

# HEALTH & SAFETY POLICY

EATON HOUSE SCHOOLS  
POLICY DOCUMENT

**Contents**

Policy Statement.....	3
Communicating the Policy.....	4
Duties of the Senior Management.....	5
Duties of the Head Teacher.....	6
Duties of Supervisory Staff.....	8
Duties of Heads of Departments .....	10
Duties of All Members of Staff.....	10
Hirers, Contractors and Others.....	11
Codes of Practice and Safety Rules.....	11
Risk Assessment.....	12
Emergency Plans.....	12
Fire and Evacuation.....	12
First Aid.....	13
Legionella Procedures .....	13
COVID and Other Infectious Diseases.....	14
Training.....	14
Linked Policies.....	15

# Policy Statement

---

Senior management note the provisions of the Health and Safety at Work, etc. Act 1974 (s.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (s.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety. This includes a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities, both on the school site and away from it.

The aim of the senior management is “To provide a safe and healthy working and learning environment for staff, pupils and visitors.”

The school provides the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team, Principal and Bursar to ensure this is the case.

Senior management believe that the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Senior management will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school activities.

The school will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to regulations in the following areas.

- Management of health and safety, especially through risk assessment
- Control of substances hazardous to health
- First aid equipment, facilities and staff
- Fire precautions
- Maintenance of electrical systems
- Personal protective equipment
- Use of display screen equipment
- Manual handling operations
- Asbestos and legionella
- Working at heights
- Noise

This policy applies to all areas of Eaton House Schools, including the EYFS.

# Communicating the Policy

---

The Health and Safety Policy is communicated to new staff in the induction process. Any relevant health and safety information is communicated in the weekly staff meetings. A policy newsletter sent to all staff provides updated information as well as refresher reading. The Health and Safety Policy as well as any relevant linked policies are accessible on the school website. At the beginning of each new academic year all staff are required to confirm they have read the policy via the e-learning platform iHasco. Health and Safety is on the agenda for the weekly Head Teachers meeting which is attended by all Head Teachers, Principal and Bursar.

# Duties of the Senior Management

---

In the discharge of its duty the Principal and Bursar, in consultation with the Head Teachers, will:

- make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:
  - accidents
  - health
  - school activities, including work experience
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others. (Plan, Do, Check, Act model)
- create and monitor the management structure.

In particular the senior management undertake to provide:

- a safe place for staff and pupils to work including safe means of entry and exit
- plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate:
  - statutory requirements
  - codes of practice whether statutory or advisory
  - guidance whether statutory or advisory
- supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- adequate welfare facilities

As far as is reasonably practicable the Principal, Bursar and the Head Teachers, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

# Duties of the Head Teacher

---

As well as the general duties which all members of staff have, the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head Teacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

In particular, the Head Teacher will:

- be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school
- ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
- consult with members of staff, including safety representatives, on health and safety issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff, pupils and others to promote health and safety and to comply with requirements and policies, taking action on non-compliance as required
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- encourage all employees to suggest ways and means of reducing risks
- encourage all employees to report any incidents, hazards or defects and suggest ways and means of reducing risks

EATON HOUSE SCHOOLS  
POLICY DOCUMENT

- collate accident and incident information and, when necessary, carry out accident and incident investigations
- monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- monitor incidents and trends
- monitor first aid and welfare provision
- monitor the management structure, along with the Principal and Bursar

# Duties of Supervisory Staff

---

All supervisory staff (e.g., heads of departments, co-coordinators, science technicians) will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Head Teacher or the member of staff nominated by the Head Teacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities, they will ensure that:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils, volunteers and others under their jurisdiction are instructed in safe working practices
- new employees working within their department are given instruction in safe working practices, including fire arrangements
- regular risk assessments and safety inspections are made of their area of responsibility as required by the Head or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and visitors
- all plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- signage used meet the statutory requirements
- all health and safety information is communicated to the relevant persons



EATON HOUSE SCHOOLS  
POLICY DOCUMENT

- they report, as appropriate, any health and safety concerns to the Head Teacher, Property Manager, Head of Compliance or Principal and Bursar.

# Duties of Heads of Departments

---

Heads of department are responsible for identifying and controlling hazards within their areas of responsibility and for preparing, and reviewing at least annually, risk assessments and any other assessments and procedures necessary for the department.

They will ensure the risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year, or at any point of change and are readily available for reference.

Heads of department should ensure that health and safety is a standing item on departmental meeting agendas.

# Duties of All Members of Staff

---

All staff are expected to familiarise themselves with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

All members of staff will:

- be familiar with the health and safety policy and all safety regulations as laid down by senior management
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- report any defects in premises, plant, equipment and facilities which they observe
- ensure that substances that are hazardous to health and/or safety are correctly used, stored and labeled. Trying to reduce the use of hazardous substances as much as possible ensuring more eco-friendly products are used.
- take an active interest in promoting health and safety and suggest ways of reducing risks.

# Hirers, Contractors and Others

---

When the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Head Teacher, Property Manager or Bursar who oversees the hirer, contractor will seek to ensure they conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times whilst of school premises.

When the premises are hired to persons outside the employment of the school, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the school and that they will not without the prior consent of the Principal:

- introduce equipment for use on the school premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3–4 of the Health and Safety at Work, etc. Act 1974.

# Codes of Practice and Safety Rules

---

The senior management (where appropriate) taking into account the requirements of this statement will approve (where necessary) codes of practice for the observation of safety requirements in school.

From time to time the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on topics for the guidance of Head Teachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate.

# Risk Assessment

---

Senior management will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). The risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such assessments will be reported to the Principal.

# Emergency Plans

---

The Principal and Bursar will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk people using the premises or entering the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by senior management and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Principal and Bursar.

# Fire and Evacuation

---

Fire safety arrangements, practice and guidance are documented in the fire policy and procedures.

All required maintenance and daily/weekly/monthly checks on fire detection and warning systems are carried out.

Detailed evacuation procedures are displayed in communal areas. Fire Escape routes are displayed in prominent positions in classrooms and common rooms.

Termly fire drills are carried out and recorded.

# First Aid

---

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

The number of certificated first aiders will not, at any time, be less than the number required by law.

Supplies of first aid material will be held at various locations throughout the school. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity. This is recorded in the accident and incident book. There is a Pupil accident and incident book which is used for pupils and they are held at designated points in the school for ease of access for staff to complete the forms. There is a designated recording of incident and accidents for staff, volunteers and any visitors to the school. This is kept in the school office.

# Legionella Procedures

---

Eaton House Schools ensures clear processes are in place for managing the risk of Legionella at both Eaton House the Manor and Eaton House Belgravia. The contractor Fielders visits the schools once a year to flush the water systems and administer the water treatment. The water treatment involves the chlorination of the water. This takes place in the summer holidays and is booked by the Property Manager. This is booked into the summer holidays so that no pupils and very limited staff are onsite to allow the chlorinated water to flush through the system. Staff who are onsite are informed by the Property Manager that a water treatment is being undertaken.

The water temperature is checked quarterly by Limitless Mechanical and Electrical.

# COVID and Other Infectious Diseases

---

Eaton House Schools will ensure there is good infection prevention and control measures in place which will help to manage the spread of Covid-19 and other infectious diseases.

The following infection prevention measures are in place.

- Ensuring all eligible groups are enabled and supported to take up the offer of national vaccination programmes including COVID-19 and flu.
- Ensuring classrooms and all other rooms where spaces are occupied are well-ventilated. Encouraging fresh air to flow through the occupied space but also having a balance in keeping comfortable room temperature particularly in the winter season.
- Reinforcing good personal hygiene practices such as covering mouth and nose when coughing and sneezing and washing hands and disposing of tissues appropriately.
- Encouraging good hand hygiene by washing with warm water and soap regularly and use of hand sanitizer when not able to wash with water and soap.
- Good and regular housekeeping.

Staff including Peripatetic staff, volunteers, contractors with a positive COVID-19 test result are asked to try to stay at home and avoid contact with other people for five days, which is when they are most infectious.

Children who test positive for COVID-19 are advised to stay at home for three days.

However, if after the government's recommended self-isolation period is finished and the staff member or pupil is still feeling unwell especially with a high temperature they should not return to school until symptoms are gone. They will still be infectious and this is to avoid spread of infection amongst both the school community and wider community.

## Training

---

Adequate training is provided to all employees as and when it is required to ensure their own health and safety or the health and safety of others who may be affected by the undertakings of the school. Where an employee is deemed at the outset to be competent to perform the tasks assigned to him or her, there might be no need for further training, however ongoing monitoring is in place.

# Linked Policies

---

Risk Assessment Policy