



**Cleve House
International School &
Preschool
Health & Safety Policy**
September 2023

For information and guidance and incorporating the school's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.

Status: Approved

CHIS & Preschool Health & Safety Policy

Policy Title	Health & Safety Policy
Function	For information and guidance and incorporating the School's vision and core values. It forms part of the portfolio of policies designed to keep students safe, happy and cared for.
Status	Approved
Audience	Students, Parents/ Carers, Headteacher, Teachers, Support Staff, Independent Schools Association etc.
Ownership / Implementation	The Headteacher has overall responsibility for ensuring that this policy is implemented.
Implementation Date	September 2023
Review period	Annually
Last Reviewed	September 2023

History of Most Recent Policy Changes

Date	Page	Change	Origin of Change e.g. Change in legislation

Safeguarding, Mental Health & Emotional Wellbeing

All staff must be aware of their duty to note and report any suspicions that a student might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding students and in recognising potential problems. Any suspicions should be reported immediately to the Designated Safeguarding Lead. Teaching staff are expected to teach risk management to pupils according to National Curriculum requirements in their subject, and any requirements the school may have. *Please refer to the Cleve House School & Preschool Safeguarding Policy for further guidance.*

Cleve House School & Preschool (CHIS) takes the emotional wellbeing of its students, staff and families seriously. *Further information on our commitment to maintaining a healthy and safe environment in this area can be found in our Mental Health & Emotional Wellbeing Policy.*

Health & Safety Policy Statement

It is the policy of CHIS to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, contractors, clients, students, general public and others while working and studying on its premises and outside those premises on associated activities. Working to the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation.

This will be achieved by:

- Creating and encouraging a positive and pro-active Health and Safety culture across the school and preschool;
- Ensuring so far as is reasonably practicable, that the premises provide a healthy and safe working environment, and that there are safe systems of work in place to provide this;
- Ensuring so far as is reasonably practicable that the premises is operating following Public Health guidelines and are COVID secure. Following the safe working procedures to ensure this is implemented, as identified in individual risk assessments;
- Ensuring that guidance is monitored for any significant changes that will require an update to risk assessments and working procedures in order for them to remain in line with current Guidance;
- To ensure that the safety standards prescribed are adhered to both on site and for offsite activities;
- Providing safe access and egress to the premises at all times;
- Ensuring staff receive appropriate and up to date training, information, instruction and supervision;
- Ensuring arrangements are in place to provide the safe use of, handling of, storage of and transportation of all articles and substances;
- Ensuring suitable and sufficient work equipment is available and maintained, and that the appropriate personal protective equipment is provided for use of such equipment as required;
- Providing access to adequate welfare facilities which include, but is not limited to, toilets, adequately warm environment, staff room, and drinking water;

- Ensuring that all reasonably practicable measures will be put in place to manage risks and ensure activities, or tasks can be conducted in a safe manner;
- Ensuring that teaching staff access, reference and follow any subject-specific advice and guidance
- Monitoring compliance and good practice of health and safety, and where issues arise, ensure appropriate consultation and action is taken;

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff as required. Staff are encouraged to be proactive in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the Headteacher or through the appropriate reporting procedures.

Responsibilities

1. Headteacher

The Headteacher is responsible and accountable for the implementation and compliance of this Health and Safety Policy within the school and preschool.

The Headteacher has responsibility for:

- Working together with the Senior Leadership Team to advise on any safety guidance or procedures that need to be introduced, to ensure the Health and Safety Policy and procedures are implemented and complied with;
- Ensuring a positive health and safety culture is encouraged and developed within the school and preschool;
- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to agencies where necessary including those relating to asbestos, Fire, Water hygiene, audits etc.;
- Ensuring there are effective arrangements in place for business continuity along with an emergency plan and procedures for the safe evacuation of the school and preschool. The emergency plan and/or relevant emergency procedures are effectively communicated to all staff, contractors, volunteers, visitors, other members of the public and where applicable
- Ensure the policy and other appropriate health and safety information is communicated to all staff including contractors;
- Ensuring the impact of health and safety is considered in all strategic and operational decision making;
- Ensuring all staff have had an induction, have undertaken statutory on line training, are provided with adequate information, instruction and training and are competent to carry out their roles;
- Ensuring appropriate systems are in place to make certain the premises, plant and equipment are maintained in a serviceable and compliant condition;

- Ensuring an up to date Trips and Visits Policy is in place which provides clear guidance for staff. Reference: National Guidance for the Management of Outdoor Learning, Off-Site Visits.

The Headteacher may undertake or delegate certain tasks to appropriate senior staff or managers within the School. It is to be clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school and preschool.

2. Teaching Staff & Support Staff (See also Other Employees' Duties)

This group are responsible for the health and safety of themselves, other staff and students, and activities under their control. In order to achieve this, their duties include the following:

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students;
- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained so they can be easily understood;
- Carry out safety briefings and refer to specific risk assessments especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensure that they are adhered to;
- Ensuring that all students and temporary staff/teachers are aware of the general health and safety requirements of CHIS and the detailed requirements or arrangements for activities relevant to them;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;
- Exercise effective supervision of students and maintain an awareness of emergency procedures in respect of fire, Lockdown, first aid, accident or incident reporting;
- Setting an example by personally following safe working practices;
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used. Ensure any other identified safety measures in the risk assessment are implemented;
- Ensuring that all electrical equipment is visually checked before use, and not left on and unattended;
- Reporting to the Headteacher or Preschool Manager any defects in equipment or identified inadequacies in procedures;
- Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced;
- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons e.g. the use of equipment in design technology lessons;
- Highlighting any training needs deemed necessary to fulfil their role to the Headteacher

- Establish good housekeeping and safe storage standards in all areas of their responsibility;
- Ensure they are familiar with the emergency procedures and arrangements within their work area e.g. First aid accidents, fire, lockdown etc.

3. Other Employees' Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the Health and Safety Policy and procedures at all times;
- Report all accidents and incidents in line with the usual reporting procedure;
- Report all defects in relation to the condition of premises or equipment and any health and safety concerns immediately to the Headteacher or Preschool Manager;
- Report immediately to the Headteacher any shortcomings in the School & Preschool's arrangements for health and safety;
- Co-operate with the Headteacher on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Inform the Headteacher if something happens that might affect their ability to work e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, pregnancy;
- Ensure that they only use equipment or machinery that they are competent to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;
- Ensure they are familiar with the emergency procedures and arrangements, within their work area e.g. First aid accidents, fire, lockdown etc.

Specific Areas of Focus

1. First Aid

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as required.

- First Aiders will be required to ensure that they have a fully stocked in-date First Aid kit at their normal place of work to enable them to respond effectively to any notified incident;

- They will ensure appropriate forms are completed e.g. accident forms;
- If an ambulance is called the Headteacher will be notified immediately as this may constitute a RIDDOR related incident. (See *CHIS First Aid Policy*)
- Staff must familiarise themselves with and follow the CHIS First Aid Policy.

2. Fire Safety

- CHIS must commission a Fire Risk Assessment, which is regularly reviewed and updated when necessary.
- Fire alarms must be tested on a regular basis, usually weekly.
- Emergency lights must be tested on a regular basis, usually monthly.
- Fire marshals must be regularly trained and their names should be on display so that all staff know who they are.
- Regular inspections by the local fire department.
- Fire extinguishers must be annually inspected and replaced if necessary.
- Fire doors must not be left propped open overnight.

3. Electricity

- Annual PAT testing of portable devices
- Five yearly Periodic Installation test of every circuit in the school building.

4. Heating

- Annual boiler service
- Water temperatures should be checked on a monthly basis.

5. Other

- Asbestos: the asbestos survey must be regularly checked and updated where necessary.
- Monthly walk round: SLT should do a monthly review to check that the premises are being maintained to a suitable standard and that new hazards are not being introduced. Any findings should be recorded and brought to the Headteacher's attention.
- Governance: one member of the Advisory Board should be responsible for overseeing the implementation of this policy.