

TASIS



THE AMERICAN SCHOOL IN ENGLAND

Health and Safety Policy

Document

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Responsible area	Bursar/Estates Manager

RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

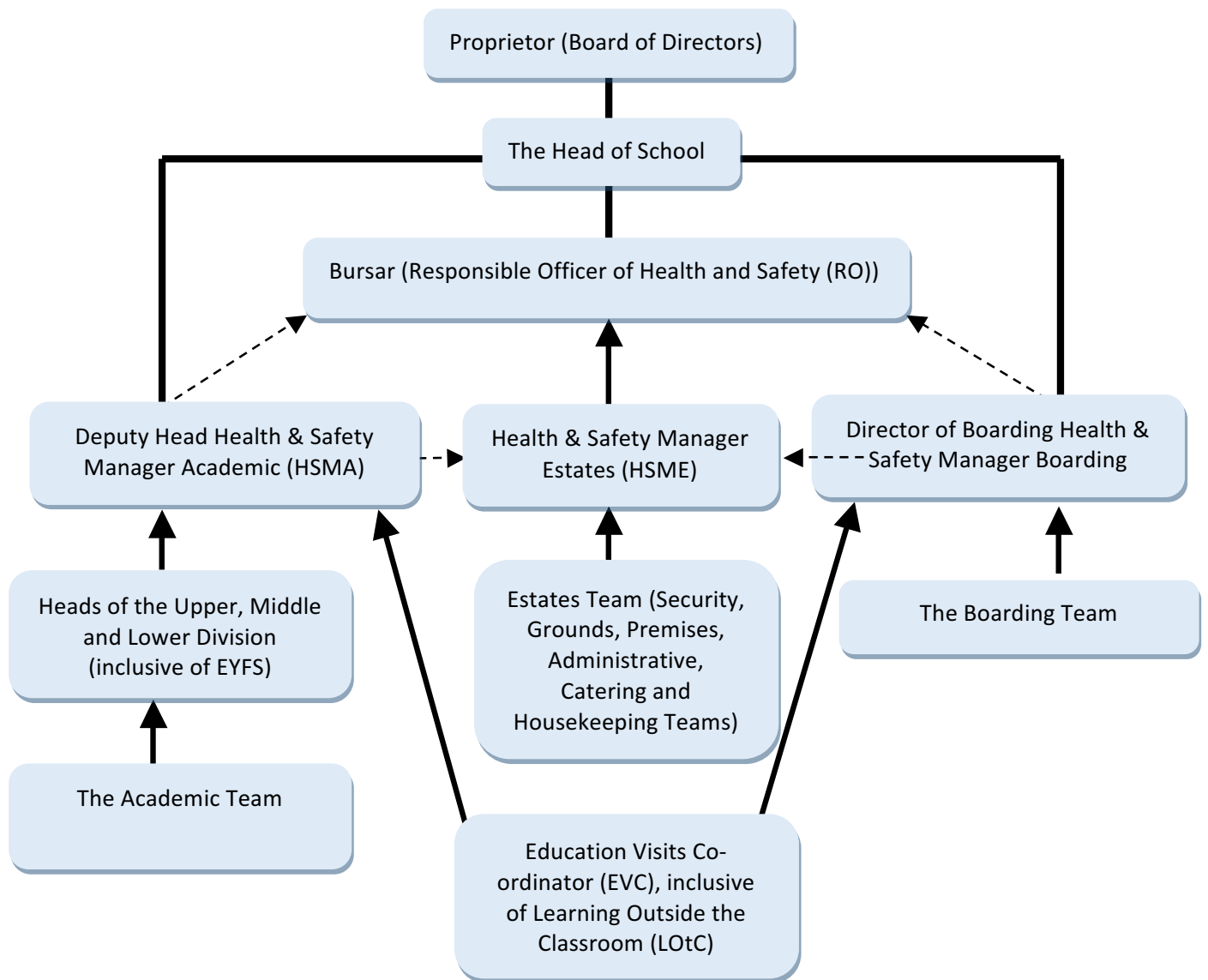
For purposes of this document, the term “Board of Directors” is deemed to have the same meaning as “Proprietor” in accordance with the ISSR, and is used interchangeably. This policy is inclusive of activities outside of the normal school hours. It applies to all staff (teaching and support staff), the Board of Directors and volunteers working in the school. The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Business Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

Legal Status - being prepared with regard to the:

- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014).
- The School has regard to Government recommended guidance and advice from the Outdoor Education Advisers’ Panel (OEAP) on school trips and offsite activities.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) www.hse.gov.uk/riddor Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014) <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>.
- Health and safety Executive Guidance on Education 2018: <http://www.hse.gov.uk/services/education/index.htm>

Issue Authorisation: These documents are issued on behalf of the Board of Directors of TASIS The American School in England (forthwith referred to as ‘TASIS’) or “the School”, whose registered place of business is Coldharbour Lane, Thorpe, Surrey, TW20 8TE.

HEALTH AND SAFETY ORGANOGRAM



Introduction

TASIS is committed to improving Health and Safety management in all activities. To assist in the implementation of a suitable Health and Safety management system, TASIS engages the competent Health and Safety resource required under current regulations. Guidance entitled ‘Successful Health and Safety Management’ and ‘Leading Health and Safety at Work’ published by the Health and Safety Executive and the Institute of Directors will be used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation’s Health and Safety, and measure its performance along with other business activities.

The success of this strategy will be defined by all our stakeholders understanding and fulfilling their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives. In turn it will reduce business interruption, reduce the number and severity of incidents while

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improving the health, safety and wellbeing of employees, students and others who may be affected by our activities.

The main elements include:

- **Plan** - Developing an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits.
- **Do** – The Health and Safety advisor will assist TASIS in introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- **Check** – The Health and Safety advisor will assist TASIS at a strategic and tactical level in implementing monitoring and reporting arrangements allowing both specific (e.g. incident-led) and routine reports on the performance of Health and Safety.
- **Act** – The Health and Safety advisor will assist TASIS in the review of Health and Safety performance and establish whether the essential Health and Safety principles including effective leadership and management, competence, worker consultation and involvement have been embedded in the organisation and whether the system has been effective in managing risk and protecting people.

The overall and final responsibility for Health and Safety is that of the Board of Directors. The day to day responsibility for ensuring this and other health and safety policies are put into practice is designated to the Bursar, who is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises. The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

DfE Guidance 2011 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the proprietor to:

- have a general statement of policy, which includes who is responsible for what (delegation of tasks);
- make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. The organisation chart shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area of Thorpe Place, Magna Carta, Lower School, Middle School, Medical Center, and the Security Lodge that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns an example of which are the child protection procedures. In order to effectively discharge its duties, the TASIS Board of Directors has:

- established a Health and Safety Committee, whose Chairman is a member of the Board of Directors; and
- appointed and delegated the day to day responsibility for ensuring this and other Health and Safety policies are put into practice by the Responsible Officer and the Health and Safety Managers (HSMs).

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General Statement: In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Board of Directors to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any school activity whether it be on the school site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Board of Directors, who visit or work at sites in the control of the Board of Directors. The Board of Directors has the power to ensure that the health and safety policy is carried out in-school and on all school activities. The Bursar manages the implementation and monitoring of the policy for the Board of Directors.

The arrangements outlined in this policy statement and the various other safety provisions made by the Board of Directors cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Board of Directors will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

Employer duties: The Board of Directors has a duty to:

- be familiar with and ensure the school adheres at all times to the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations;
- ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care;
- where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;
- to train and supervise all our staff in the particular health and safety issues that affect children and ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- monitor and review this Policy and the various systems procedures in accordance with statutory requirements;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

TASIS ensures arrangements are made to safeguard and promote the welfare of students at the school and that such arrangements have regard to any guidance issued by the Secretary of State. The Board of Directors takes into consideration:

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- safeguarding arrangements including safer recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure school environment, including the elimination of potential risks to students' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of students with priority needs;
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations;
- how effectively the arrangements for students' care in the event of sickness, accident or injury are implemented and how our students are supervised during school hours; the effectiveness of the school's monitoring and recording systems for students' attendance and punctuality;
- how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all students;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- the views expressed by students, and different groups of students, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying;
- how our day and boarding students are supervised including activities away from school;
- the effectiveness of the school's monitoring and recording systems for students' attendance and punctuality; and
- the views of parents and carers, staff, proprietors and others.

Employee duties: The Health and Safety at Work etc Act 1974 states:

"It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of himself and of any persons who may be affected by his acts or omissions at work, and
- regards any duty or requirement imposed on his Bursar or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."

The Act also states that: "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions." All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

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- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Board of Directors.
- take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc), and only undertake any task for which they have been trained;
- take reasonable care of their own health and safety and that of any other persons (staff, students, visitors, etc.);
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully with their employer on health and safety matters, including following safe systems of work and ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order;
- ensure that storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents and near misses immediately, whether injury is sustained or not using the Online Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures; and
- act as a prudent parent when in charge of students, as they have a duty to under common law.

If employees feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The Bursar will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate. There is a fixed agenda item on health and safety for our staff meetings.

Consultation arrangements with employees: The school will maintain effective lines of communication to enable relevant health and safety information to be passed to members of staff. There is a Health and Safety Committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety through our staff meetings and in the case of immediate changes, staff are consulted individually by the Health and Safety Manager.

Responsibilities of the Board of Directors: The Board of Directors of TASIS, acting via the Responsible Officer, are responsible for ensuring the implementation of this policy within the school. In particular, they will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;

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- prepare an emergency evacuation procedure and arrange for the periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed at TASIS to school and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the registration book to record the arrival and departure of all visitors is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to attention of all staff at the school as necessary;
- ensure that regular staff inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Board in committee whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Responsible Officer and the Health and Safety Managers the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others, while providing a healthy and safe environment for students to enjoy learning;
- make themselves more familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the students in our care, including compliance with the Surrey Local Safeguarding Children Board locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance “Working Together to Safeguard Children” 2018;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect students;
- ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- adopt and maintain an effective policy organisation and arrangements for the provision of Health and Safety throughout the school;

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- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR);
- hold regular meetings that include Health and Safety as a fixed agenda item;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the school community (3 – 19 years old); and
- ensure specific controls and procedures are in place for the safety of the students in our care from the point of arrival to the point at which they depart.

Duties of the Chairman of the Health and Safety Committee: The Board of Directors has established a Health and Safety Committee, whose Chairman is a member of the Board of Directors. The Chairman has a particular responsibility for Health and Safety matters at TASIS, including ensuring adequate representation of staff on the Health and Safety Committee.

Responsible Officer for Health and Safety (RO) duties

The Bursar is the Responsible Officer, charged with overseeing Health and Safety within the school, and is accountable to the Head of School and Board of Directors. The managers with day to day Health and Safety responsibilities report to him: the Health and Safety managers for Estates, Academics, and Boarding.

Health and Safety Manager (HSM) duties: These managers are responsible for the on-site health and safety at the school (Estates, Academic and Boarding). The HSM acts as the focal point for day to day references on safety and gives advice; obtaining, where necessary, external advice. The HSMs also have responsibility for ensuring that for their respective areas the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, students/students, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSMs will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role, whilst not being limited to the following, includes:

- Monitoring the Health and Safety policy, ensuring that the Board of Directors, employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it;
- being aware of and ensuring compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school;
- ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail;
- ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective;

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- collating accident information and, when necessary, carry out accident and incident investigations;
- ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- making annual health and safety inspections;
- producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- ensuring that the fire drill instructions are in all rooms. Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
- ensuring that regular visitors observe the school's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment;
- monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietors on health and safety matters;
- investigating any specific Health and Safety problem identified within TASIS and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Board of Directors and;
- ensure that the procedures and practices identified on the Appendix to this policy are in place.

The Bursar undertakes to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace. The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Because the Employer is responsible for health and safety in the workplace and on work activities, the HSE will normally take action against the Employer. However, in some circumstances, for example where an employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Duties of Staff Holding Posts/Positions of Special Responsibility: These staff:

- have a general responsibility for the application of the Board of Director's safety policy to their own area of work and are directly responsible to the Bursar for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Bursar including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Bursar any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Bursar;

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- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the Bursar or any relevant adviser appointed by the Board of Directors and shall propose to the Bursar requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Arrangements:

- We have a Health and Safety Manager Estates, a Health and Safety Manager Academic and a Health and Safety Manager Boarding.
- We have a registration book to record the arrival and departure of all staff, children, parents, visitors and contractors who enter our school.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school.
- We ensure that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- Only those staff who have been checked by an ‘enhanced disclosure’ from the Disclosure and Barring Service are allowed unsupervised access to the children in our care.
- Faculty and staff are trained in emergency first aid and at least one member of faculty or staff who has a current full first aid training certificate is present at all times whilst children are on our premises.
- Parents, visitors, contractors etc. are required to enter the school premises via the Security Lodge at the entrance to the North Campus. This entrance is staffed at all times and parents, visitors and contractors are required to sign in.
- All children in our care are regularly reminded of what is safe and not safe to do when on our premises.
- We have installed smoke detectors in all fire risk areas. These are checked on a weekly basis. We ensure that everyone can hear the fire alarm when it is raised.
- We regularly practise what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.
- In our EYFS, we only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products, not solvent-based one.

Working Together to Safeguard Children (HM Gov: Currently in force), helps to outline individuals’ responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, September 2018). Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

Child protection: If an employee or volunteer suspects that a student may be the victim of abuse, they should immediately inform the school’s Designated Safeguarding Lead (DSL). The school

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complies with both the Surrey Local Authority's Child Protection Procedures and the ISSR. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures. The school has a separate Safeguarding Children and Child protection policy which is reviewed annually.

Supervision of students: In addition to this being built in to the day to day working practices at TASIS we also have a separate policy that clearly states the school's approach. We make professional judgements taking into the consideration the age of the students and activities in which they are engaged. No student is to be allowed unattended into areas of the school which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

Internet: Please refer to our ICT – E-Safety Policy including Prevent Duty. We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's) teaching materials. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Arrangements for the Comfort of Children and Staff:

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, lockable and allow sufficient light through.
- Our doors prevent fingers from being trapped by sudden closures and have safe vision panels fitted where possible so that small children can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is available at all times. There is no access to any water supplies that are not safe for drinking.

Arrangements for Hygiene:

- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked daily.
- Only safety-approved cleaning materials are used.
- We have a daily cleaning schedule to cover all areas accessible by children.
- We teach our children about the importance of hygiene and keeping their hands clean.
- Any animals on site are checked to ensure they do not pose a threat to children's health. Any unchecked animals, such as pets, are strictly forbidden. Dogs and other pets (excluding guide dogs) must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

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Risk Assessment: The Board of Directors ensures that- (a) the welfare of students at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy in compliance with Health and Safety Work regulations 1992; and (b) appropriate action is taken to reduce risks that are identified. Our Risks Assessment Policy is an integral part of our health and safety procedures and expands on the detail given in this Health and Safety Policy. Our Risk Assessment Policy when read in conjunction with this Health and Safety Policy demonstrates that our risk assessment is systematic with a view to promoting children's welfare. Particular attention is paid to key areas of risk such as supervision and school trips. The policy content includes: when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma), training for staff.

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Bursar will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Bursar who will prioritise issues and assign resources to undertake remedial/control measures where required.

Staff Training in Health and Safety, including Risk Assessment: Staff training in child protection, Prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is a set agenda item for the Health and Safety Committee. TASIS will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Fire Marshals are trained to perform their duties and will receive refresher training every three years.

All students are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of TASIS and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

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Recording and Reporting accidents to staff, students and visitors: The Bursar ensures that TASIS complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which TASIS is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths, major injuries, more than seven day injuries;
- An accident causing injury to students, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider, School Nurse or supporting teacher will fill in an Online Accident Report Form for every serious or significant accident or near miss that occurs on or off the School site if in connection with the School. This will be kept by the Estates Managers Office. Records should be stored for at least three years. If the person injured is a minor then records must be kept for a period of 25+ years from the date of birth of the child.

Notifiable Incidents: This is an incident involving the care of a student which meets any of the following criteria:

- A student has died (including cases of suspected suicide) and abuse or neglect is known or suspected;
- A looked after student has died (including cases where abuse is **not** known or suspected);
- A student has been seriously harmed and abuse or neglect is known or suspected;
- A student in a regulated setting or service has died (including cases where abuse is **not** known or suspected).

Any such incident should be reported to Surrey Council Child Death Overview Panel (CDOP) coordinator whose contact details are by telephone 01372 833 319 and by Email: CDOP@surreycc.gov.uk, Ofsted and the DfE along with the *Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)* in accordance with the regulations.

The Curriculum: We teach the students about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship; including reinforcing these points in lessons, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes the spiritual, moral, social and cultural (SMSC) development of children.

The Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements: The safeguarding and welfare requirements, specified in the TASIS Early Years Foundation Stage Programme, are contained in whole school policies inclusive of any appendix specific to EYFS.

First Aid and Medication: Please refer to the school's separate Health Centre Policies, which includes a First Aid Policy. TASIS has in place: practical arrangements at the point of need, the names of those qualified in first aid and the requirement for updated training every three years, at least one

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qualified person on site when students are present, ways to show how accidents are to be recorded and parents informed, access to first aid kits, arrangements for students with particular medical conditions (for example, asthma, epilepsy, diabetes), hygiene procedures for dealing with spillage of body fluids and guidance on when to call an ambulance.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity. If a student requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy as stated by the manager of the Medical Centre.

Occupational Health Services and Managing Work-Related Stress: We take our duties and responsibilities with regard to the welfare of both staff and students very seriously. The school has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

Arrangements for Activities:

- Adults accompanying residential trips have a DBS enhanced certificate and where appropriate, a personal risk assessment is made, along with the generic or specific risk assessment for the activity.
- We inform parents of plans for events on our premises.
- We always ensure adequate staffing ratios at all times.
- We also have generic and specific parents' consent for activities as is required.
- We ensure that our staff have access to all necessary equipment for outings and that they use a checklist.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits, Off-Site Activities and Visiting Guests Policy.

Off-site Visits, Including Residential Visits and School-Led Adventure Activities: The School has an Educational Visits Co-ordinator (EVC) along with policies and procedures for Educational Visits and Off-Site Activities. These include Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident. The school also has access to professional advice and detailed documentation in this area of the curriculum.

Adventure Activities using licensed providers: When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a licence as required by the Adventure Activities Licensing Authority Regulations now under the purview of the Health

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and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. All Non-standard or Adventure activities must be subject to a risk assessment before being undertaken. All assessments must be supported by a backup plan which details measures to be taken in the event of the activity going wrong and participants put at the risk of harm.

Non-standard activities must be supervised by a member or members of staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside the School, who have relevant expertise and appropriate recognised qualifications. The School does not rule out the possibility of undertaking activities which contain an element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

Behaviour of any person (including a parent) on the school premises: Our School has a written Behaviour Policy which includes setting out the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

Theft or other criminal acts: The Bursar and other senior colleagues will investigate any incidents of theft involving students. If there are serious incidents of theft from the school site, the Bursar will inform the police and record the incident in the incident book.

Violence towards Staff: If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to students, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

Arrangements for the Safety and Security of Equipment: The following arrangements are put in place to look after all equipment on the premises as well as any hired or purchased equipment:

- electrical equipment and installations are checked by competent persons or organisations.
- gas heating boiler and gas supply lines are regularly checked by competent persons or organisations. Access to these is strictly controlled.
- playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- external play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
- internal play equipment is assessed for safety and suitability prior to use. Only CE-marked equipment (or equipment certified for conformity) is used.
- regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

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Appendix 1

Control of Substances Hazardous to Health: The implications to COSHH applies at TASIS where both records and working practices reflect the seriousness in which TASIS implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments. Only trained staff will be permitted to use the substance. When evaluating substances, any fumes/gasses/vapours and dusts generated by processes will also be assessed.

Contractors will be reminded of their responsibility to notify TASIS should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If the school feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/students are not present.

Dealing with Health and Safety Emergencies: Procedures and Contacts: The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around the School. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely in the Estates Managers office. The Bursar has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Bursar which are specified in the daily routines.

TASIS has in place a Critical Incident Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency. For specific details, please see our 'Critical Incident Plan' which forms part of our Health and Safety Manual.

Display Screen Equipment: TASIS will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment and associated workstations. All computer workstations will be assessed in accordance with a standard protocol, to identify risk factors arising from the interface between the user, the equipment and the work environment. Please see our Health and Safety Manual for full details on our procedures.

Electrical systems: The School will ensure that all permanent electrical systems and wiring are maintained in good and safe condition. Periodic reviews of electrical systems will be undertaken so as to support this approach. Portable electrical equipment is visually checked by staff before use and if any defects are noted the item is put out of use. In addition, both school and student owned portable electrical equipment items are subject to a regular check in line with guidance on checking of electrical equipment.

Fire Safety: In compliance with the 'Fire Safety Order' (2005) TASIS undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Board of Directors complies with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances, develop fire procedures and provide staff training (repeated periodically where appropriate), ensure the safety of staff or anyone else

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legally on the premises, carry out fire drills and contact emergency services when necessary, appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation), have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being performed by a 'competent person' (such as, ISO 9001 certified or BAFE approved) and provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

The role of the 'responsible person' at TASIS is undertaken by the Bursar, who consults with the Health and Safety Managers. The Bursar in conjunction with the Estates Manager keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; and (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

Lettings and Hirers: The Bursar in conjunction with the Estates Manager is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Bursar is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment.

Hirers must comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on), and adhere to the capacity figures detailed on any lettings documentation. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Board of Directors, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Board of Directors and that they do not, without the prior consent of the Board of Directors: introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises.

Management of Asbestos: An Asbestos survey has been undertaken with recommendations implemented; the school has in place both a policy, management plan and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

Manual Handling: The School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

Noise: The school will take all appropriate measures necessary to protect employees, students and others from damage to hearing due to noise caused by School or contractor operations. This will be

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achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this can't be achieved then suitable hearing protection will be provided to those who may be exposed.

Non-Smoking: Please refer to our separate Non-Smoking Policy. Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises, as we do not want to present smoking as acceptable. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms and conditions of employment.

We aim to help students know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide students with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip students with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

Personal Protective Equipment (PPE) and required Clothing: TASIS recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. The college will supply any PPE identified as a required risk control measure within risk assessments for carrying out activities in lessons. Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitation of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

Reporting Injuries to Insurers: All injuries which might foreseeably lead to a civil claim for damages, should be referred to the Bursar, who will ensure that the relevant insurer is informed. Where the School receives a claim for damages, then that claim must, without delay, be referred to the School's Business Office and the School's insurance company.

Restraint: All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Bursar and recorded in the child's personal file. The child's parents are informed on the same day. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable.

School Security: While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. We provide all adult visitors to the school with a Health and Safety Leaflet. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school

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has suspicions that a person may be trespassing on the school site, they must inform the Head of School immediately. The Head of School will direct any intruder that they must leave the school site straight away. If this does not occur the Head of School will contact the police immediately.

Selecting and Managing Contractors and those hiring the premises: When the premises are used for purposes not under the direction of the Bursar then, subject to the explicit agreement of the Board of Directors, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Bursar. The Board of Directors notes their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Board of Directors or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. If scaffolding is required to ensure safe access, then competent scaffolding contractors will be used to erect, maintain and take down scaffolding. All scaffolding must comply with European Standard EN12811-1:2003.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. Contractors may not commence work until they have reported to the school and ensured that any permit to work documentation is completed. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Board of Directors will take such actions as are necessary to prevent persons in their care from a risk or injury. The Board of Directors will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account: the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and safety along with building Contracts undertaken on educational Premises.

For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
- The scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

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Slips and Trips: All injuries, accidents, and dangerous occurrences will be recorded. The First Aider, School Nurse or supporting teacher will fill in an Online Accident Report Form for every serious or significant accident or near miss that occurs on or off the School site if in connection with the School. This will be kept by the Estates Managers Office. Records should be stored for at least three years. If the person injured is a minor then records must be kept for a period of 25+ years from the date of birth of the child.

Transport: We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip students will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. All drivers of the school mini-bus must have undertaken an appropriate training course. In cases of long journeys, students will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit. Any mini-bus or other vehicle designed to carry nine or more passengers operated by the school is in accordance with the restricted *Passenger Carrying Vehicle* (PCV) Operators licence and any driver must hold a *PCV Driving Licence*.

Working at Height: Any situations where work may need to be carried out at height are in consultation with our Health and Safety Estates Manager. If any work on fragile roofs is required, then this will be sub-contracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement. No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection. We have produced a separate document which relates to staff working at height in our school. For more information, please 'Working at Height' in our Health and Safety Manual.

Workplace Safety for Teachers, Students and Visitors: The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of TASIS e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school.

Further Information: With reference to the following statements, TASIS has the required details, policies, procedures and working practices in place. Additionally documentation is in place concerning:

- Anti-bullying, Behaviour management; Employment; Fire safety policy and audit and role of fire marshals
- First aid and the administration of medicines; Risk assessment and Safeguarding (child protection/safer recruitment, E-Safety and Prevent Duty)

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Appendix 2

Specific responsibilities: The management procedures listed in Section 3 require certain individuals to implement them. The details and named individuals are shown in the following table. This list will be updated as appropriate to reflect changes in roles and responsibilities.

Details	Responsible Officer and Health and Safety Managers
Safety management: <ul style="list-style-type: none"> • Maintain and update the health and safety action plan. • Maintain the Health and Safety files. • Monitor progress with the inspection programme. 	Responsible Officer and the Health and Safety Estates Manager
Risk assessments: <ol style="list-style-type: none"> 1. Oversee the maintenance of assessments. 2. Amend and update general assessments. 3. Carry out and maintain display screen assessments. 4. Carry out and maintain manual handling assessments. 5. Carry out and maintain COSHH assessments. 6. Water safety. 	The risk assessment duties are undertaken by the Health and Safety Managers along with the EVC and departmental heads.
Fire and emergencies: <ul style="list-style-type: none"> • Oversee fire precautions and carry out alarm tests. • Maintain the fire log and water testing log. 	Head of School, Health and Safety Estates Managers, the Head of Security, and Director of Boarding
Accidents, diseases and dangerous occurrences: <ul style="list-style-type: none"> • Make statutory accident and dangerous occurrence reports. • Maintain records of accidents, dangerous occurrences and diseases. • Scrutinise sick notes and make statutory disease reports. 	Responsible Officer in conjunction with the Health and Safety Estates Manager, and with respect to sick notes, the Human Resources Manager, and with respect to statutory disease reports, the Health Centre Manager
Occupational Health and First aid: <ul style="list-style-type: none"> • Oversee the first aid provision. • Keep first aid boxes stocked. 	Health Centre Manager, Director of Boarding
Information, Instruction and Training: <ul style="list-style-type: none"> • Maintain training records. • Ensure that induction training is carried out. • Ensure that further training is provided where appropriate. 	Responsible Officer in conjunction with Health and Safety Managers
Workplace, buildings and contractors: <ul style="list-style-type: none"> • Arrange necessary maintenance for the workplaces, including the control of contractors. • Prepare and keep up-to-date a cleaning schedule. 	Responsible Officer in conjunction with Health and Safety Managers and the Director of Boarding

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<p>Student and Staff Safety and Security:</p> <ol style="list-style-type: none"> 1. Draft and maintain departmental safety rules. 2. Maintenance of departmental equipment. 3. Planning of events. 4. Sports rules and equipment maintenance. 5. Upkeep of rules for off-site activities. 6. Compliance with off-site activity rules. 7. Upkeep of security policy. 8. Routine implementation of site security. 	<p>Responsible Officer in conjunction with Health and Safety Managers and the Director of Boarding.</p>
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Appendix 3

A list of supporting policies and procedures can be found within the Health and Safety Manual held by the Estates Managers Office.