

HEALTH & SAFETY POLICY

Introduction

The Governing Body fully recognises its responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, students, contractors, visitors (including parents) and others who could be affected by our activities. In its role as employer the Governing body attaches high priority to ensuring that all the activities that take place in, or in relation to the school, are delivered in an appropriate manner. The Governing Body is fully committed to promoting the welfare of all in our community so that effective learning can take place.

The Governing Body has agreed the following framework for managing Health and Safety. It places stress on a preventative approach, and supports the provision of resources, training and education to provide a healthy and safe environment. The School's approach is to emphasise prevention and thereby avoid the need for remedial action.

Objectives

This policy sets out the systems required to:

- set and maintain high standards for health, safety and welfare within the school as well as on activities that take place elsewhere;
- anticipate hazards and risks and put in place programmes to remove or reduce these hazards and risks;
- communicate standards to all employees, staff, visitors, contractors and students;
- monitor the operation of health, safety and welfare in each Department.

Responsibilities

As an employer, The Governing Body is collectively responsible for matters of Health and Safety. A Governor is appointed to oversee assurance reporting on Health and Safety Management to the Governing Body. A report on Health and Safety will be considered by the Governing Body at each of its meetings and will include information

on accidents and incidents involving students, staff and visitors, staff training, essential aspects of health and safety practice such as fire safety, key budget issues and any new or revised procedures.

The Governing Body have confirmed the following responsibilities for Health and Safety:

Governing Body

The Governing Body will:

- Keep the Health and Safety Policy under regular review and ensure that it is revised as and when necessary;
- Monitor the policy's implementation, setting targets or objectives where appropriate;
- Make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health and Safety to be met.

Head

The Head will assist the Governing Body by:

- Directing the overall management and development of the Policy;
- Defining the aims of policy and communicating the responsibilities associated with the management of Health and Safety within the School;
- Reporting to the Governing Body on health and safety performance and implementing changes in policy which agreed by the Governing Body.

Head of Facilities

The Head of Facilities will have day to day management responsibility for ensuring that, so far as is reasonable and practical, arrangements are in place for:

- Safety and security
- Fire safety
- Emergencies
- Staff induction and training

Senior managers (Teaching and Non-Teaching) will have responsibility for, so far as is reasonably practical, ensuring the Health and Safety of those affected by activities under their control. They will:

- Communicate policy on all health, safety and welfare matters within their work areas;
- Proactively manage issues of health and safety to ensure, so far as is reasonably practicable, the health and safety of those within their area of responsibility;
- Ensure that their area of responsibility is subject to risk assessment and regular inspection;
- Ensure that all accidents, incidents or near-misses (within their area of responsibility) are reported, reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary (with the assistance of the Head of Facilities)

Staff Responsibilities

The support of all staff is essential to the success of this Policy. Staff should notify their Divisional Head or the Head of Facilities of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. All employees are required to:

- Follow the Health and Safety Policy;
- Follow requirements imposed on the School or any other person under health and safety law and cooperate fully so as to enable the duties upon them to be performed;
- Carry out all reasonable instructions given by managers/senior staff;
- Make proper use of anything provided in the interests of their health and safety such as protective equipment.
- Ensure that they are trained in the use of any equipment issued to them, or for which they are responsible, and that such equipment is correctly used and properly stored;
- Report all accidents, incidents, dangerous occurrences and near-misses in accordance with the school's reporting policy.

Health and Safety Committee

The Head and Head of Facilities will be supported in their operational responsibilities for Health and Safety by the School's Health and Safety Committee.

Staff Consultation on Health and Safety

The Governing Body, Head and Head of Facilities are committed to involving employees at all levels in the maintenance of health and safety standards and providing them with adequate information, instruction and training.

Contractors

All contractors working on school premises are required to comply with their legal obligations and appropriate rules and regulations governing their work, and with School requirements for ensuring safe systems of work.

Communication

All employees are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. The name of the person designated with the responsibility for health and safety on School premises, the Head of Facilities, will be prominently displayed for the information of all employees.

Policy Review

The effectiveness of this general policy statement and other specific policies in use throughout School will be reviewed regularly and revised as and when necessary.

Fire Safety

Introduction

The School recognises its duty to ensure that all employees, students and visitors to their premises are protected from any foreseeable fire risks that may arise on their

premises. It is therefore the policy of the School to do all that is reasonable to ensure that equipment, procedures and necessary training are in place to enable this duty to be discharged.

Management Responsibilities

Responsibilities are laid out as below:

Head

The Head is responsible for ensuring the implementation of the regulatory fire safety in all premises owned or occupied by the School.

Head of Facilities

The Head of Facilities, appointed by the Head, shall play an active role and have formal responsibility for managing Fire Safety within the School. This person acts as the Fire Safety Manager. The following is a non-exhaustive list of the duties of the Fire Safety Manager.

To have an awareness and understanding of:

- all fire safety features and their purpose;
- the fire safety risks particular to the organisation;
- the requirements for disabled staff and students (related to fire procedures);

To ensure:

- appropriate levels of management are always available to ensure decisions can be made regardless of the time of day;
- compliance with legislation;
- development and implementation of the schools fire safety strategy;
- development of an effective training programme;
- the reporting of fire incidents in accordance with current practice;
- the monitoring and mitigation of unwanted fire incidents;
- liaison with enforcing authorities;
- liaison with other managers;
- the monitoring of inspection and maintenance of fire safety systems.

- that all members of staff have written instructions detailing the action to be taken in the event of a fire occurring or on the sounding of the fire alarm.

All Other Managers

Deputy Heads / Divisional Heads within the School are responsible for ensuring that the relevant fire safety measures provided in their workplace are maintained in the area (Primary, Secondary, Residential..) of the school for which they are responsible.

Deputy Heads / Divisional heads are also to ensure that all staff are made aware of fire safety instructions for the premises at which they work. It is also their responsibility to ensure that they and all staff attend fire safety training as required by the school.

Employees

Members of staff having disabilities that may affect their evacuation in an emergency are to notify the Head of Facilities so that accommodations can be put in place.. All staff will identify fire associated risks as part of any risk assessments that are undertaken and either take the appropriate action, or report the risks to the designated managers. Staff must ensure that they apply safe working practices when using electrical equipment, for example not leaving toasters unattended.

Staff must attend fire safety training as required by the School. Staff must familiarise themselves with the fire procedure for the premises in which they work as well as making themselves familiar with the location of fire alarm call points, fire exits, and the position and type of fire fighting equipment available on the sites in which they work. It is the responsibility of all staff to follow safe working practices and report to the Head of Facilities any deficiency affecting Fire Safety.

Works and refurbishment

The Head of Facilities will seek professional fire advice on all new and updated works. They will also advise on the specification of fire retardant materials to be used for textiles, furniture and furnishings etc. They are responsible for reviewing the guidance available and in communicating such guidance to the Deputy Heads and Divisional Heads as necessary.

Local Fire Authority

The Head of Facilities will ensure liaison with the Local Fire Authority and arrange for them to visit all premises for the purpose of familiarisation and guidance as necessary.

Annual Fire Safety Assessments

Fire Safety Inspections / Risk Assessments will be carried out in all school premises by the Head of Facilities. Other specific inspections will be carried out as necessary. Fire safety advice will be made available on request from the Head of Facilities. Reports prepared following a routine or specific inspection will be forwarded to the Head of Operations for information and any necessary action/s.

Training

Training for all staff, including other persons working in the school, is mandatory. All staff should have both basic instruction in fire safety and training appropriate to their own particular circumstances. It is essential that every member of staff:

- Has a full understanding of the fire procedures for their place of work
- Understands the character of fire, smoke and fumes
- Knows the fire hazards involved in the working environment
- Practices fire safety
- Knows the right action to take if fire breaks out
- Understands the fire alarm system within their place of work.

The Head of Facilities has a responsibility to ensure that new staff and students are made aware of the School's Fire Policy. They are to be made familiar with the actions to be taken in case of a fire, the means of escape and the location of all fire-fighting equipment.

Fire drills

Practice fire drills are intended as a test of communications equipment, the School's procedures and staff reactions and are to be carried out on a regular basis - at least once per year in all School premises.

Fire Action Notices

Fire Action Notices detailing action to take on discovery of fire including the method of raising the alarm are conspicuously displayed throughout School premises. The Head of Facilities is responsible for ensuring that where appropriate, all Fire Action Notices (White on Blue background), are correctly filled in.

SLIPS, TRIPS and FALLS

To reduce the risk of slips and trips on site, as far as is reasonably practicable, the school will ensure that:

- Floor surfaces are suitable for the use of the premises including avoiding very smooth floors in areas that will become wet / contaminated (such as kitchens & entrance halls).
- Cleaning methods & equipment are suitable for the type of floor surface being cleaned.
- Wet floor warning signs are used during and after mopping floors and when spillages have just occurred.
- Lighting levels are even (i.e. no sudden shadows) and enable people to see obstructions, potentially slippery areas etc.
- Lighting is replaced, repaired or cleaned before levels become too low for safe passage.
- Equipment is positioned to avoid cables trailing across pedestrian routes.
- The storage of equipment is to a good level of tidiness to prevent people being struck by, or striking against things.
- Cables are tied or covered to reduce tripping hazards.
- Access to things above head height is achieved by using safe ladders, step ladders or 'hop ups'.
- Handrails are fitted to steps & steep slopes.
- Steps have no sudden changes in direction or steepness unless well-lit and have highly visible tread nosing where necessary for good visibility (i.e. white edge to step).
- Staircases are provided with a handrail or suitable handholds.
- Mats, rugs and floor coverings are secure with no ripples that could cause someone to trip.



- Consideration of layout, colour contrast & signs includes the needs of individuals with poor eyesight, lack of mobility or other special needs.
- External paths are checked and cleaned to remove moss and similar vegetation in summer and snow and ice in winter.
- Snow and ice is cleared from main pedestrian areas prior to use and salt is spread to keep paths free from ice where this is assessed necessary for the safe passage of people.
- External paths, especially flagstones, are even and well lit.
- Safe means of access is provided to cellar areas and loft areas.

In addition, risk assessments should be completed where there are uneven surfaces, for individuals with mobility issues, including visual impairment. Also for individuals carrying heavy loads or accessing confined spaces.

As an employee the law says you must:

- Inform your employer of any work situation you consider dangerous or of any shortcoming in their protection arrangements for health and safety.
- Use all work items provided by your employer correctly, in accordance with your training and the instructions you received to use them safely.
- Report near misses and accidents promptly to your employer. If you see slip and trip risks, try to sort them out or inform your employer.
- Help to keep floors clean and dry.
- Clear up spillages straight away.
- If you think of ways of preventing contamination (water, oils, cardboard, waste etc) from getting onto the floor, suggest them to your employer.
- Avoid causing trailing cables.
- Keep the place of work clear of obstacles.
- Ask your employer to mark slopes and changes of levels.
- If there isn't adequate lighting, report it.
- Follow all safety advice.

Dealing with bomb threats

The following procedure should be followed in the event of a bomb threat:

- Switch on tape recorder (if connected)
- Stay calm and listen.
- Record the exact wording of the threat. Try and keep the caller talking.



- There are standard questions the caller should be asked:
 - Where is the bomb right now?
 - When is it going to explode?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - What is your name?
 - What is your address?
 - What is your telephone number?
- Record time call completed.
- Where automatic number reveal equipment is available, record number shown.
- Contact the Police by using the Emergency telephone number. Note the time informed.
- Inform the Head or, if unavailable, the Senior Deputy Head and the Head of Facilities.
- Once the caller has hung up and the Head, or if unavailable, the Senior Deputy Head and Police have been informed, note the following:
 - Time and date of call
 - Number at which call is received (i.e. your extension number)
 - Details about the caller – sex, nationality, age.
 - Did the caller sound well-spoken, irrational, foul, incoherent, was it taped or a read message?
 - Did the caller sound calm, excited, rapid, crying, stuttering, deep, clearing throat, disguised, angry, slow, laughter, nasal, lisp, hoarse, slurred, accent, familiar? If familiar, whose did it sound like?
 - What type of accent?
 - Any background sounds, i.e. street noises, music, house noises, voice, factory machinery, animal noises, static, crockery, PA system, motor, booth, office machinery, clear? Other – specify.
- Do not leave your post unless ordered to evacuate or until police or security arrive.

As soon as a decision and action have been taken on any evacuation procedure a decision will be taken whether to conduct a search.

The Storing of Chemicals used in Science Classes

It is the responsibility of the Head of Facilities to ensure that chemicals are stored correctly and out of reach of students.

Use of Electrical Equipment

Staff should complete a simple visual check before using a piece of electrical equipment. The extent of the check will depend on the nature of the equipment and will include the following:

- Is the item of equipment not in good working order or does it have parts missing or damage to the outer casing or controls?
- Is the plug damaged in any way?
- Do there appear to be any loose or bare wires and is the cable or flex damaged in any way?
- Is the socket overloaded? (The use of multi-sockets or extension leads should be the exception rather than the rule. Where the need for permanent electrical sockets in classrooms/laboratories exceeds supply on a regular basis, a request for additional permanent sockets should be made to the Head of Facilities.)
- When in use, does the equipment become particularly hot or noisy, or is there a smell of burning?
- If the answer to any of the above questions is "Yes", staff are required to report the problem to the Head of Facilities and not to use the equipment until it has been examined, any necessary repairs undertaken, and been reported to be in good working order.
- Where extension cables have to be used, they must be arranged in such a way that they do not present a trip hazard.
- If the extension leads cannot be arranged so that they are clear of any circulation areas, they should be taped down or one of the proprietary cable holders should be used.
- Fixed electrical installations must not be tampered with or altered in any way

Accident / Incident / Near miss Report

The Head of Facilities maintains a record of any incident (accident or theft, etc.). All accidents / incidents / near misses, should be notified using the Incident form available on our Shared Drive.

First Aid and Medical Care

Students falling ill during the day, whether day students or residential students, must report to the Administration office if they wish to return home.

In the case of illness or accident of a student, member of staff or visitor at any school event on school premises the action steps will depend on the level of severity, availability of help and skills of those in the vicinity. For minor illnesses or accidents the casualty should be sent with a responsible companion to the local doctor.

First aid should be rendered, but only as far as knowledge, training and skills admit. Qualified first aiders should take immediate action in accordance with their training.

General principles for those not trained:

The casualty should be given all possible reassurances and if absolutely necessary removed from danger otherwise do not move the casualty.

In an emergency such as head injury, suspected heart attack, severe breathing difficulties (staff should use their own judgement) an ambulance should be summoned without waiting for a first aider to attend.

Responsibility for contacting parents will normally rest with the Administration office.

Staff who are supervising PE are responsible for informing parents, collecting and safeguarding clothes and personal effects, and contacting the Homeroom Teacher.

In all cases of serious injury to staff, contractors or students the Head or Senior Deputy Head in his absence and the Pastoral Deputy Head must be informed as soon as possible after the accident.

Protocol for student needing to go to the hospital in an emergency

Background: The following is to help staff decide under what circumstances to transport a student to hospital rather than call or wait for an ambulance.

In all cases when calling 144, we will be asked, and we must stress the age of the student, any risk to airways, brain, neck or back or any significant loss of blood or consciousness. Any dangerous substances involved must be clearly and specifically named, with quantities, if relevant. During school hours the Administration office must always be informed, out of hours the Head must be notified; this ensures the ambulance is directed to the appropriate place. The parents should be informed as soon as possible.

If a student can be safely transported to hospital by an appropriate member of staff or parent, then this should happen, e.g. suspected broken arm but no need for immediate paramedic treatment at site of accident. If taken by staff, parents should normally be informed before leaving. Consideration needs to be given as to whether an accompanying adult is required

e.g. where a student may faint or deteriorate. Drivers or accompanying staff must be volunteers and will usually be Deputy Heads.

If a student cannot be moved, e.g. in the case of a possible neck or spine injury, staff should immediately call 144 and explain that the student cannot be moved without paramedic advice or assistance. Staff present should use appropriate first aid. Parents should be informed immediately. Wait for the ambulance. Appropriate adult (ideally parent) escorts or follows an ambulance to hospital.

If a student is mobile but with injuries or illness that suggests transport by ambulance or paramedic assessment or treatment in situ is favourable, 144 should be called. Staff present should use appropriate first aid. Parents should be informed immediately. If an ambulance does not arrive within quoted time, or deterioration of the student occurs, ambulance service should be contacted again. If, after calling back, an ambulance has still not arrived in quoted time then call back again, and follow instructions from the ambulance service. The clinical support desk from 144 operators will advise.

Specific contact numbers for emergency are as follows:

- Helicopter 1414
- Police 117
- Fire 118
- Poisoning 145
- Intoxication 145

Medical Conditions

Students with specific medical needs, e.g. diabetics, epileptics, nut allergies, severe asthma, have a care plan. Parental permission is sought to notify relevant staff; a list of students with significant medical issues is on the Shared Drive.

Asthmatics: any student having an asthma attack should be offered their inhaler if they have one and the Pastoral Deputy Head notified.

Concussion: any student who in the opinion of the member of staff has been concussed should be escorted or driven to the local doctor for assessment. They must not be allowed to continue playing games.

Accident Forms: as soon as possible after the incident every case of injury or accident must be fully and accurately reported on the appropriate form and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from the school's Shared Drive. Completed forms should be passed immediately to the Head of Facilities who should investigate the accident and report to the Head.

An accident form must be completed for all accidents, (to employees, students, members of the public), however minor, and an entry must be made in the accident register, which is held in the office.

Provision of First Aid Kits

First aid boxes, which include a list of items, are available in the following areas: School Administrator's office, boarding house, as well as in the School's minibus. If first aid boxes are used, the responsibility of the first aider in the relevant location (named on the notice displayed in each area) will be to ensure it is replenished. The Head of Facilities makes checks and replenishes supplies as required.

First Aid Training for Students and Staff

Students in Y7-Y11 undergo a one day First Aid training course which is run by the Head of Facilities. First Aid at Work training is offered to staff.

Epipen training

Staff are given the opportunity to train in dealing with anaphylaxis; the Pastoral Deputy Head will monitor training of staff in contact with students with epipens.

Medicines

Certain medicines are held in the Administration office and Boarding House. Such medicines are kept in locked cupboards. The local doctor has approved their use subject to following instructions on the packet. No medication of any description may be given to a student unless the school holds a consent form signed by the parents or educational guardian within the last 12 months.

Anaphylaxis students

When students enter the school, parents complete a medical history form. In cases of anaphylactic students, parents are contacted by the Pastoral Deputy Head to discuss the care plan for the student, which will cover their care whilst in school. We encourage all students to have undergone a comprehensive allergy assessment. The summary should contain:

- A clear list of allergens.
- A step wise personalised emergency plan with age/weight appropriate medication doses.
- A travel plan (in event of airline travel) that emphasises the need for emergency medication to be carried on their person.

As part of their emergency plan, the care plan will include location and storage of emergency medicines, e.g. antihistamines, steroids, inhalers and epipens. The allergens will be identified and the Pastoral Deputy Head will ensure the catering manager is informed.. Other staff will be notified as appropriate. The care plan will need to be reviewed annually to take into account changes, including the student maturing and taking increasing responsibility for their own well-being.

Staff receive periodic training in the use of epipens. Anaphylactic shock is covered in the First Aid course undertaken by all Y7 - Y11 students.

No school can guarantee that it will be free of nuts or other allergen, and to do so would create a false sense of security, but we reduce exposure as much as possible. All staff who are authorised and prepared to administer medication will be trained in recognising the signs of an allergic reaction and extra training in the use of an epipen.

The Environment

The School understands and accepts that it has a responsibility to care for and protect the environment in which it operates. We are fully committed to maintaining and, where possible, improving the environment of the school, as well as more widely. Moreover, we expect all staff and students to adopt the same approach and for those companies and individuals with whom the school interacts, including the wider community, to have the same level of commitment to the environment.

We will strive to:-

- Adopt the highest environmental standards in the operation of the school.
- Assess our organisational activities and identify areas where we can minimise adverse impact on the environment.
- Minimise waste through careful and efficient use of all materials and energy, evaluating the operation of the school and ensuring the use of materials and energy is as efficient as possible.
- Purchase sustainable products wherever feasible and economically viable (e.g. Recycled or low environmental impact products).
- Train employees in good environmental practice and encourage employee involvement in positive environmental action.
- Actively promote recycling both internally and amongst staff, students and visitors.
- Aim to include environmental and ethical considerations in investment decisions where appropriate.
- Assist in developing solutions to environmental problems.
- Continually assess the environmental impact of the operation of the school.
- Review environmental matters during Health & Safety Committee meetings.

Potentially Hazardous Activities Off-Campus

Hazardous activities include: camping, skiing, walking in remote areas, mountain walking, rock climbing, horse riding, sailing, sailboarding, canoeing, sub-aqua,

swimming in sea, rivers and lakes, field studies. (This list is not an exhaustive one; if in doubt consult the Head through the Co-curriculum Deputy Head).

Before approving such activities the Head through the Co-curriculum Deputy Head must satisfy himself that:

- The leaders and accompanying staff are sufficiently experienced and qualified to undertake such activities.
- The appropriate student-teacher ratio required for the particular activity is observed.
- For certain locations the party leader has knowledge of the area to be visited or has undertaken a reconnaissance visit, or has taken suitable professional advice.
- A full risk assessment of the activity has been conducted.

Use of third party providers or activity centres

From time to time a trip or activity may take place at an adventure centre or other equivalent venue. In such circumstances, the member of staff organising should consider a reconnaissance visit and should certainly have a discussion with the provider about how their facilities can be used to achieve the educational objectives of the trip or activity. Some of the following questions may be relevant to ask as part of this conversation.

- What is the safety provision on site?
- Are there risk assessments in place?
- Is there evidence of strict operating procedures?
- What are the fire evacuation procedures?
- Do all staff hold criminal background checks which are up to date?
- What are the training levels of the staff you will be working with?
- What first aid and medical arrangements are in place?
- How does the site record accidents and near misses?
- What does the accident log look like for recent months?
- Request a copy of the venue's Health and Safety Policy. This document can inform your health and safety planning, such as staff to student ratios
- Does the centre have liability insurance?
- Do they have a full understanding of their responsibilities when under 18s are on site?
- This is also an opportunity to discuss provision and adjustment for any SEND students.



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- Does the venue, site or provider comply with all local and national standards for the relevant activities?
- Is the centre licensed for example?
- Are they a recognised supplier and do they have testimonials and evidence to this effect?

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