

Health and Safety Policy 2024-25

Twyford is a School:

- Where we promote an enduring love of learning.
- Where each child is respected as an individual.
- Where we engender a clear appreciation of the traditional ethical and spiritual precepts of our Christian foundation.
- Where children feel safe and unconditionally valued.
- Where excellence is identified and where each child may extend themselves.
- Where staff are our most cherished resource.
- Where pupils engage with technology as a means of extending systematic enquiry.
- Where there is a partnership between staff, pupils, parents and governors.

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Reviewed By:	Martyn Boggust Kathryn Pillar H&S Committee	September 2023 October 2023 Autumn 2024
Approved By:	SLT	October 2024
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Revision History:

Revision	Paragraph Number	Revision
May/June 2021		New policy for new leadership team
April 2022		Orchard Close Boarding House references
September 2022		Accuracy /current updates terms of reference update for H&S Comm and SLT

June – Nov 2023		New policy begun with increased arrangement detail, change of Estate Manager and relocation of year 7 classrooms to School House
July/Aug 2024		Update to include new COSHH guidelines

Abbreviations, Acronyms and Definitions:

Abbreviation / Acronym	Definition
ACM's	Asbestos Containing materials
ACOP	Approved Code of Practice
AHT	Assistant Head teacher
CIMP	Critical Incident Management Plan
CIMT	Critical Incident Management Team
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
CO	Compliance Officer
COSHH	Control of Substances Hazardous to Health
COSHH register	Inventory of products used in that department
HR	Human Resources
EM	Estate Manager
EVC	Educational Visits Leader
DfE	Department for Education
DHA	Deputy Head Academic
DHO	Deputy Head Operations
DSE	Display Screen Equipment
DSL	Designated Safeguarding Lead
EYFS	Early Years Foundation Stage
H&S	Health & Safety

HSE	Health & Safety Executive
ISI	Independent Schools Inspectorate
IT	Information Technology
LTEL	Long Term Exposure Levels- chemical expiry dates
MSDS	Management of Safety Data Sheets
Midas	Minibus Driver Awareness Scheme
NOP/EAP	Normal Operating Procedures / Emergency Action Plan
OMT	Organisational Team Meeting
PE	Physical Education
PEEP	Personal Emergency Evacuation Plan
PPE	Personal Protective Clothing
RAMS	Risk Assessment and Method Statement
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
SAP	Saturday Activities Programme
STEL	Short Term Exposure Levels Chemical expiry dates
SHIRE	Computerised Maintenance Management System
SL	School Leader Non- Academic- Bursar
SLT	Senior Leadership Team

This Policy is for the whole School, Early Years Foundation Stage and Boarding

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1. Statement of Intent

The Governing Body accepts the duties as outlined in the 1974 Health and Safety at Work Act and the Occupiers Liability Act of 1957 and 1984, and it will continue to promote standards of Health, Safety and Welfare that comply fully with the terms and requirements of the above Act, as well as regulations made under the Approved Codes of Practice. It is considered by the Governing Body that H&S is a responsibility at least equal in importance to that of any function of the School. It is our policy to carry out our activities in such a way as to ensure as far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work to pursue our Health and Safety Policy aims.

The Governing Body ensures the health and safety management procedures have been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation to take all such steps as are reasonably practicable to:

- a. Create a positive Health and Safety (H&S) culture which supports risk management at all levels within the School.
- b. Seek to ensure that the Headmaster, Bursar, Estates Manager & Compliance Officer are competent for their respective key safety roles.
- c. Nominate a Governor to oversee H&S and ensure effectiveness of the structures, attending the meetings of the School's H&S Committee termly and receiving copies of all relevant paperwork.
- d. Identify, assess and control risk systematically for curriculum and non-curriculum activities, as an effective approach to mitigate against injury, ill-health and loss prevention.
- e. Maintain safe and healthy working places, systems and methods of work to protect employees, pupils and others, including the public, as far as they come into contact with foreseeable work hazards.
- f. Provide and maintain a safe and healthy learning and boarding environment for all employees and pupils, with adequate facilities and arrangements for their welfare.
- g. Provide all employees with information, instruction, training and supervision that they require to work safely and efficiently. The School's H&S Committee will provide all necessary advice, guidance and information and this will be disseminated to the staff as appropriate.
- h. Develop safety awareness amongst all employees and pupils and, as a result, strengthen a culture of H&S at all levels.
- i. Provide a safe environment for visitors to any of the School premises, bearing in mind that these visitors may not necessarily be attuned to aspects of the School environment.
- j. Control effectively the activity of all outside contractors when on School premises. It is the intention of the Governing Body that, apart from routine supervision and control of contractors, this aim will be achieved by a combination of asking for copies of the contractor's risk assessments, method statements, insurance certificates and accident safety Records, briefing prior to work and routine inspection.
- k. Encourage full and effective two-way consultation on Health & Safety matters by utilising the management structure of the School and the committees already existing.
- l. Ensure that this policy is used as a practical working document and that its contents are publicised fully.
- m. Ensure adequate resources are made available for H&S matters, as far as is reasonably practicable.
- n. Ensure the School has fire risk assessments, which are carried out by a competent person and reviewed every year for progress on completion of items in the action plan, and updated every three years, or more frequently if significant changes are made to the exterior and interior of buildings or new buildings are bought or added.
- o. Ensure the School appoints a contractor to undertake an external risk assessment for legionella every two years and for annual water sampling.
- p. Ensure the School has a comprehensive policy in place for the training and induction of unfamiliar staff in H&S related issues which should include basic 'manual handling' and

‘working at height training’. First aid training and/or minibs driver training is provided to any member of staff who is involved with trips and visits.

- q. Ensure a report on H&S is tabled at each term's Estates Committee meeting with statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures. The H&S Governor will give a verbal H&S update at each full Governing Body meeting.
- r. Constantly review the details of this policy and keep it in line with changes in current legislation.
- s. Ensure all members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, Bursar, and other members of the Senior Leadership Team (SLT) to enable the Governors to comply with H&S duties.
- t. Ensure all members of staff are responsible for reporting any significant risks or issues to the Estates Manager, copied to the Headmaster and Bursar.
- u. Ensure that lessons are learnt should safety be inadvertently compromised.

The Governing Body is committed to providing adequate resources to ensure its H&S objectives and this Policy are met. It will meet the requirements under the Protection of Children Act 1999, and the Safeguarding of Children Act 2006, particularly regarding fire provisions and ensuring that staff and pupils are aware of the School's H&S policies and practices. It will provide and maintain a written Risk Assessment of the risks to H&S of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1992.

The Health and Safety management systems are developed to ensure that the above commitments can be met. This H&S Policy is an integral part of the overall School Development Plan and will be brought to the attention of all employees at induction, then regularly thereafter. All staff and governors will be instrumental in policy implementation.

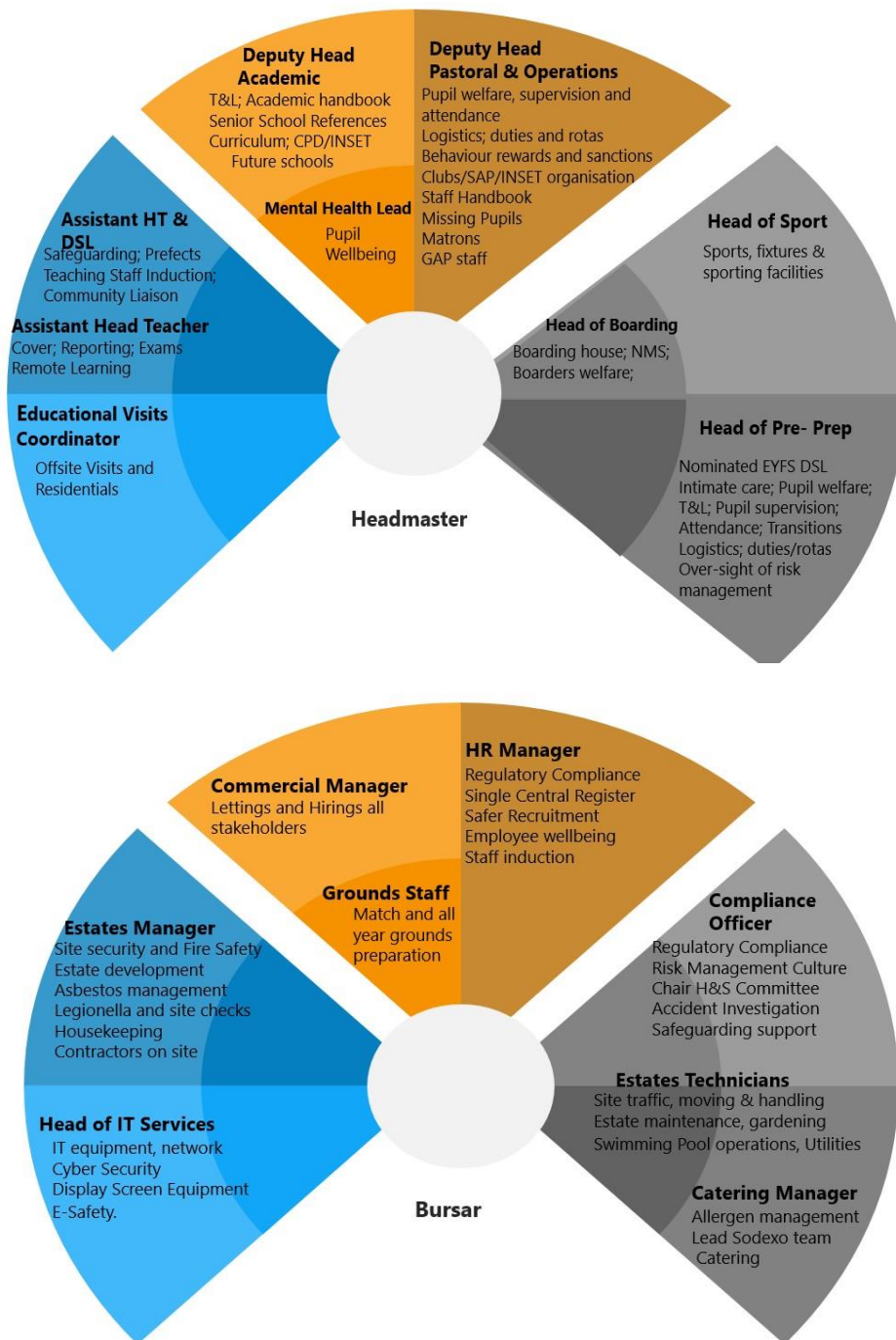
Signed *Colin Howman* (on behalf of the Governing Body)

Date *28th November 2024*

2. School wide Responsibilities

Responsibility for H&S rests with the Governing Body as the 'employer,' though tasks may be delegated. It will monitor both compliance with, as well as the effectiveness of this policy.

The functional areas of responsibility are detailed below but in outline the Headmaster assumes responsibility for academic H&S and the Bursar for non-academic matters. This delegated responsibility is shown graphically below.



4. The Governing Body

The Governing Body has overall collective responsibility for H&S within the School. It has a responsibility to ensure that H&S issues are considered and addressed, and that the Policy is implemented throughout the School. The Governing Body recognises that under the Health & Safety at Work Act 1974 it has a legal duty to ensure, so far as reasonably practicable, the Health, Safety and Welfare of all its employees and that it has certain duties towards pupils, the public and people who use the premises of the school from time to time, these duties being implicit in the above Act.

The Governing Body have specified that the School should adopt the following framework for managing H&S:

- A Governor has been nominated to have responsibility for H&S. They will attend the termly Health & Safety Committee meetings and monitor compliance and performance.
- The Governing Body provide support and where necessary challenge to the Headmaster, Bursar, Compliance officer and Estates Manager in fulfilling their H&S responsibilities.
- A clear written policy statement is created which promotes suitable attitudes towards H&S in staff and pupils.
- Responsibilities for health, safety, welfare and well-being are clearly allocated to heads of departments and individuals with specific responsibilities. H&S is a standing agenda item at all internal meetings.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and activities and that safe systems of work are in place.
- Ensure effective risk assessments of the premises and working practices are carried out and documented.
- Sufficient funds are set aside with which to operate safe systems of work, for effective systems of work.

Health and Safety performance, policies and procedures are updated annually as a minimum.

5. Staff

a) The Headmaster

The Headmaster is the Responsible Manager, responsible to the Governing Body for the safe functioning of all School activities. He will be proactive to:

- Ensure all members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Deputy Head Operations, Bursar, HR Manager, Compliance Officer and other members of the SLT, to enable the Governors to comply with H&S duties.

- Ensure all members of staff are responsible for reporting any significant risks or issues to the Estates Manager.
- Ensure all members of staff are responsible for reporting any near misses or incidents to the Compliance Officer and HR Manager.
- Ensure all members of staff are responsible for reporting any accidents /critical incidents immediately to SLT.
- Constantly monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governing Body as appropriate.
- Consult with the Compliance Officer as the nominated Health & Safety Officer.
- Recommend changes in the Health & Safety Policy considering experience.
- Ensure that the criminal records of all staff who have contact with children are checked by means of a barred list check and Disclosure and Barring Service check as appropriate.
- Implement a Safeguarding Policy.
- Endeavour to ensure the co-operation of all staff at all levels as regards adhering to this Policy.
- Be responsible for ensuring that all teaching and ancillary staff, and all domestic staff fully understand their responsibilities and are given both the time and encouragement to pursue them.
- Take steps to ensure that any changes in curriculum are considered for their H&S implications.
- Ensure the Governors, school staff, peripatetic staff and others understand their duty, under the common law, to take care of pupils in the same way that a prudent parent would do so.
- Ensures the Deputy Head Pastoral Operations attends the H&S Committee meetings on Responsible Managers behalf.

b) The Bursar

The Bursar will have management responsibility for ensuring that, as far as practicably possible, arrangements are in place to:

- Ensure the Headmaster is advised of situations or activities which are potentially hazardous to the H&S of staff, pupils and visitors.
- Ensure the School has a range of policies, procedures and risk assessments for, but not limited to:
 - Safety and security
 - Fire safety
 - Electrical safety
 - Gas safety
 - Water quality /Legionella
 - Asbestos management
 - Emergencies and Critical incidents
 - Staff induction
 - Food safety & hygiene

- Contractors working on site
- Critical Incident Plan
- Swimming pool management
- Working at height
- Moving and Handling
- Ensure that equipment is registered, inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant H&S activities, e.g. assessments, inspections, incidents, H&S training etc.
- Be the School's nominated Fire Coordinator/ Responsible Manager
- Monitor performance of non-teaching areas and associated risk assessments through the Operational Team's Heads of Departments
- Ensure records of H&S activities in the management of the building fabric and building services are kept.
- Ensure that Operational staff complete H&S training (appropriate to respective roles).
- The Bursar is the Deputy Chair of the Health & Safety Committee.

c) The Compliance Officer

The Compliance Officer is the School's nominated Health & Safety Officer. They chair the termly H&S Committee and will, as far as it is reasonably practicable on a day-to-day basis:

- Work with Estate Manager to advise the Responsible Manager of situations or activities which are potentially hazardous to the health and safety of pupils, staff and visitors.
- Monitor the effectiveness of the H&S Policy and management systems and report back to the Headmaster and Bursar as appropriate.
- Work with the HR Manager to ensure staff obtain, interpret and disseminate all relevant H&S information via the normal line of management structure.
- In conjunction with the Bursar and Estates Manager, spread awareness and understanding of policies and procedures amongst staff, peripatetic teachers, volunteers and sports coaches.
- Carry out accident investigation, report findings and the subsequent actions taken to the Headmaster, Bursar and Governor with responsibility for H&S; and update the H&S Committee at the first opportunity.
- Be responsible for monitoring the School's preparation of statutorily required Risk Assessments, COSHH registers as well as similarly related matters such as Manual Handling Assessments, Personal Protective Equipment Assessments and Display Screen Equipment Workstation Assessments.
- With the Bursar and rest of SLT, monitor the effectiveness of the Critical Incident Management Plan.
- Identify potential areas of compliance vulnerability and risk and updated statutory regulations.
- Keep H&S action log current for the mitigation of those risks and provide general guidance on how to avoid or deal with similar situations in the future.

- Promote the observation of best practices and procedures designed to ensure compliance.
- Ensure the system for the reporting back of all incidents, near misses and damage to School property and investigate accordingly. Analyse trends and rate of incidents. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the School's H&S Committee.
- Take steps with Estates Manager to ensure that any changes in systems of work in the catering, housekeeping and maintenance areas are considered for their H&S implications.
- Ensure risk assessments are completed properly to comply with H&S legislation, regularly updated, appropriately filed and are historically and factually accurate.
- To check with the Estates Manager to monitor the cycle of regular inspections, testing and maintenance of equipment, competency training.
- Liaise with the Estates Manager to prioritise, support and monitor the triangulation of identified risks.
- Liaise with the Estates Manager with regards to the rolling check list of H&S action points prior to, and resulting from, the H&S Committee.
- Ensuring departments understand and adhere to COSHH procedures.
- Ensuring that COSHH assessments are completed and safe practices adhered to for dangerous substances being used by the academic departments.
- Oversee the Health and Safety training requirements.

d) The HR Manager

- Keep the Single Central Register (SCR) up to date and linked to staff files. Present the personnel files and SCR to the Bursar and Governor with Responsibility for Safeguarding, for sign off.
- Ensure recruitment procedures for all fresh staff are in accordance with current guidelines for Safer Recruitment and where necessary, liaise with Compliance Officer.
- Work with the DSL to ensure governors, staff, peripatetic teachers, volunteers and sports coaches have been provided with "read and understood" declaration forms for the latest Keeping Children Safe in Education (KCSIE) part 1 and relevant staff have completed an annual 'Suitability for working with childcare' declaration form.
- Oversee the correct safer recruitment procedures are carried out by 3rd party companies, either working at Twyford or in hiring of the facilities.
- Work with Compliance Officer to ensure there is a rolling master training record for all safeguarding and statutory H&S training.
- Respond to near miss or incident notifications when the Compliance Officer is not on site.

e) The Estates Manager

The Estates Manager, as far as it is reasonably practicable, on a day- to -day basis and with the support of the Bursar and Estates Technicians, will be responsible for:

- Ensuring the Headmaster, Bursar and Compliance Officer are advised of situations or activities which are potentially hazardous to the H&S of staff, pupils and visitors.
- Ensuring that no work is undertaken by contractors before reference to the Asbestos Risk Register and Control of Contractors policy. All contractors and relevant staff sign the Asbestos Register to confirm that they have seen the relevant report, if appropriate.
- Ensuring, where relevant, the Contractor has provided their own risk assessment and if appropriate, method statement (RAMS). The risk assessment must include reference to pupil and adult safety from a health and safety perspective.
- Ensure reported defects are recorded on system for work orders to be generated and when the works are completed to annotate the originating documentation.
- Ensure that method statements are reviewed, and appropriate risk assessments are carried out, at least annually.
- Approve the proposed acquisition of all work equipment (non-IT) and ensure that it meets any required specifications (e.g., British Standards).
- Ensure that appropriate staff training is provided for Estates work equipment.
- Providing safe work equipment for staff to use with the arrangement of suitable maintenance:
- Report to the H&S Committee on the local management of fire, emergency lighting, electrical, gas, water quality (legionella), asbestos, plant equipment, gym and adventure play equipment, steps and ladders; and ensure, where appropriate, recommendations are carried out.
- Ensuring that all contractors follow the School's H&S procedures, have been given a copy and signed the Contractor's policy before commencing work, and are following safe working practices.
- Ensuring that 'hot works' forms and risk assessments are completed before any hot works commence.
- Co-ordinate the resolutions to any defects reported.
- Ensuring that enough of the correct fire extinguishers are available, all means of fire escape are in working order and always kept free and unobstructed. Make regular checks on fire alarms, fire extinguishers and emergency lighting to report to the Bursar any problems with the equipment. Regularly check each area has an escape route plan on display.
- Assisting the DHO, or Head of Pre -Prep during /following up from any fire drill and help CIMT during any critical incident operations.
- Ensuring good standards of housekeeping, including drains, gutters, rubbish, wastepaper, weeds, leaves etc and that all works are entered onto the Shire maintenance system.
- Ensuring any works involving dangerous machinery and tools are completed when children are not present.
- Ensuring that all steps and boiler rooms are always kept free of obstructions and trip hazards.
- Ensuring that COSHH forms are completed and adhered to for dangerous substances being used by the estates team.
- Ensuring all steps, ladders and maintenance tools are inspected on a quarterly basis, records kept and not used if deemed to be faulty.

- Liaise with DHO, Bursar, HR, IT Department and Compliance Officer to ensure training is kept up to date.
- Ensuring the outsourced caterer (Sodexo) and cleaning contractor (Cathedral Cleaning), fully familiarise themselves with the H&S Policy, and the Statutory Instruments and Regulations as issued from time to time.
- Ensuring both Sodexo and Cathedral Cleaning personnel, always, leave all access and egress areas safe for use.
- Ensuring the kitchen areas are professionally cleaned termly by the contractor, Sodexo.
- Liaising with specialist contractors appointed to supply pest control services.
- Preparing a rolling checklist of H&S matters from the Health and Safety Action Plan which require addressing for discussion at the Governors Estates Committee.
- Be a member of the Health and Safety Committee.

f) Asbestos Competent Team (ACT)

- The Estate Manager is the nominated asbestos responsible person and acts on behalf of the Responsible Manager to provide the necessary competence to enable asbestos to be managed safely in accordance with the Asbestos Management Plan.
- The ACT will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headmaster of any condition or situation relating to asbestos which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Bursar and/or RW Safety Solutions as required.
- They will attend training at intervals not exceeding three years and all training records are to be retained.

g) Legionella Competent Persons

- The Estates team have two nominated competent persons for Legionella on the premises and act on behalf of the Responsible Manager to provide the necessary competence to enable Legionella to be managed safely. They attend training at intervals not exceeding three years and all training records are retained. They will work within their level of competence and seek appropriate guidance and direction from the Estates Manager, Bursar and/or RW Safety Solutions as required.
- The Estates team will ensure that all periodic and exceptional recording, flushing, cleaning, and general Legionella management tasks are correctly completed and recorded in accordance with the HSE guidance Legionella ACOP (L8), the schools Legionella Written Scheme and Risk Assessments. They will advise the Bursar of any condition or situation relating to Legionella which may affect the safety of any premises users.

- The Estates Manager will ensure that the Legionella risk assessment is reviewed internally on an annual basis and externally carried out by a competent Legionella risk assessor initially and every three years thereafter/ or as soon as reasonably possible where there is a change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

h) Head of Pre- Prep

The Head of Pre-Prep will ensure, as far as is reasonably practicable, the H&S of those affected by activities under their control. They will:

- Fully familiarise themselves with the H&S Policy and the Statutory Instruments and Regulations as issued from time to time.
- Draw up safe procedures, written where appropriate, for the Pre-Prep Department.
- Ensure that all classrooms/work areas/outdoor areas are safe before any person uses them and work with the class teachers to produce and review classroom risk assessments.
- Ensure that all equipment is safe before any person issues it.
- Ensure that protective equipment, where appropriate, is always used.
- Ensure that any hazardous or dangerous conditions or situations are reported to the Estates Manager, Compliance Officer, Bursar and Headmaster without delay.
- Ensure that all Pre-Prep Staff have read and understood the H&S Policy either in its entirety or the sections relevant to them.
- Ensure that the Pre-Prep Department is safe and secure for all pupils.
- At all times endeavor to ensure the Health, Safety and Welfare for all persons within their control.
- Ensure that all Pre-Prep School Teaching Staff have adequate training for the tasks that they are required to perform.
- Be responsible for ensuring that injuries and illness within the Pre-Prep are treated according to the Pre-Prep First Aider's training, using outside medical authorities as appropriate and necessary.
- Ensure that an Accident record and adequate First Aid Records are maintained.
- Ensure any significant or series of related near misses are recorded and forwarded to the Compliance Officer.
- Ensure all first aid kits are securely stored and kept out of reach of children.
- Liaise with the Prep School EVC and Compliance Officer regarding risk management process for both on-site and off-site due diligence.
- Be a member of the H&S Committee reporting termly on PP matters.

i) All Staff with Specific Responsibilities

- Where any new process or operation is introduced around their responsibility, they are to liaise appropriately so that the associated risks are assessed, control measures adhered to, and any precautions deemed necessary are implemented.
- They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff.
- They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- When writing any Policy share the draft with Compliance Officer.

j) Heads of Departments

Teaching (DHO, DHA, Head of Pre-Prep, Head of Boarding, all Teaching Heads of Departments, External Visits Coordinator (EVC), Operational Staff and Matrons) who report directly to the Headmaster, are to:

- Apply the School's H&S Policy or relevant Code of Practice to their own department or area of work and be personally responsible to the Headmaster for the application of the H&S procedures and arrangements.
- Carry out regular H&S risk assessments of those activities for which they are responsible using master template, send to Compliance Officer for review and communicating necessary actions/review.
- Ensure that their staff are familiar with the H&S Policy and any specific departmental Code of Practice, if issued, for their area of work.
- Resolve health, safety, and welfare problems which members of staff may refer to them and/or refer to the Health and Safety Officer, or Headmaster, any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out and record regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe, and inspections are recorded.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own H&S.
- Investigate any accidents that occur within their area of responsibility.
- Investigate any significant or series of related near misses within their area of responsibility and forward them to the H&S Officer.
- Prepare a termly report for submission to the Health & Safety Committee which reports on:
 - Incidents, 'reportable incidents' and near misses.
 - Departmental training completed and training required.
 - Details of any non-managed risks following annual risk assessment review

- Other H&S matters raised at departmental meetings. H&S should be a standing item on departmental agendas.

k) Head of Boarding

The Head of Boarding will ensure, as far as is reasonably practicable, the H&S of those affected by activities under their control. They will:

- Carry out responsibilities commensurate with their position within the School.
- Have direct responsibility for Boarders, Boarders Health & Safety Policies, and Risk Assessments.
- Ensure members of staff are always available in each of the buildings of the Boarding House when pupils are in residence.
- Ensure that weekly fire alarm testing is done while the children are boarding.
- Ensure that evacuation of the Boarders at night in the case of Fire or Emergency is carried out effectively and safely.
- Ensure that the welfare aspects of the Boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to Boarding Schools are satisfied.
- Have regard to the National Minimum Standards for Boarding that are current, communicate these to staff and shall bring any deficiencies to the attention of the Headmaster.
- Be a reporting member of the Health & Safety Committee.

l) Accident Investigator

- The Accident Investigators are the Bursar and the Compliance Officer.
- The on-site trained accident investigators will lead on all accident investigations in accordance with departmental and corporate procedures. They will attend appropriate training/refresher training. They are to work within their level of competence and seek appropriate guidance and direction from the Headmaster and/or RW Safety Solutions
- The Compliance Officer will support and monitor the accident investigations. They will collate information, report on trends or rate and action requirements on behalf of, and under direction of the Headmaster and the Bursar. This analysis information will be reported to the Health and Safety Committee.

m) Caterers

- The school kitchen staff are outsourced to a catering contractor, and they are responsible for the local management of the main kitchen. In liaison with the Estate Manager the Catering Contractor is responsible for maintaining the kitchen appliances, equipment and organising the regular cleaning and deep clean.

- Risk Assessments will be created by the Caterers. All Risk Assessments and associated control measures are then to be approved by the School prior to implementation.
- The Catering Contractors must adhere to the School's Safeguarding and Health & Safety Policies and procedures. The catering team performance will be monitored throughout the year.
- The Catering Contractors must sign in/out. The Catering Lead will report directly to the termly H&S Committee.

n) Cleaning

The cleaning staff are outsourced to a cleaning contractor. They are responsible for the safe working procedures for the management of the cleaning equipment and hazardous substances.

- Any required equipment and cleaning supplies are organised by School but managed by the cleaning contractor.
- These contractors will adhere to the same management control processes for hazardous products as those of the School.
- The cleaning contractors must adhere to the School's Safeguarding and Health & Safety Policies and procedures. Their performance will be monitored throughout the year. They must meet the School's minimum insurance requirements.
- The cleaning contractors must sign in/out and will be issued with lanyards that must be worn when on school grounds.

o) Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is a person appointed to take lead responsibility for child protection issues in the School. They are supported by the Headmaster, Deputy DSLs and Pastoral teams. Arrangements regarding child protection are set out in the Safeguarding, Whistle Blowing and Low Level Concerns policies.

p) Educational Visits Co-ordinator

The Educational Visits Co-ordinator (EVC) will lead and oversee a range of due diligence procedures for safety on educational visits and is of sufficient status to be able to influence change and others, being actively supported by the Senior Leadership Team (SLT). However, responsibility within our School for the approval of visits and visiting speakers remains with the Headmaster.

The EVC's key functions include:

- Produce an annual plan of educational visits with an agreed rationale for the 'when and how they occur' as well as the implication for the curriculum and management of the school diary.

- Ensure all due diligence preparations are completed, together with necessary documents before a visit.
- Be involved in all educational visit management, therefore ensure that the guidance is understood, followed and regulations complied with.
- Work with the Outdoor leader and Group Leaders to ensure that the aims of the educational visit / SAP activities are achievable and in line with those of the establishment.
- Confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include all accompanying staff and volunteers.
- Confirm that adequate risk assessments have been carried out by Twyford School and the providers, so lines of responsibility are clear.
- Ensure staff accompanying pupils on trips/ educational visits have access to the risk assessments.
- Recommend and organise the training of the Group Leaders and help organise the induction of staff and volunteers new to the venture.
- Ensure that the establishment's supervision and management of behaviour and other relevant policies, can be transferred off site successfully and are consistently used.
- Ensure that liaison with parents and obtaining consent are effective.
- Be a member of the H&S Committee.

q) First Aid and Medical Lead

The School Nurse / Matron are the on-site First Aid Leaders with sufficient first aid training. Their role is to support pupils with their medical conditions and coordinate and manage the medical needs of the School. Full arrangements are updated annually in the First Aid Policy and in the Medical Protocol. The role includes:

- Complete the first aid log & medical needs assessment and review annually, or sooner when required.
- Ensure staff are adequately trained to minimum requirements, as outlined in the first aid & medical needs assessment.
- Delegating the first aid and four AED (Defibrillator) equipment checks to a designated member of staff and reviewing the check sheets termly.
- Responsible for meeting requirements as outlined in the First Aid Policy and for administration of medicines.
- Ensure resources are available for all school activities.
- Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date.
- Generate Risk Assessments Individual Health Care Plans liaising with individual pupils' teacher and parents/careers supported by Head of Hub, Class teacher.
- Keep statistics and prepare reports for the School Health & Safety Committee.
- Arrange a suitable escort if pupils must go to hospital (and inform their parents).
- Check all first aid boxes and eye wash stations are replenished.

- Ensure all required medicines and medical equipment are held, remain in date and are stored appropriately to their control category.
- Prepare Personal Emergency Evacuation Plans (PEEP) for children and staff in liaison with the Head of Hub, Heads of Department and Form teachers.

r) Fire Safety Co-ordinator

The Fire Safety Coordinator, responsible person is the Bursar, in liaison with the Compliance Officer and DHO/ Head of Pre -Prep. The day-to-day fire safety duties are carried out by the Estates Manager, Head of Boarding and the Estate team. They will ensure that the weekly checks are carried out on the fire safety equipment and any concerns are dealt with promptly. They will carry out the annual internal fire risk assessment on behalf of the Headmaster and Estate manager arrange that all school properties will be assessed by an external fire risk assessor, to be carried out in a cycle every three years, or as soon as reasonably possible, where there is a change in fire safety risk, room use, or refurbishment/construction, which may affect fire safety.

The Fire Safety Coordinator will ensure that the fire safety manual contents are reviewed, and actions taken are monitored.

Fire Safety Coordination of the boarding house at Orchard Close is the Head of Boarding's responsibility.

s) Forest School/Outdoor leader/Club leader

Responsibilities are as follows:

- Carry out all due diligence before any contracts are agreed with outside providers.
- Establish clear lines of responsibility for the group before, during and after the activities.
- Ensure appropriate welfare requirements are in place for the group (clothing/shelter, hand washing, drink & food, toilets).
- Communicate with all relevant staff, parents, management, pupils, and the local community if necessary.
- Develop policies and procedures relevant to the way they run the experiences. Review these annually but earlier if required due to changes in context, research, and government guidelines.
- Promote and provide Forest School experiences which adhere to the principles of the Forest School ethos, policies, and procedures.
- Implement risk management systems and undertake regular review of risk assessments in appropriate intervals.
- Ensure appropriate ratios are maintained at their outdoor School/Club activities.
- Provide clear guidance and induction processes for adults supporting their Forest School activities, to ensure a consistent approach.
- Create a management plan for the environmental impact on the site and maintenance of the area.

- Ensure that equipment, tools, and outdoor clothing are fit for purpose, appropriately stored, and implement maintenance schedules.

t) Mental Health & Wellbeing Lead

There is a designated teacher to lead school mental health and wellbeing to ensure procedures are implemented, additionally act as a point of contact for pupils (and to staff) about pupils. However, the holistic nature of Twyford School means this is never done in isolation from the SLT, Pastoral, DSL, and Boarding Teams.

The HR Manager oversees the wellbeing of staff. It is their responsibility to oversee, plan, evaluate and implement the school mental health & wellbeing strategy.

- Both will undertake designated Mental Health Leader Courses to adequately guide and support them in their roles and give them the knowledge and expertise to support staff and pupils.
- They will promote the School's Staff Mental Health & Wellbeing Policy and work with SLT to regularly review and update the policies where appropriate.

u) Teachers/Sport Assistants

Teachers and Sports Assistants/ Coaches are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies, then to carry them out.
- Assist Matron to write a PEEP if anything hinders access / egress for a pupil or for any other special adjustments
- Remind pupils of the fire evacuation procedures and visitor security at the beginning of each term.
- Inform pupils of additional H&S measures as informed at Inset / staff meetings / emails.
- Remind pupils (Prep School) at the beginning of each term the definition of the colour coded lanyards. Staff wear blue, Governors and peripatetic teachers green, contractors who have been DBS cleared orange and all other visitors wear a red lanyard
- Not allow any adult to enter their classroom if the School visitor's badge does not identify them. Visitors and volunteers to the School site without security badges should be challenged.
- Follow the H&S measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice/Normal operating procedures and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Take every opportunity to teach children about H&S, to make them risk aware and equip them with the skills, knowledge and understanding to live positive, successful, and healthy lives.
- Follow safe working procedures and protocols, for example when engaging visiting speakers.

- Ensure protective clothing and guards are used where necessary.
- Make recommendations to the Headmaster or their Head of Department on H&S equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- Make overt and integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on H&S in line with National Curriculum requirements for safety in education.
- Report all accidents, near misses, defects and dangerous occurrences to their Head of Department.
- Ensure classrooms are left clean, tidy and in a safe manner. Be aware of all potential H&S issues when leaving a room thereby ensuring the next class are safe to enter and free from harm.
- Ensure first aid kits are securely stored out of reach of pupils.
- Identify hazards and reduce risks by implementing reasonable control measures.
- Make pre-visits within three weeks of leading a trip offsite and ensure have read providers risk assessments when generating Twyford School RA.
- Intervene if providers control measures are not being implemented according to what has been agreed/ previously communicated.
- Read the risk assessments prepared for off-site visits for which they have supervisory responsibilities.
- Listen to a providers safety brief at the start of every session with children to reinforce with pupils where appropriate.

v) All Staff / including Volunteers

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Reading the Health and Safety Policy and make note of amendments when notified.
- Be punctual for all duties.
- Ensure all training that is assigned to them is completed and carried out as required.
- Look at all risk assessments within the School that may be associated with their role.
- Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.
- Where any new process or operation are introduced around their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented.
- To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health and Safety, and they will appropriately monitor those fresh staff.
- Not interfere with Health and Safety arrangements or misusing equipment provided.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to Bursar, Estates Manager or Compliance Officer.

- Supporting the School health and safety arrangements such as ensuring pupils do not misuse or use play apparatus/ sports equipment without adult supervision and wear appropriate attire.
- Ensuring volunteers in your work area are aware of safeguarding and evacuation routes.
- Turn off all electrical equipment when they leave their workspace / classroom at the end of their day.
- Keep classrooms laboratories, shared areas, PE stores and corridors clear, tidy and safe.
- Reading instruction manuals and creating COSHH risk assessments for equipment or products that may be hazardous to health. COSHH assessments are to be carried out each time a new product is to be used on site and reviewed on an annual basis.
- Not interfering with health and safety arrangements and so use all work equipment and substances in accordance with instruction, training and information received.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to the Estate Manager and recording using the defect reporting procedure.
- Reporting any near miss incident that has led or could have led to damage or injury using the form on the staff portal.
- Assisting in investigations due to accidents, dangerous occurrences, or near-misses.
- Not acting or omitting to act in any way that may cause harm or ill-health to others.
- Will wear appropriate footwear that enables them to safely move quickly if necessary and does not pose a risk to themselves or children. Therefore, no stiletto heels will be worn if staff are working with children.
- Keeping the premises tidy and not obstructing fire exits or routes.
- Close all doors and windows and secure their areas of work before leaving the School.
- Put out of sight, lock away items of personal value.
- Report to the School Office immediately any visitor who is not identified with a School lanyard / badge. If any adult working in the School has suspicions that a person may be trespassing on the School site, they must politely request the intruder leave and immediately inform the Headmaster, Bursar or member of the SLT.
- Should an area of the School grounds become unsafe, staff must designate it 'out of bounds', report it immediately and ensure that it is not used until it is declared safe.

w) Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the H&S of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the H&S rules of the school/establishment they are visiting and the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their H&S.

6. The Health & Safety Committee and Terms of Reference

The H&S Committee is established to manage responsibilities held by the Governing Body and functions delegated to the key duty holding staff. It therefore provides opportunity to effectively deliver the Schools' safe systems of work. It should meet a minimum of once a term to:

- Review H&S arrangements and any H&S issues as they arise, to promote continuous improvement of H&S matters.
- Monitor accidents, analyse incident/ and near miss trends, to ensure remedial action is taken and risk managed appropriately.
- Ensure that the School has an appropriate risk management process and that generic risk assessments are updated with measures to manage those risks, are communicated well, according to the master risk assessment schedule and where appropriate, specific risk assessments are produced.
- Promote a positive and pro-active H&S culture.
- Encourage involvement, reporting, and suggestions of unsafe aspects of school life by all members of staff.
- Monitor regulatory and legislative changes that impact on H&S provision and take necessary action across the School.
- Review the Schools H&S Policy and Fire Safety Policy annually and Critical Incident Plan every two years
- Ensure that responsibilities for health, safety, wellbeing, and welfare are allocated to Heads of Departments and individuals with specific responsibilities and that they deliver safe systems of work for their areas.
- Ensure staff are trained appropriately for their roles and in accordance with the School's H&S Policy.
- Ensure that pupils, staff, parents and visitors are informed and up to date on H&S issues.
- Produce termly H&S reports prior to the Governing Body via the Estates Committee (minutes of the H&S meeting will be circulated to the Governors Estates Committee).
- Prepare a rolling check list of H&S arising matters which require addressing.

7. Health and Safety Committee Membership

Compliance Officer /Health and Safety Officer (Chair)	Head of Boarding /PE
Bursar (Deputy Chair)	Head of Art
Governor with responsibility for H&S	Head of Science
DHO	Head of Design Technology (DT)
Head of Pre-Prep	External Visits Coordinator (EVC)
Estates Manager	Matron

HR Manager	Outdoor Leader
Catering Manager	HR and Bursar Assistant (Committee Secretary)

8. Health and Safety Advisor

The Health and Safety Advisor for the School is Ray West of RW Safety Solutions. He is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. As a chartered health and safety consultant he can provide advice on all aspects of H&S related to schools.

9. External Contractors and Third- party providers

A lot of the Estates maintenance is undertaken by the Twyford Estates team. However, for some work, specialist advice is sought, and external contractors are hired.

Contractors and Third -Party providers must adhere to the School's Safeguarding, Contractors and Health & Safety policies and procedures.

10. Commercial and Lettings Manager

- Liaising with outside bodies who may, from time to time, use the facilities of the School. With reference to the H&S Officer, ensure that the appropriate action is taken so these bodies have sufficient knowledge of the School's safeguarding, H&S and fire procedures and that the School itself is appropriately indemnified.
- Risk Assessments for Extra-Curricular Third-Party Providers will be created by the provider. All Risk Assessments and associated control measures are then to be approved by the Responsible Manager, or their delegated member of Staff prior to implementation.
- They will be vetted by the School and their performance monitored throughout the year and must comply with the necessary safeguarding and health & safety requirements/policies and procedures. Providers must:
 - Have their own safeguarding policy
 - Have up-to-date Safer Recruitment training
 - Carry out all the necessary pre-employment checks for every member of staff including Enhanced DBS (Disclosure and Barring Service) check as well as a CBL (Children's Barred List) check if applicable to the role
 - Have all relevant qualifications applicable to the service they are providing
 - Read and understand the School's Safeguarding Policy
 - Have Public Liability Insurance

- Employers Liability Insurance for those who are not self-employed
- Relevant first aid qualification suitable to the activity
- Read and understand the School's Health and Safety Policy.

Refer to Hirings and Lettings Policy for Forms and further information, terms & conditions.

11. Arrangements

12. Provision of information

The School Staff Portal has a button entitled 'Health & Safety' which leads to further pages where the following are held:

- Risk Assessments
- COSHH Assessments/ Safety Data Sheets
- Fire Safety
- Departmental Protocols
- Covid related guidance
- Near miss and incident online reporting form
- Minutes and reports from H&S Committee Meeting
- H&S action log
- Training

The School will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include staff meetings, staff briefings, e-mails and training (INSET) days. When staff attend training sessions or have read key documents, they are asked to sign to say they understand their duty, roles and responsibilities.

We are adopting a new Health and Safety Management system Shire Computerised Maintenance Management System. It is updated on a regular basis and ensures procedures are carried out at the correct intervals and can be prompted and reviewed. The Health and Safety management calendar is continuing to be developed to include:

- Planned Preventative Maintenance for all School and plant equipment
- Statutory Insurance Inspections
- Premises Services Schedule
- Legionella Review Schedule
- PAT testing
- Ladders, Steps & Trolleys Review Schedule
- Fire Safety Review Schedule
- COSHH Assessment Review Schedule

- DSE Workstation Assessment Review Schedule
- Safety Check Sheets Review Schedule
- Method statement annual review
- Regular in-house Health & Safety Checks
- Premises Policy Review Schedule
- Risk Assessment Register /Review Schedule
- Classroom Check Sheets and Risk assessment
- Health & Safety Policy & Procedure Review Schedule
- Incident and Near Miss Rate monitoring and trend analysis review termly

13. Asbestos

Asbestos Management on site is controlled by the Asbestos Competent Persons outlined in the asbestos management plan. The Estate Manager and team will attend an Asbestos Competency Course (including the management of asbestos) every three years and all staff will have awareness training on the hazard of asbestos.

Due to the age of some of the School's buildings, asbestos is present in some areas. All Asbestos Containing Materials (ACM's) within the School premises are deemed safe as they are undisturbed or encapsulated.

To identify the asbestos containing materials within the School buildings, an Asbestos Survey is conducted that provides an Asbestos Register and full details on the items found. An Asbestos Reinspection Survey is done yearly by the Estate team, or as soon as reasonably possible, where there is a change in risk or room use or refurbishment/construction, which may affect safety. ACMs identified in the first survey are inspected to ensure that no damage or deterioration has occurred. The Asbestos Register is updated accordingly, available to all staff and updated in the Asbestos Manual located at Reception. Internal visual inspections of areas within the School with reported ACM's are carried out annually by the Estate technicians, any issues found are immediately reported to the Estate Manager who will follow the Asbestos Emergency Procedure found in the Asbestos Management Plan, informing the Responsible Manager the Bursar.

The Asbestos Register is in Estates Reception and is to be shown to all Contractors who may need to carry out work on site. Contractors review the Asbestos Register for the area in which they intend to work and sign the Asbestos Register as evidence of sighting prior to being permitted to commence any work on site. If asbestos content is suspected to be present or unknown, works will not be permitted and a detailed Asbestos Survey of the area of works will be undertaken by the appropriate competent Asbestos Management Contractor. Any asbestos identified will then be safely removed or encapsulated by the competent Asbestos Management Contractor before any works can be permitted. Any changes to the premises structure that may affect the Asbestos Register information will require recording in the Asbestos Register.

Under no circumstances are Contractors or any member of staff to drill or affix anything to the fabric of the building that may disturb materials, without first checking the Asbestos Register and / or obtaining approval from the Estate Manager /Asbestos Competent Persons.

Any damage to any structure that may contain asbestos, which is known or identified during inspection, should be immediately reported to the Estate Manager (and /or the Asbestos Competent Person) who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Bursar and / or Asbestos Competent Person.

For any project or refurbishment works an Asbestos Refurbishment Survey is carried out prior to the commencement of the project then asbestos is safely removed by an accredited contractor as part of the project and the Asbestos Register updated accordingly.

14. Community use

The Lettings and Community Manager will ensure that:

- Third parties and other extended service users operate under a hire agreement.
- A risk assessment for the activity is completed.
- The premises is safe for use and is always inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users.
- All school provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.

15. Equipment

a) Defects -equipment or premises

- Any site defects are to be reported immediately to the Estate Manager by calling on the radio or for what is deemed to be safe to delay, an email. The Estate Manager will then put jobs onto the Shire system to generate the work orders to rectify the defects. Any near misses should be logged through the staff portal incident report form
- Equipment should not be used whilst defective and equipment that is no longer deemed to be fit for purpose will be safely removed from site.

b) Display Screen Equipment

- All staff who are provided with a laptop or desktop computer and who work continuously, for an hour or more daily, with display screen equipment, are required to complete an annual DSE workstation assessment using the Smart Log assessment tool. This is annual refresher training and then requires a risk assessment to be the follow up action. This is then monitored by the head of IT services
- The Head of IT Services is responsible for reviewing these assessments and ensuring that any issues are reported to the Health and Safety Officer for action. Workstation assessments are to be reviewed annually and where the work area has changed significantly e.g. staff have moved rooms.

c) General equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, PE equipment, climbing apparatus) will be inspected by appropriate competent external contractors.

d) Work equipment

Definition: work equipment is any machine, appliance, apparatus or tool used at work by a member of staff to carry out their assigned tasks. It includes any new, second-hand, leased or hired equipment. The use of the equipment includes any activity such as starting and stopping equipment, repair, maintenance, servicing and cleaning.

e) Management of work equipment

The Estates Manager will:

- Ensure that method statements are reviewed and appropriate risk assessments are carried out annually.
- Approve the proposed acquisition of all work equipment (non-IT) and ensure that it meets any required specifications (e.g., British Standards).
- Ensure that appropriate staff training is provided and refreshed.
- Ensure planned checks are carried out
- A key aspect of providing safe work equipment for staff to use is the arrangement of suitable maintenance:
 - Electrical Equipment: 12-18 month programme for PAT inspection
 - Access Equipment: Each time access equipment is used
 - Ladders and step ladders: Quarterly inspection
 - Other Equipment: User inspects prior to use and own service plans
 - PE Equipment: Annual inspection
 - All IT equipment must be approved by the Head of IT Services

- Maintenance records will be kept and checked.
- Staff are not permitted to carry out maintenance without appropriate training.

16. Staff have responsibility to co-operate by:

- Attending relevant training, and by using equipment for its proper purpose, following any recommended procedures and instructions issued to them.
- Reporting any loss or defect of work equipment promptly.
- Not tampering with or altering equipment in any way which may inhibit its effectiveness.
- Not introducing into the workplace, or using, any unauthorised equipment or spare parts.
- Helping to keep equipment clean and in good condition by treating it with respect and care.
- Reporting all accidents and near misses on the portal.

Instruction is provided for all young persons (under 18 years old) using work equipment and for anyone else who through unfamiliarity with the working environment or some kind of disability needs extra care and attention to ensure their health and safety.

17. Child protection and Safeguarding

- The DSL oversees matters relating to safeguarding once people are employed. The HR Manager will ensure all safer recruitment practices are adhered to pre-employment checks. Only those who hold a current 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS check and Barred List check is sought, with supervision arrangements and a mentor put in place.
- The Safer Recruitment Policy is stringently followed.
- All adults working with children are trained and expected to comply with child protection and wider safeguarding matters. See separate associated policies.
- All visitors to Twyford School should report to either Reception or the contractors' entrance whereupon they will be required to sign in and be issued with a visitor's/ contractor's lanyard and provided with a copy of the Visitor's Information pamphlet to read. They will then be met from Reception / contractors' entrance by their host.

18. Contractors on site

- Supporting documents are inspected. These documents include Contractors Health & Safety Policy, Insurances, Risk Assessment's, Method Statements, COSHH assessments,

Employee/Company Licenses and Qualifications, DBS checks, Equipment & Maintenance Records and Environmental checks.

- All contractors will require adequate risk assessments / method statements to be sighted to demonstrate their safe working practices for specific work being undertaken. A RAMS review is completed by the School before any works commence and is filed.
- Contractor performance monitoring is carried out throughout the works and any issues raised with the School.
- Any hot work permits are to be issued for all temporary hot work on site including gas and electric welding, soldering, brazing, hot cutting and use of naked flames, blowtorches, grinding wheels and cutting discs. Hot work to be carried out only by those people trained in use of equipment, hazards & precautions to prevent fires. Permits are issued by the Estates Manager.
- All Contractors must report to main Reception, or Contractors Reception, where they will be asked to sign in, using the electronic signing in system and agree to the safeguarding and health and safety information displayed on the system, to be accepted as a visitor. All contractors must review and sign the Asbestos Register. All Contractors will be provided with a Contractor Induction which includes the Fire Safety procedures and local safety arrangements, prior to them commencing work.
- Contractors may not carry out any work during the time that children are present in School without the direct permission of the Headmaster or Bursar. Contractors working outside of the time that children are present they can carry out their duties with permission of the Estates Manager. If there is any risk to the staff or children, the contractor will cordon off the necessary work area. The decision of this precaution is the school's decision, and if this is not possible the work will not be completed.
- All school staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.
- Any member of staff can instruct a contractor to stop working on site if they feel their own, other staff or children's safety is at risk.
- No tools will be left unattended by any member of staff, volunteer or contractor.

19. Pupil registration

- Attendance data is recorded and stored on the School database.
- Authorisation for any planned absence from Twyford Prep during 8am-6pm, must be sought in advance, including for all medical related appointments. Special request absences must be agreed by the Headmaster and sought through his PA or, for Pre-Prep, the Head of Pre-Prep. Lists are kept on the portal for all staff to access regarding leaving times for either 4.20pm, 5.15pm or 6.00pm.
- All pupils must be collected by a parent, or another person authorised to do so in advance, with that authorisation record maintained by the School Reception, (e.g for a grandparent,

nanny/au-pair, guardian) before the child is released and they are allowed to leave the school premises. This can be done either by email or call to the School Reception.

- If a pupil is absent from School without authorisation, the teacher should inform the School Receptionist and they will contact the parents for an explanation.
- Parents are asked to complete all forms on the parent portal as their child is enrolled. This includes sharing permissions, medical information, special dietary needs, allergens, emergency contact. The receptionists ensure all information is recorded carefully on ISAMs and communicated to all relevant staff.
- A child must never be taken off site without the prior permission of the parent or guardian.

20. Pupil supervision

- A minimum of two staff are always present whenever any pupils are on our premises, in addition to the requirements of the National Minimum Boarding Standards. All pupils in our care are regularly reminded of what is safe and what is not safe to do when on our premises. They are encouraged to report anything that they notice that might be unsafe.
- A duty rota ensures that there is always adequate pupil supervision. Prompt arrival is key for the start of all duties. Staff ensure that pupils have a satisfactory amount of freedom and exploration in the School grounds, commensurate with enjoying a healthy and safe environment.
- Children should not be using Chalk Mounds or other play / sports equipment without an adult present.
- If an unlocated pupil is identified, please adhere to the missing child procedures. A 'missing pupil' can be defined as a pupil who has been registered as present at School but who is absent from a lesson or other activity which they would normally be expected to attend. As a guideline, teachers should expect to begin missing pupil procedures by radioing through to Matron on Channel 9 if a child is more than five minutes late for a timetabled lesson or agreed meeting. See Missing Child Policy for further details.

21. Control of Substances Hazardous to Health (COSHH)

- Staff who use products of this nature are responsible for reading and adhering to the management of safety data sheets (MSDS), implementing control measures as outlined on the MSDS, COSHH assessments and instructions on product use, before using any substances; making/updating at least annually COSHH assessment, keeping an up -to- date electronic inventory(COSHH register)of what products are currently being used in the department. The COSHH assessments will be signed off by the trained Heads of Department ,or the Estates Manager and the Compliance officer will monitor this when updating the folder on the staff portal.
- We follow strict COSHH guidelines whereby hazardous substances, materials, chemicals, and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken The School wherever possible only uses safety-

approved substances for use by children, such as non-toxic glues and paints. As much as practicable only water-based products and not solvent-based ones that can give off fumes and vapours, are to be used. Substances must be kept in the original vessel with clearly marked contents. The Risk assessment process for COSHH forms are always completed before use.

- Hazardous substances, materials, chemicals, and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken, and the product has been approved for safe use on site by the responsible managers.
- The COSHH Assessors for each department will list all hazardous substances used, obtain the Safety Data Sheets first to determine whether to safely purchase and then using the information from the MSDS carry out a detailed COSHH assessment for each product. COSHH records previously easily located in the yellow folders (now archived) are published on the Staff portal under the health and safety tile COSHH.

COSHH guidelines

- When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the Safety data sheet and COSHH assessment completed for that hazardous substance.
- Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and personal protective equipment identified in the COSHH assessment.
- All hazardous substances are to be stored in areas of use in the locked, secure, and signed storage places when not in use.
- NO COSHH product should ever be accessible to pupils.
- Staff checking with HoDS **before** requesting /ordering **any** new product
- All departments returning unused quantities of products, no longer being used, to a central maintenance store to be collectively, safely disposed of
- Stopping use of any decanted products into *hand labelled* dispensers eg. Hand gels are to be gathered and replaced with only branded bottles use from now on
- Ordering fairy liquid, hand gel, surface cleaning sprays etc centrally and then costed to departments
- Archiving existing /old COSHH documents once done the updated 2024-25 version
- Ensuring people to source safety data sheets first, before ordering and prior to completing/reviewing each product COSHH assessment document

- Whole school using new COSHH template with examples of control measures. These may not be all relevant depending on the substance
- Ensuring new products are added to the departmental COSHH register (template supplied)
- Ensuring a list of products not requiring COSHH assessment are kept separately by each department
- Storing COSHH and MSDS together electronically and sending Compliance office folder, including high lighting separately which products are no longer used
- Departments keeping own summary COSHH register and making at least annual reviews of COSHH assessments, or as and when required, and then checked off by the HoD
- Compliance officer monitoring COSHH registers annually, checking that this safety process is consistently implemented across Twyford School
- Electronic files will continue to be stored on H&S section of staff portal for transparency, monitoring and ease of access
- The COSHH risk assessment process and departmental risk register to be completed this term, by 1.12.24. Please inform the compliance officer when this has been done and send the folder with the register and all of the COSHH forms and safety data sheets. This will then be uploaded to the portal
- Updated the 24-25 H&S Policy with reviewed COSHH guidelines

22. Curriculum areas

- All safety management and risk assessments for curriculum-based activities will be carried out under the control of the year and subject heads of department, using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Art, Science, Music, Physical Education & Sport, Swimming and School productions.
- The Leadership Team and teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.
- For swimming, please refer to the normal operating procedures, emergency action plan and risk assessment which covers both teaching of swimming and technical aspects of having a pool on site.
- All have policy guidelines relating to Health & Safety and staff should adhere to these guidelines. (See individual policy documentation, risk assessments and departmental protocols). <https://primary.cleapss.org.uk/>

23. Emergency procedures

- In the event of severe weather conditions or an outbreak of an infectious disease which may necessitate the closure of the School for a day or more, the School has established an 'Emergency Closure / remote learning guide for absent children.
- General emergency procedures are to be carried out in accordance with Twyford School 'Critical Incident Plan. The Critical Incident Plan covers procedures for evacuation, shelter in and this includes a lockdown procedure which is to be used if there is an external threat to safety and when adults and children need to be kept within the building.
- Emergency procedures also cover accidents on day and residential trips.
- Walkie Talkies are widely used around the site. All staff are responsible for Walkie Talkies in their classroom/environment and must ensure they are fully charged. Staff are required to take radios out with them on break duties and when leading outdoor activities. In the event of an emergency, channel 2 is used.
- Fire related emergency evacuation procedures are to be carried out in accordance with the Fire Evacuation Plan. Emergency procedures shall be tested termly and scheduled by SLT. The evaluation of these drills will be reported to the responsible Manager and will form part of the report issued to the Health and Safety Committee.
- The School has a detailed plan if the staff and children need to evacuate to a location away from the School. This is outlined in the fire evacuation plan.
- Evacuation routes and fire action notices are displayed next to fire alarm call points and next to all final fire exits. These routes detail nearest exit, the necessary route and the assembly points.
- All staff will receive a brief and/or a copy of the non-fire and fire related emergency evacuation plans at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.
- Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

24. First aid and welfare facilities

a) First aid

- Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy.
- First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.
- First aid provision requirements will be assessed using the first aid & medical needs assessment form to identify, formalise and record what level of first aid provision is needed in their building, premises or for the team. This form along with the training matrix will be

reviewed periodically by the Responsible Manager, the First Aid Lead and monitored by the Compliance officer.

- The Lead Matron will delegate the role of ensuring First Aid Boxes are checked every term, recording of checks, and replenishing as appropriate. This checklist will be periodically reviewed by the First Aid Lead and random checks of the First Aid Boxes will be done termly.
- The Lead Matron will be a qualified first aider and will support school staff in following the First Aid Policy and supporting pupils with Medical Conditions & in administration of Medicines.
- First-aid facilities are available in Matron's Office, in Orchard Close and small first aid boxes/kits are located around the whole School. Staff in charge of outdoor pursuits/games must be trained in first aid. There are always Paediatric and First Aid trained Staff in the School when EYFS pupils are on the premises. Names of personnel may be found in the Matron's Office and in Pre-Prep.
- All incidents involving injury in the School are logged and we inform parents in all cases. Head injuries will always be reported to parents and carefully monitored by all staff. Should any incident involving injury to a child or adult take place, a first aid trained member of staff will be called to assist. If necessary, the emergency services will be called.
- For head injuries and suspected concussion there is a strict protocol followed, as outlined in the head injuries policy.
- Outside of normal term-time, IT staff are the dedicated first aiders and a first aid grab bag is located within the IT office.
- First aid boxes should never be left unattended. Missing items and items used should be reported to matron's team for re stocking as part of First Aid Needs assessment.
- Medicines and medical needs of children and staff must be known and control measures implemented as part of risk assessing all offsite visits and sports fixtures.
- Defibrillators are held in boxes and accessible outside of Orchard Close, Sports Centre/Swimming Pool and in Pre-Prep. Additionally, one is kept in the main prep building outside the nook.

b) Administration of Medicines

- These arrangements are detailed in the Medical Protocol found with policies on the staff portal.
- The School Nurse and matrons will ensure procedures for supporting children with medical conditions and the administering of medicines are being followed.
- Personal Emergency Evacuation plans are overseen by Matron with support from Hub Leader and Form teachers. They are to be completed for any children/adults who may have difficulty in an evacuation and shared with all staff relevant to that child.

c) Accident reporting

- All major accidents that involve children and or staff are to be immediately reported to Headmaster/SLT.
- All incidents will be recorded via the designated incident and near miss reporting form located on the staff portal, under the H&S tile, incident and near miss report form.
- The termly meetings of the Health & Safety Committee will monitor the incidents rate/trend and near misses and review that appropriate action has been taken where necessary.
- The Bursar and Compliance officer are trained accident investigators and will always conduct a documented investigation into accidents with outcomes, lessons learned and points to consider whether operating differently going forward.
- The Health and Safety Executive will be notified using a RIDDOR reporting system. Information on the type of reportable injuries, Diseases and Dangerous Occurrences is supplied by the HSE <https://www.hse.gov.uk/riddor/reportable-incidents.htm>
- For accidents involving children the following information has been supplied by the HSE <http://www.hse.gov.uk/pubns/edis1.pdf>

d) Hot drinks

No hot drinks are allowed in classrooms, corridors or in other areas of the building, outside on court or play areas where there may be children, without the appropriate cup containing a sealed lid. Any hot drinks taken out of the common room/kitchens must be transported using a sealed lid to avoid spillage and scalding.

e) Housekeeping

- All areas of the School will be maintained in a clean and tidy condition.
- Rubbish and wastepaper must not be allowed to accumulate. Emergency exits, and fire doors are not obstructed in anyway.
- Supplies are stored safely in their correct locations.
- Floors are kept clean and dry, and free from slip and trip hazards.
- All staff and pupils must be made aware of the necessity for good hygiene and health precautions to be taken within the School.
- In particular, the caterers will be aware of and will adhere to the conditions regarding food handling regulations.

f) Kitchens

- Authorised access and safe working procedures for local management of the main kitchen and other facilities where catering is provided are organised and managed by the school appointed Catering Contractor. These areas are only to be used by authorised Staff in

accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter these areas must gain approval from a competent person prior to entry and must strictly adhere to the catering contractors safe working practices.

- The Estate Manager and Compliance officer will be required to enter the contractor managed kitchen to carry out regular health & safety checks and site inspections.
- The catering contractors must sign in and out on Sodexo Kronos System and will be issued with lanyards that must be worn when on school grounds. However, they are not required to wear the lanyard when in the kitchen.
- Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are under the local health and hygiene guidance.
- The School has kitchenettes to enable the children to prepare food and cook food with the assistance of a competent adult. All staff and volunteers working with the children preparing or cooking food will adhere to the relevant risk assessment and must be adequately trained in Level 2 Food Hygiene and Safety for Catering.

g) Legionella Management

Legionella management on site is controlled by the Estates team Legionella Competent Persons, in accordance with the Risk Assessment and Written Scheme, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes. These are checked monthly by the Estate Manager.

The Legionella risk assessment is reviewed as follows:

- Internally carried out annually by the School Legionella competent person who will ensure that evidence of reviews are retained for inspection purposes.
- Externally carried out by a competent Legionella risk assessor initially and then every two years thereafter.
- Externally carried out by a competent Legionella risk assessor as soon as reasonably possible where there is a change in water systems or Legionella safety risk or refurbishment/construction which may affect Legionella management/risk.

25. Lettings/ Community users /Extended Services

- The Commercial Manager will ensure that Third parties and other extended service users operate under hire agreements terms and conditions, as in the Lettings policy.
- The third party has provided their own risk assessment for the activity which has been reviewed by the Lettings Manager and agreed with the Compliance Officer, or that a risk assessment for the activity has been completed by the School.
- The premises are safe for use and is always inspected prior to, and after each hirers use.
- Means of general access and egress are safe for use by all users.

- All provided equipment is safe for use and training is provided where necessary and appropriate.
- Fire escape routes and transit areas are safe and clear of hazards.
- Users are aware of the methods for reporting defects to the Estates team for investigation.
- Premises hirers and community/extended service/third party users must record all incidents and near misses using the above procedure and this information will be added to the school records.
- Hirers/users are formally made aware of fire safety procedures and equipment.
- First aid responsibilities are always pre-determined.

26. Lone working

Lone working is only to be carried out in accordance with the School's Lone Working Local written procedures, as stated in the staff handbook.

27. Medicines

These arrangements are outlined in the Medical Conditions Policy. The School Nurse & Matrons will ensure procedures for supporting children with medical conditions and the administering of medicines are being followed. Medicines are kept in a cupboard, or if appropriate, fridges in matrons' room and the pre prep office. Access to these rooms is controlled by adults and locked when not occupied.

28. Monitoring and Review

- Systems and practices, which ensure that risks are dealt with sensibly, responsibly, and proportionately.
- Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded via email and reported to the Estates Team.
- EYFS checks are carried out and recorded in line with national independent school regulatory guidance.

29. Moving and handling

- All staff must complete moving & handling awareness training on an annual basis.
- The Estates Team is expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

- Estates team must complete this competency training at periods not exceeding three years.
- Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids to work safely.
- Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.
- Each year a generic risk assessment is also reviewed.

30. Physical Intervention

Please see Twyford School's Physical Intervention policy. Physical intervention is defined as:

a) Physical Contact: Situations in which proper physical contact occurs between staff and pupils e.g. in games or P.E., or in the supervision of children. It may be appropriate to hold the hand of a child if the child is very distressed or ill. At all times members of staff will act as a responsible parent would.

b) Physical Intervention: This may be used to divert a pupil from a destructive or disruptive action, for example guiding or leading a pupil by hand, arm or shoulder with little or no force.

c) Restrictive Physical Intervention: This will involve the use of reasonable force to physically intervene when there is: a) An immediate risk to pupils or staff or b) A risk of considerable damage to property. All such incidents will be recorded, and a copy will be given to the Headteacher. A copy of this is to be placed in the pupil's file.

- It is the School's expectation that physical intervention should only be used as a last resort, in clear and unusual circumstances.
- Only be used in the best interests of the pupil and the others around him/her.
- Only be used if all other preventative measures (including sending for adult support) have been explored.
- Never be punitive.
- Be reasonable, proportionate, and necessary. It should usually be the minimum required to prevent injury to another person or to prevent them from harming themselves.

31. Policies and procedures that run concurrently with this H&S policy

Fire Safety and PEEPS	First Aid Policy
Fire Management Plan	Head Injury/Concussion Policy
Safeguarding policies	Medical Protocol
Shire system	Lone Working procedures
Pastoral Care Policy	Accident Reporting and Investigation
Mental Health and Wellbeing Policy	Incident and Near Miss Procedures
SEND Policy	Legionella Procedures
Reasonable Adjustments	Asbestos Management
Contractors	Working at Height Procedures
Critical Incident Management Plan	Moving and Handling Procedures
Allergen Management Policy	Educational Visits Policy
Risk Assessment Policy and risk assessments	Staff Induction, Staff Code of Conduct, Wellbeing Policy
Major Risk Register	Vehicle Operating Policy
Visiting Speaker Policy and guidelines	Boarding Policy
Missing Child Policy	Swimming Pool NOP, EAP and risk assessment

32. Risk Management

The policy on Risk Assessments and procedures is provided separately.

It is important to have a regular cycle of review, with appropriate processes to support. The cycle is fundamental to delivering safe working environments and this risk review checklist is overseen by the Compliance officer.

33. Managing Specific Risks

- General risk management will be led by the Compliance Officer /Health and Safety Officer and, when required, in consultation with a specialist school's Health and Safety Adviser
- Actions from appointed contractor reports will be discussed with Compliance Officer/Bursar and added to a health and safety action log by the Estates Manager
- Control of work and method statement guidelines will be signed at least annually by staff using equipment, useful as a refresher, record of evaluative review and fitness for purpose.
- Risk assessments must be undertaken for all areas where a hazard is identified, or a perceived possibility of harm exists. Although staff are expected to assess and act to mitigate hazards where the hazard is potentially significant, a trained Risk Assessor shall oversee the assessment.
- Risk Assessments will be carried out by those Staff with the appropriate knowledge, competency training and understanding in each area of work.

- Statutory Risk Assessments will be created by School Leaders, Estates manager and Compliance Officer.
- Subject risk assessments will be created by the School Subject Leaders or Forest School Staff
- Risk Assessments for Educational Visits, Trips and Off-Site Activities will be created by the Offsite or activity leader and reviewed / approved by the Educational Visit Coordinator.
- Risk Assessments for extra-curricular / before and after school clubs and activities will be created by the provider and reviewed / approved by the school trained risk assessor.
- Trained risk assessor must sign off all risk assessments and will be reviewed then posted on the H&S portal for staff to view.
- Risk assessments and documentation covering all educational visits /clubs offsite will be co-ordinated by the Educational Visits Co-ordinator and the Party leaders completed due diligence procedures, then signed off by the EVC. All trips offsite are recorded using the Evolve system.
- Routine sporting fixtures are not managed using the Evolve system, but the principles of risk assessment, parental consent and communication remain consistent with the Evolve process.
- Modes of Transport RA's, school own RA for visit and Providers Risk Assessment and /or Normal Operating Procedures stating H& S responsibilities will be read and adhered to by School staff leading or accompanying Twyford pupils.
- All on-site risk assessments will be signed by the Compliance Officer, HR Manager or Bursar.
- Completed Risk Assessments are listed in the Risk Assessment Register and will be reviewed periodically in accordance with each Risk Assessment's review date.

34. Department/Heads of Year Reviews

- Individual departmental reviews of risk assessments are to be conducted by Heads of Department or nominated staff.
- Individual Year group /classes activity registers are to be conducted by Heads of Year or nominated staff.
- H&S and especially risk awareness is to feature in all departmental meetings, so be included as part of Heads of Department meetings and appraisals.

35. Safety

a) Electrical safety

The Responsible Manager will ensure through the Estate Manager that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Equipment testing / inspection can only be carried out by a competent person / contractor.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported via the defect reporting procedure and immediately taken out of use until repaired or replaced.

- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Estate Manager and it has been PAT tested prior to use.
- New equipment brought by the school is covered under the first-year warranty and will be picked up in the next annual PAT testing session, which will be within the first year. However, new equipment not purchased by the school must be PAT tested even if under the first-year warranty.
- All electrical equipment will be inspected / tested under the following regime:

Fixed Appliances	Every third year
IT & Double Insulated Equipment	Every second year
All earthed equipment and other portable items	Annually

- All new School purchased electrical equipment will be PAT tested in line with the schools PAT testing regime.
- Periodic Electrical Installation Inspection & Testing (Fixed Wire) testing will be carried out every 5 years by a Trust Contractor and Risk Assessed by the School.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Plug adapters are not to be used on site.
- All coiled extension leads must only be used temporally and must be fully extended when in use.
- Standard extension leads are only to be used as a temporary measure as far as is reasonably practicable and are PAT tested annually.
- Where extension leads are in use, to avoid overloading, these should be used to power an agreed set of electrical equipment that requires a permanent connection to a power supply and is within the acceptable power usage capability of the extension lead.
- Where extension leads are in use, only 1 extension lead permitted per single or double socket.
- Where extension leads are in use, these are not to be overloaded.
- It is not permitted to join extension leads together.
- The appropriate number of electrical sockets will be installed as required during project works, such as classroom re-arrangements and refurbishment
- Appropriate cable management will be implemented as part of any project works

Any defective or suspected defective equipment, systems of work, fittings, etc, must be reported via the defect reporting procedure and attended to as soon as possible.

The School has trained PAT Testers and training is provided and refreshed every three years.

PAT Testing equipment is calibrated annually with certificates being held by Estates team.

b) Fire safety

The Responsible Manager, the Bursar, is the Fire Safety Co-ordinator ensuring arrangements for fire safety are set out and detailed in the whole school fire safety management policy and that:

- All Staff will receive an annual refresher reminder on Fire Safety as part of INSET presentation and through an online annual fire awareness and fire equipment course.
- Additionally, a selection of staff will complete a Fire Marshal Training course online annually.
- Reports of fire hazards must be brought to the Estate Managers attention without delay.
- If a fire is discovered and once the fire alarm has sounded staff should call Channel 16 and ask all Estates Team members to change to Channel 2. Channel 2 will be used thereafter during the emergency.
- The duty fire phone is held by the Estates team during the working day.
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual.
- Evacuation procedures: All staff have the responsibility to know the location of fire points, fire routes and alternatives from specific areas, the location of the assembly point and how to get to it in the event of a fire. A portion of staff are trained as fire marshals. All staff must know their specific responsibilities and no person may enter the affected part of the school until the "all clear" is given.
- Housekeeping is kept to the forefront of people's minds, with exit routes kept clear.
- Fire safety notices, emergency lighting, fire extinguishers, fire alarm call points are at external doors.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual.
- School's contractor policy covers H&S and Fire for contractors on major projects who will be responsible for the safe operation and evacuation of that site. Contractors operating within the School are considered visitors who are provided with Fire safety information to read, supervised and monitored.

The fire risk assessment is reviewed as follows:

Internally carried out **annually** by the Estate technician/Estate Manager, who will ensure that outcomes are shared with Bursar /Compliance Officer and evidence of reviews are retained for inspection purposes.

Externally carried out by a competent fire risk assessor **initially and we aim for every three years thereafter**. Boarding House, Pre Prep and Prep School

Externally carried out by a competent fire risk assessor **as soon as reasonably possible** where there is a change in fire safety risk, room use or refurbishment/construction which may affect fire safety.

- The School operates a 'No Smoking' policy. This includes vaping equipment, liquid vapes, e-cigarettes and any alternative smoking materials.
- All non-essential electrical equipment that is not designed to be left on unattended will be switched off, and where practical at the wall. This is particularly important at times when the School will be unoccupied for long periods of time, ie, weekends and holiday periods, etc.

The necessary checks for Fire Doors, Fire Fighting Equipment and Emergency Lighting are carried out locally and by external contractors annually.

c) Security

- Arrangements regarding security are based on the security risk assessment and are set out in the visitor on-site procedures.
- All visitors to the School must read the safety and security information situated at the front of the School reception, sign to say they have read the leaflet and signed on the sign in system, including all sales representatives
- Keyholders—Only certain staff are provided with keys to the buildings/site. Staff have the key fobs for external doors. A full list of key holders is maintained by School. Time and date-restricted keys can be issued to external hirers as requested to IT staff.
- We require all adult visitors and volunteers to the School who arrive on site between 7.30am and 6pm to sign in at the reception area, and to always wear a security identification badge whilst on the School premises (orange or red coloured lanyards dependent upon whether the School has seen a copy of a DBS).
- Staff wear blue lanyards, Governors and visiting peripatetic teachers have green, contractors who have been cleared wear orange and all other visitors wear a red lanyard. All have personal identification security badges with photo portraits on.
- Teachers and Support Staff will not allow any adult to enter their classroom if the school visitor's badge does not identify them. Visitors and volunteers without security badges will be challenged.
- Class Teachers should remind pupils at the beginning of each term the definition of the colour coded lanyards.
- There is a barrier to the Bourne Lane exit. This will automatically open during main pick up and drop off times but be closed at all other times. Staff can scan their card for the barrier to open whilst other visitors must press the call point at the gate.
- Both back gate and front door are video enabled.

- The School's published calendar booklet, shared outlook calendars, weekly diary dates at the OMT meeting and daily notices (give all staff accurate information about the activities expected in School). Each day staff are emailed if there are other visitors to the School, such as alumni or visiting prospective parents and their offspring.
- If any adult working in the School has suspicions that a person may be trespassing on the School site, they should politely challenge the trespasser and immediately inform a member of SLT and/or the Estates Manager. Our internal phone system and use of walkie talkies allows this to be done quickly. If the intruder has not left the site, the SLT / Estates Manager will reinforce the warning. A member of SLT, or a nominated representative, will contact the police to notify them of the incident if there are any concerns that an intruder may cause harm to anyone on the School site. This includes anyone displaying aggressive behaviour.

d) Smoking

Smoking/vaping is not permitted anywhere on Twyford School premises.

e) Swimming pool

Swimming Pool & Safety Guidance (incorporating) Normal Operating Procedures(NOP) & Emergency Action Plans (EAPs)When Using the Swimming Pool and the Swimming Pool Risk Assessment are the key documents adhered to in using Twyford swimming pool.

- The NOP outlines the day-to-day operational procedures for the swimming pool. These procedures set out the arrangements for users' safety and should be followed by whoever is responsible for any group using the pool.
- The EAP outlines what emergency action to take, and who assumes leadership, in the event of foreseeable emergency situations arising.
- All persons either working for the School, or individuals/organisations hiring the pool, must be made aware of the Risk Assessment, NOP and EAP.

f) Staff Training

Health and Safety induction training will be provided and recorded for all fresh staff/volunteers in accordance and will include online and face to face safeguarding and Health and Safety training. The signed New Staff induction booklets are kept in staff's individual personnel files.

All Staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this Health & Safety Policy.
- Annual Health & Safety refresher training to all Staff.
- Appropriate local training regarding risk assessments and safe working practices.
- Updated training and information following any significant Health & Safety changes.

- Specific training commensurate to their own role and activities.
- Periodic refresher training if relevant to their role.
- The training records are maintained by the HR Manager and the Smart Log and Educare systems trigger refresher notices and reminders to participants.

Training includes, but is not restricted to:

For all

- Moving and Handling
- Fire Safety Awareness
- Safer Recruitment and Child Protection
- PREVENT
- Anti-bullying
- DSE
- Working at Height
- Cyber security
- Trips, slips and falls

For some

- Pool Management
- Legionella
- Completing Risk Assessments
- COSHH Awareness
- MIDAS
- Food Hygiene

g) Transport and traffic management

- The Transport Coordinator with responsibility for traffic management will oversee the operation and care of all minibuses. All minibus drivers must have completed MIDAS training and refresher courses. Each year their driving licence will be checked for D1 and staff must report any traffic endorsements received. Before driving the school minibus, a member of staff will sign that they have read and will adhere to the Vehicle Operating Policy.
- Arrangements regarding on-site traffic safety are based on the traffic risk assessments and are set out in the on-site traffic procedures.

h) Tree management

Twyford School recognises that trees within the school grounds should be subject to appropriate management.

Tree Hazard Surveys are undertaken by a competent person (Arboriculturist) every three years, or as soon as reasonably possible where there is a change in school use and therefore risk which may

affect safety. Any necessary action resulting from the survey will be taken to ensure risks are reduced to as low as reasonably practicable.

For the on-going care, inspection, and maintenance of the trees after winds higher than 30mph the Groundsman/ or an Estate Technician will conduct a visual inspection, make a record and act promptly to cordon off the area and seek appropriate advice. The issues /damage found will be immediately reported to the Bursar and Estates Manager for necessary further action to be taken by a competent contractor.

i) Work at Height

Work at height is always to be undertaken in accordance with this policy and work at height risk assessments. Twyford Schools general work at height will be undertaken in accordance with the specific risk assessments for work at height activities which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

All higher risk staff attend the Ladders and Steps Safety Training presented by the external appointed Health & Safety Consultant 3 yearly.

The Estates team have at least two Competent Persons for Work at Height on the premises who have attended training with the Health & Safety Consultant commensurate with their specific work tasks and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Carry out termly inspections of all on-site ladders, stepladders
- Remove access equipment from use if defective or considered inappropriate for use

The Competent Persons for Work at Height and all other Staff are not permitted to use any other access equipment for Work at Height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

A documented check of all Work at Height Equipment is carried out termly by the estates team and reviewed termly by the Estates Manager to ensure the continued safety and suitability of the equipment. Any equipment that is found to be defective is removed from use and disposed of. Defective equipment is replaced if required.

Work at Height on the School premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment.
- Access equipment selected for work at height must be as per the risk assessment.
- Any Staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height. No other equipment except the schools' step stools, step ladders or a ladder must be used.

- Staff may only use step stools and step ladders if they have received training commensurate to their role and specific work tasks, such as annual Health & Safety training is appropriate for Teaching staff using work at height equipment to occasionally access shelves and update noticeboard displays.
- The estates team may only use leaning ladders if they have attended appropriate training at intervals not exceeding three years.
- Any safety concerns about a work at height task must be raised prior to work starting.
- Access equipment used on site such as ladders and stepladders must only be those provided by the School and are never to be lent to, or borrowed from, third parties or Contractors.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.
- No member of staff will be allowed on the school roof while lone working.
- No member of staff is allowed to work at height while lone working.

j) Visitors

All visitors must initially report to the Prep school reception, where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with health and safety information via the electronic signing in system. Visitors will be expected to sign in and out upon entrance and exit and will be issued with a Visitor lanyard to wear visibly during their time on site.

Where possible, prior to the visitor's attendance, a member of the admin office will ask the visitor if a Personal Emergency Evacuation Plan is required.

k) Review of Policy

This policy will be reviewed annually or where incident or regulatory change demands more urgent change.

36. Appendix 1

The table below details the separate documentation and responsibilities.

Departmental protocols, meeting agendas and minutes, signed equipment method statements and completed safety data sheets will also be documentary evidence of a safety culture.

Management of Specific Documents	Responsibility	Contact
Vision; School Development Plan Staff Code of Conduct Admissions Policy Communications Visiting Speakers and all offsite visits approval Complaints procedure Critical Incident Plan	Headmaster	Mr. A Harvey
Major Risk Register Reasonable Adjustments Policy incorporating the three-year Accessibility Plan	Bursar	Mrs. K Pillar
Health and Safety Policy	Bursar Compliance Officer	Mrs. K Pillar Mrs. J Ramshaw
Adhering to GDPR Data Retention and Data protection policies	Bursar Head of IT Services HR Manager, Archivist	Mrs. K Pillar Mr D Digby Mrs V Chapman Mr A Keeling
Intimate Care (Staff Code of Conduct Policy) Early Years Policy Oversight of Fire evacuation records, Pre-Prep Risk Assessments before go to Compliance Officer or EVC	Head of Pre-Prep	Miss. A Fecher
Pupil Supervision ratios Attendance and Absence Policy Missing Child Policy Bereavement Policy Trans Policy Alcohol Smoking and Substance abuse Policy Physical Intervention Behaviour, Discipline, Sanctions and Exclusions Policy Equality Diversity and Inclusion Policy Staff handbook	DHO SLT	Mrs J. Burnett
Pastoral care and wellbeing policy	AHW	Miss P Higham
Fire Safety Management Policy	Compliance Officer Bursar Estates Manager	Mrs. J Ramshaw Mrs. K Pillar Mr M Boggust

Curriculum Policy Marking and Feedback Policy	DHA	Mr. O Mathar
Staff Induction Policy	Assistant Head /DSL Mr.T Parsons	
Safeguarding and Child Protection Policy		
Anti-bullying Policy		
Low Level Concerns Policy		
Prevent Risk Assessment		
HCSP audit/action plan		
Single Central Record	HR Manager	Mrs.V Chapman
Recruitment, Selection and Disclosure Policy; Recruitment Policy; Recruitment Privacy Notice	HR Manager	Mrs.V Chapman
Operational Staff Induction Lead and HR for all staff		
Whistle Blowing Policy		
Employee wellbeing; Section 11 of Staff handbook-Lone working; Family Friendly Leave, New and expectant mothers RA etc.		
Accident Investigation	Bursar Compliance Officer	Mrs. K Pillar Mrs.J Ramshaw
Lettings and Hiring Policy Staff swimming	Commercial and Letting Manager Mrs. L Roberts	
Boarding House Aims and Principles, Boarding Handbook, Boarding House Risk Assessment, COSHH plus Safety Data sheets and Boarding Policy; Fire safety management at Orchard Close	Head of Boarding	Mr. A Cleaver
First Aid Policy, Head Injury procedures and Medical protocol, Allergen Management Policy	School Nurse/Matrons	Mrs. A Thompson Mrs J Fowles
PEEPS Reasonable Adjustments Policy SEND policy	Form teachers Head of Hub Matrons	Mrs.JMc Cusker
H&S Comm Lead; H&S Action Log H&S Induction all staff Emergency evacuation routes	Compliance Officer	Mrs. J Ramshaw
Risk Assessment Policy and cycle of RA's; monitoring Estate Compliance checks; COSHH Subject departments		
Regulatory policy overview		
Swimming Pool Risk Assessment & Pool Normal Safe Operating Procedures Emergency Plan	Compliance Officer Estates Manager	Mrs. J Ramshaw Mr.M Boggust
Contractor and Hot works policy	Bursar Estates Manager HR Manager	Mrs. K Pillar Mr. M Boggust Mrs. V Chapman
Relationships and Sex Education Policy; PSHE	Heads of PSHE	Miss. C Smith

Estates RA's including: Manual Handling; Working at Height; Management of Asbestos; Legionella Management, Icy conditions; Hot works permits; RAMS review	Estates Manager	Mr. M Boggust
Electrical and Fire safety RA's		
Control of Hazardous Substances* oversight for Estates		
Suitable and Sufficient Lighting RA		
Management of Legionella, water safety		
Maintenance and Testing of Plant and Equipment		
Health & Safety and other statutory training Training – included in respective policies and captured in the staff training records.	Compliance Manager Estates Manager HR Manager Heads PA - Educare IT Operations Manager -Smart Log First aid Safeguarding training records- DSL Swimming	Mrs J Ramshaw Mr M Boggust Mrs V Chapman Ms L Mooring Mr S Stockall Mrs J Fowles Mr T Parson Mr T Goldsmith
School Grounds & Use of Hazardous Machinery and substances Tree Management Plan	Head Grounds man	Mr. M Trickett
On-site Vehicle Movements & School Transport Safety	Transport Co-ordinator	Mr. A Wright
Lettings & Hire of School; all associated pre site checks, safeguarding and onsite RA's	Lettings and Commercial Manager	Mrs. L Roberts
Design Technology and Engineering workshop (use of machines) handbook, RA's, COSHH	Head of DTE	Mr. S R Sealey
Sports Centre & outside sporting activities	Head of Sport	Mr. G Lewis Mrs. L Crook
Science Laboratory and pond area, COSHH	Head of Science	Mrs. K. Archer
Art Department (cutting / spraying / kiln) COSHH	Head of Art	Mrs L Hinxman
Educational Visits pre-visit due diligence	External Visits Coordinator EVC	Mrs. J Burnett Mr. M Smyth
E-safety, ICT, AI and Internet Policy and Display Screen Equipment RA follow up, System security CCTV monitoring, IT intruder detection, Disaster recovery, user installer software, Change control, secure disposal	Head of IT Services	Mr. Damien Digby

Acceptable Use Agreement Staff and Pupil		
Food Hygiene & Catering	Catering Manager	Mr. D. Wilkins
Allergens awareness	Catering Manager, Compliance Officer Head of PP Heading of Boarding Matron Team	Mr D Wilkins Mrs J Ramshaw Miss A Fecher Mr A Cleaver Mrs J Fowles

This list is not exhaustive and will be updated on a regular basis.