



1. Statement of General Policy

1. We are committed to ensuring so far as is reasonably practicable that we:
 1. Safeguard employees in respect of health, safety and welfare (HSW) at work.
 2. Ensure that pupils and members of the public are not exposed to avoidable HSW risks during the course of their business.
 3. Ensure that no work is carried out by the school or contractors that is liable to expose employees, pupils or members of the public to hazards to HSW, unless suitable and sufficient risk assessments are made and necessary measures to control risks have been introduced.
 4. Check that all contractors have suitable arrangements for securing proper HSW.
 5. Consult with employees on matters affecting HSW and discuss at weekly Whole Staff meetings, Senior Management Team meetings and Advisory Board meetings. Review and revise as necessary at regular intervals.
 6. Ensure all employees have appropriate training and are competent to do their tasks.
 7. Provide and maintain safe plant and equipment and safe storage, handling and transport of articles and substances.
2. As Proprietors of Wotton House International School we recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy environment for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all activities within the school environment, both educational and support, are delivered in an appropriate manner.
3. This policy has regard to:
 1. Health and Safety at Work etc Act 1974
 2. Management of Health and Safety at Work Regulations 1999
 3. Department for Education Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies. February 2014

2. Organisation

1. The Directors. The Directors have overall responsibility for health and safety. They are responsible for ensuring that HSW issues are considered and addressed and that the Policy is implemented. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of HSW to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Proprietors in carrying out their duties.
2. The Health and Safety Committee. When in place the HSC assists the Proprietor in the development of the Policy, defining its aims and communicating the responsibilities associated with the management of HSW within WHIS. The HSC will report to the Proprietor on HSW performance and assist the Proprietor in implementing changes in the Policy which the Advisory Board have approved. The HSC is also the School Safety Co-ordinator, whose duties include: advising the Principal on maintenance requirements; co-ordinating advice from specialist safety advisors and producing associated action plans; monitoring health and safety within the School and raising concerns with the Principal. The HSC has day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:
 1. Security and Emergencies
 2. Fire safety
 3. Electrical, Gas, Asbestos and Water safety
 4. Staff induction
 5. Maintenance of school vehicles
3. Heads of Department. When in place HoDs will ensure, so far as is reasonably practicable, the HSW of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Risk assessments for curriculum activities are stored centrally in the Risk Assessment folder, other risk assessments are recorded by the HSC and entered on the Risk Assessment Register. They will also be responsible for identifying and organising the training that is relevant to their area of control.
4. The Administrator is responsible for maintaining an Accident book and reporting notifiable accidents to the Health & Safety Executive, escorting pupils to hospital (and informing their parents) and checking that all first aid boxes and eye wash stations are replenished. They also assist the HSC with implementation of the following:
 1. Building security

2. Prevention of unsupervised access by pupils to potentially dangerous areas
 1. Site traffic movements
 2. Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, control of hazardous substances
 3. Good standards of housekeeping, including drains, gutters etc
5. The Catering Manager is responsible for the hygiene and safety of food storage, meal preparation and food serving areas and is subject to external inspection by the Environmental Health Department. A recent inspection in Jan 2019 gave us a 5 Star rating. In addition, the Catering Manager arranges for:
 1. Annual independent hygiene and safety audit of food storage, meal preparation and food serving areas
 2. Annual deep cleaning of all equipment and cooking, food preparation and storage areas
 3. Appropriate pest control measures to be in place.
6. Cass Stephens our Insurers are also acting as our Competent Person - ie they are advising us on our overall H and S policy. They will arrange as appropriate for external consultants to advise on matters of HSW within the school. Such provision may include:
 1. Structural surveyors called to give advice on the external fabric of the school from time to time.
 2. Engineers to monitor and service the school's plant, equipment, including boilers, annually.
 3. Machinery used in design and technology and in the maintenance department which is serviced regularly.
7. Staff. The co-operation of all staff is essential to the success of the Policy. Staff are required to:
 1. Follow the Policy and undertake all essential training
 2. Take reasonable care for their health and safety and that of others who may be affected
 3. Follow requirements imposed under HSW law and carry out all reasonable instructions given by managers / senior staff
 4. Make proper use of anything provided in the interests of their HSW such as protective equipment. Reckless or intentional interference with such equipment could be regarded as a dismissible offence.
 5. Notify line manager of hazards which they notice and suggestions they wish to make regarding HSW. Forms are made available to all teachers to enable them to let the office know of any issues they may have with their classrooms. If you dont have one in your classroom please come and ask for one from the office.

3. Specifics (alphabetical)

1. **Asbestos.** WHIS maintains an asbestos register and the HSC is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of the asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
2. **Accidents.** All accidents and cases of work-related ill health are recorded on Accident Report Forms. The HSC is responsible for investigating accidents. Completed Accident Report Forms should be forwarded to the Administrator. In the case of serious accidents or near misses, the Proprietor will be advised. Any accidents, near-misses and incidents are reported as they happen and logged in the first aid book. If you would like to report an accident or a near miss there is a form kept in the office. If you would like us to investigate further, there is a Accident Investigation Form in the office.
3. **CLEAPSS.** WHIS maintains a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science and DT
4. **Control of Hazardous Substances.** All dangerous chemicals have COSHH data reports which are safely stored by the HSC. Specific training is given on their use which is closely monitored.
5. **Consultation:** the Proprietors will maintain an open-door policy when it comes to discussing HSW. Additionally they ensure that it is a standing item at every staff meeting, whatever level. Any major changes will involve extensive staff consultation.
6. **Emergencies:** an Emergency Policy is part of the H and S policy. Practice Fire Evacuations are held once a term. In the event of a bomb our evacuation point is St Peters Junior School, Horton Rd GL1 3PY.
7. **Lockdown Policy-** a lockdown policy is in place and has been circulated to all staff.
8. **Fire Risk Assessment.** WHIS has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added. In addition to the monthly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers, are tested quarterly / annually by a qualified contractor. We have one fire officer and 3 fire marshalls.
9. **First Aid:** (also see First Aid Policy). WHIS has assessed the need for first aid provision and identified areas and activities where suitably first aid trained staff need to be in attendance.
 1. Staff leading adventurous trips or hazardous activities undertake the 3 day First Aid at Work training or similar level outward bound first aid training as appropriate.
 2. A list of trained first aiders is displayed on main notice boards
 3. First Aid boxes are kept at appropriate points.
 4. First Aid bags are available from the Office for trips and sports fixtures.

10. **Maintenance:** of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety). The HSC is developing a list of plant and equipment with advised service dates.
11. **Manual Handling.** Specific training will be offered to any staff who may be involved in lifting heavy items. *A Manual Handling Risk Assessment form is available from the Office.*
12. **Minibuses.** We do not yet have a school minibus.
13. **Off-site Visits.** These only go ahead once risk assessments have been place and all necessary due diligence carried out. *Risk Assessments are kept in the Office in a blue folder.*
14. **PAT Testing.** Every year all portable electrical equipment will be safety-checked.
15. **Personal Safety and Lone Working**
 1. Staff are encouraged not to work alone in school. Work involving potentially significant risks, such as work at height, must not be undertaken whilst working alone. Staff working outside normal school hours should obtain permission of their line manager and sign in and out of the school premises and leave a mobile phone number for emergency contact. They should also ensure that someone knows where they are and when to expect them back (buddy system).
 2. Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone. Staff should not take risks or undertake any hazardous activities when working alone such as heavy lifting, working at height, working with chemicals that pose a risk. *There is a Lone Working Risk Assessment form available in the Office.*
16. **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).** Accidents, injuries and incidents falling within the RIDDOR guidelines must be reported by the Administrator to the HSE via their online reporting system (www.hse.gov.uk/riddor) within 15 days of the incident occurring.
 1. These will include:
 1. accidents which result in death
 2. a specified injury such as fracture, loss of sight, serious burns
 3. occupational diseases such as hand-arm vibration syndrome, occupational dermatitis
 4. accidents which prevent the injured person from continuing their normal work for more than seven days.
 2. Injuries to pupils and visitors are only reportable under RIDDOR if the accident results in:
 1. the death of the person and arose out of or in connection with a work activity,
 2. An injury that arose out of or in connection with a work activity and the person is taken directly to hospital for treatment (examinations and diagnostic tests do not constitute treatment)
 3. Sports injuries are only reportable if the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity.
17. **School Security.** The site is secure from the outside. The main building is kept secure and the front door closely supervised.
18. **Slips and Trips.** The most common cause of injury in schools. The site is constantly reviewed for safety by the HSC who reports regularly to the Principal.
19. **Smoking.** WHIS is a No Smoking site
20. **Training.** WHIS organises the training of all staff and induction of new staff in HSW related issues which should include basic (when appropriate) 'manual handling' and 'working at height' training. HSW training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First Aid training and minibus driver training will be provided to staff as appropriate. Refreshers and reminders are provided as appropriate by notice, team meeting or during Inset. All staff will be shown how to perform Risk Assessments.
21. **Workplace Safety.** this is constantly monitored by the HSC through daily walks and weekly checks, and regularly reported to the Principal and main office.
22. **Work-related Stress.** Occupational Health Services will be consulted for staff who might need occupational health guidance and possibly health surveillance. The Assistant Principal and Principal are responsible for investigating work-related causes of sickness absences.
23. **Visitors and Contractors**
 1. The School aims to provide a safe and secure environment for pupils, staff and visitors and to protect the buildings, grounds and equipment.
 2. The main entrance is secured by a keypad lock; lighting is provided around the buildings.
 3. School buildings are secured out of school hours with keypad locks.
 4. Visitors must sign in at Reception, wear a visitor's pass, and be escorted whilst they are on site.
 5. Regular contractors must have DBS clearance before they can be allowed on site unescorted.
24. **Vehicles on Site**
 1. Staff driving on the school site should observe the 5 mph speed limit.
 2. Vehicles with obscured rear vision such as food delivery should be assisted when reversing.

Revision Control Table	
Drawn up by	D Leighton
Date	01/03/16
Review schedule	Annual
Reviewed	01/03/17 by DS
Reviewed	08/02/19 by DS & SF
Reviewed	08/02/20 by DS & SF
Review	26/04/21 by SF & HO
Next review	26/04/22