

EATON HOUSE SCHOOLS  
POLICY DOCUMENT



## EATON HOUSE SCHOOLS

### HEALTH & SAFETY POLICY

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|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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**Contents**

|                                          |    |
|------------------------------------------|----|
| Policy Statement .....                   | 3  |
| Statement of Intent.....                 | 4  |
| Communicating the Policy.....            | 4  |
| Duties of the Senior Management.....     | 4  |
| Duties of the Head Teacher.....          | 5  |
| Duties of Supervisory Staff.....         | 6  |
| Duties of All Members of Staff .....     | 7  |
| Hirers, Contractors and Others .....     | 8  |
| Codes of Practice and Safety Rules ..... | 8  |
| Health and Safety Committee .....        | 9  |
| Risk Assessments.....                    | 9  |
| Emergency Plans .....                    | 9  |
| Fire and Evacuation .....                | 9  |
| First Aid.....                           | 10 |
| Legionella Procedures .....              | 10 |
| Infection prevention.....                | 10 |
| Training.....                            | 11 |
| Linked Policies .....                    | 11 |

# Policy Statement

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Senior management note the provisions of the Health and Safety at Work Act 1974 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, This includes a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff, visitors, contractors and external hires 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 height
- Noise

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

# Statement of Intent

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The Principal is committed to achieving the highest standards of health and safety in respect of employees and to others involved in the activities of Eaton House Schools. Managing safety is an essential part of the way we work. It creates a strong working environment for staff and promotes the health and wellbeing of employees, enabling them to flourish at work. Important recreational and learning activities and events will not be prevented where risks are managed to acceptable standards.

## Communicating the Policy

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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. 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 occasionally the Bursar.

## Duties of the Senior Management

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The Principal and Bursar, in consultation with the Head Teachers, will:

- make themselves familiar with the requirements of the Health and Safety at Work. Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other health and safety legislation and codes of practices (ACOPs) which are relevant to the work of the School.
- 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
  - contractor management

- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others. (HSG 65 guidance: Plan, Do, Check, Act)
- create and monitor the management structure
- promote health and safety as an important management function which contributes to the efficiency of the service.
- ensure staff receive suitable and sufficient training in identified Health and Safety areas.

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

## Duties of the Head Teacher

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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, facilities or services, or attending or participating in School-sponsored activities
- ensure safe working conditions for the health, safety and welfare of staff, pupils and others
- 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 the Principal, Bursar and Compliance Manager, on health and safety issues
- carry out suitable and sufficient risk assessments for all activities
- carry out periodic reviews and safety audits on the premises

- identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have training needs receive suitable and sufficient training
- 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, plant, equipment or facilities are reported with immediate effect to prevent any incidents occurring.
- 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
- 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

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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 Schools health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the Schools 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 labelled, used, stored and transported.
- 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
- they report, as appropriate, any health and safety concerns to the Head Teacher, Estates Manager, Compliance Manager or Principal and Bursar.

## Duties of All Members of Staff

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All staff have a duty of care to themselves and of others for the health, safety and welfare of all employees, pupils, visitors and contractors.

All members of staff will:

- Take reasonable care of their own health and safety and that of others who could be affected by their actions or failure to act safely.
- Be familiar with the health and safety policy and follow all safety management systems as per the Schools policies and procedures.
- Report any accident, incident or near miss as soon as possible.
- Report any defects in premises, plant, equipment and facilities which they observe and report any shortcomings in health and safety arrangements to their line manager.
- 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.
- Not tamper with any equipment relating to health, safety and welfare.

## Hirers, Contractors and Others

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Eaton House Schools must not expose risks to health, safety and welfare to: contractors, hirers and visitors to the premises. When the premises are used for purposes not under the direction of the Head Teacher then information must be provided on risks and controls to the contractors, hirers and others.

The Employer who engages the Contractors and/or Hirers must ensure that safe systems of work are in place and competencies are checked. There must also be a sharing of policies by either party.

The Head Teacher, Estates 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 on 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.

Any contractor involved with construction of premises must adhere to the Construction (Design and Management) Regulations 2015 (CDM Regs).

## Codes of Practice and Safety Rules

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The senior management (where appropriate) taking into account the requirements of this statement will approve (where necessary) safe systems of work which all employees must adhere to.

# Health and Safety Committee

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A Health and Safety Committee has been established and will meet once per term to discuss Health and Safety core matters.

## Risk Assessments

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Suitable and sufficient risk assessments must be carried out for all activities and for the premises. These must be carried out by trained competent persons.

## Emergency Plans

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The Principal and Bursar will ensure that a critical incident 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 critical incident plan.

The plan will be agreed by senior management.

## Fire and Evacuation

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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

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

The number of certificated first aiders will be determined by the risk assessment of the premises and activities carried out on/off site

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 termly. Any products low in supply or approaching an expiry date must be reported to the School nurse (at Eaton House the Manor) and the Head's PA (at Eaton House Belgravia) promptly so that the items can be replenished.

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 Schools 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 reception and with the Compliance Manager.

## Legionella Procedures

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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.

## Infection prevention

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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 programs 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.
- 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.

Should the government re-introduce covid guidelines, Eaton House Schools will follow those procedures.

## Training

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Suitable and sufficient 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

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Risk Assessment Policy