, before being energized.

The school will ensure that electrically competent teachers or technicians will be involved where there is any possibility of a person, pupil or otherwise coming into contact with live conductors at voltages above 12 volts, or where large short-circuit currents could flow.

Emergency light tests comply with the BS 5266-8 / BS EN 50172 which dictates that a responsible person must test all the emergency lighting systems in a building at least once a month and annually for a full 3 hour power down.

p. Working at Height

The Estates Bursar is responsible for ensuring all work at height is properly planned, supervised and carried out by competent people, selecting the right type of equipment for working at height, and ensuring that all equipment used is properly maintained.

Individuals that regularly work at height complete their own working at height annual training refresher course.

q. The Swimming Pool

The school recognises that the use of its swimming pool gives rise to a number of hazards and has taken many factors into consideration in establishing its policy with regard to the use of its swimming pool. The EOP and NOP (emergency operating procedure and normal operating procedure) documents are available on the Health and Safety drive.

r. The Pond

The school recognises that the inclusion of a pond in its grounds gives rise to a number of hazards and that risk assessment prior to use of the pond by academic staff, and no lone working for Estates Staff are relevant to reduce risk. Life safety equipment is installed in the pond surround and keys must be signed in and out at reception prior to use. The risk assessment is signed off by the Deputy Head prior to use by academic staff.

s. PAT Testing

Pat Testing is carried out and the records kept by the Maintenance Manager.

We do not allow charging devices to be plugged in and left on overnight.

t. Lone Working

Please refer to the Lone Working Procedure

u. Activities

The Assistant Head Co-Curricular is responsible for ensuring that all activities/after school clubs have suitable RAs and that they are monitored and reviewed. In addition, all staff who facilitate Activity sessions must be suitably trained and are appointed in line with the School's safer recruitment processes.

v. Lifts

There is one lift in the Collings Reception, and it is kept locked at all times. A key is available upon request and is only used during the school day and locked at night so there is no risk of entrapment. Should an entrapment happen during the day, if Maintenance were unable to help, Reception would call the lift company for assistance. The lift is serviced on an annual basis.

