

# SHREWSBURY HOUSE SCHOOL TRUST

## HEALTH AND SAFETY POLICY

*Section 1 – Policy Statement*

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*Section 3 – Monitoring and Review Measures in Place*

### **Section 1: Policy Statement**

#### **General Statement of Health & Safety**

As Governors of Shrewsbury House School Trust (SHST), we fully recognise our collective responsibility for providing a safe and healthy school environment for all our employees, pupils (including Early Years Foundation Stage), parents, visitors, and contractors. The Shrewsbury House School Trust comprises Shrewsbury House School, (SHS), Shrewsbury House Pre-Preparatory School, (SHPPS) and The Rowans School. This policy is applicable to the care of all pupils, including those in the Early Years Foundation Stage. It should be read in conjunction with the Early Years Foundation Stage Policy. The Policy applies to all School sites within the Trust, including each of the individual Schools' main sites, the SHS Sports Ground (SHSG) and the Sports Field and Pavilion at SHPPS. It also applies to activities off site and whilst using the Trust's vehicles. In our role as employer, we attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

The School Critical Incident Plan details actions that would be taken should a serious incident take place at any time on any school site or to an individual pupil or group of pupils whilst on an outing organised by a School within the Trust.

We fulfil our responsibility as Governors of Shrewsbury House School Trust by appointing the Chairman of our Legal and Estates (L and E) Committee with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. The Chair of the L and E Committee is provided with a full set of the minutes of the termly Health, Safety & Welfare Committee and the Head of Trust Facilities provides a health and safety report to the termly L and E Committee. The Chair of the L and E Committee, in turn, provides the Full Governing Board with a summary from the termly meetings, which includes comment on Health & Safety matters. Matters of any particular significance or concern are tabled for further discussion when required at the Governing Board through the Chair of the L and E Committee.

The activities of Shrewsbury House School Trust shall be conducted within the requirements of the relevant health and safety legislation. All staff and pupils will be encouraged to follow best working practices and to be mindful of their own health and safety and that of others who may be affected by their own acts or omissions.

In particular, attention will be paid to the provision of:

- A safe and healthy working environment;

- Safe premises, equipment, and work practices;
- Adequate information, instruction, training, and supervision in relation to health and safety issues for both staff and pupils;
- The positive wellbeing of staff and pupils;
- Adequate consultations with staff and pupils in relation to health and safety issues.

## **Health and Safety Management**

Day- to-day responsibility for the operation of health and safety at the Trust is vested with the Executive Head and Heads. The Trust has a Health and Safety Officer (the Head of Trust Facilities) who is the Chairman of the Health and Safety Committee.

## **Co-operation**

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every member of staff, pupil, volunteers, and visitor who should promote a positive health and safety culture within the Trust.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, and contractors. They are responsible for co-operating with the Executive Head and Heads, members of the Senior Leadership Team at each individual school and the Head of Trust Facilities in order to enable the Governors to comply with Health and Safety duties. To achieve this, staff must:

- Follow the policy and obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the Trust risk assessments;
- Exercise their awareness, alertness, self-control, and common sense at work;
- Report promptly to their department head, Head of Trust Facilities, or the Executive Head all hazards, potential hazards, defects in equipment and any shortcomings in the Trust's work systems or procedures.

Employees should be aware that that the Trust will apply disciplinary procedures to any employee who is in breach of the Trust's health and safety policy. This includes any specific safe systems of work, instructions, training, and procedures laid down for the protection of those involved in the Trust's operations, and for those who may become involved in them.

## **Organisation**

Details of the organisation and responsibilities relating to health and safety at the Trust and arrangements for carrying out the policy are to be found in sections 2 and 3 respectively. The Trust's organisation for health and safety responsibilities are clearly defined within this and are available at all times to all employees at every level.

## **Policy Review**

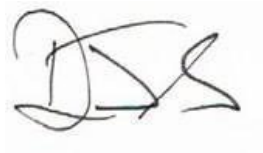
This Health and Safety Policy Statement and the responsibilities and arrangements that support it will

be reviewed at least annually or more frequently where there have been significant changes to the Trust or the nature of the company's activities.

All employees are briefed on where copies of this statement can be obtained on the Trust's intranet. They will be advised as and when it is reviewed, added to or modified.

A copy of this statement is available on the School websites or from the School Office at each School. Members of staff are advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

**Signed by:**

A handwritten signature in black ink, appearing to read 'DJS', enclosed within a faint rectangular border.

**Darren Johns**  
**Chairman of the Governors**

**Date: 4 September 2023**

## **Section 2: Organisation for Health & Safety: Statement by the Executive Head/Heads**

The Chairman of Governors has delegated day-to-day responsibility for organising Health and Safety arrangements to the Executive Head and Heads. The Executive Head and Heads are responsible for ensuring compliance with the Trust's Health & Safety Policy.

Every member of a Department or Class Teacher is responsible for ensuring the health and safety of staff, pupils and others (especially visitors who are unfamiliar with the relevant site; those who are disabled, both physically and mentally; both permanent and temporary staff members, or who have special educational needs). Health and Safety is the first item on the agenda for the departmental meetings which are undertaken three times a term by each department at SHS. At each School, Health and Safety is a standing item on the agenda of the weekly staff briefing. Minutes are recorded for each meeting and copies forwarded to the Executive Head, the Heads, the Senior Leadership Team (SLT) at each individual school, other Heads of Department at SHS and the Head of Trust Facilities.

The following areas are delegated:

### **Safety & Security**

- Building security (including alarms, CCTV, locking external doors and windows) – a nominated member of the Facilities Staff, appointed by the Head of Trust Facilities or an appointed contractor.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as:
  - the Swimming Pool - The Director of Sport at SHS (or PE Teacher at SHPPS/The Rowans);
  - the Science Laboratories at SHS - the Head of Science;
  - the Art Room - the Head of Art/Art Co-ordinator;
  - the Design Technology Room at SHS - the Head of Design Technology.
- Supporting the safety of any lone working – The Head of Trust Facilities. (See Lone Working Policy).
- Ensuring that all staff and visitors sign in and out of the relevant book kept in the School Foyer and wear visitors' badges at all times – the Office Staff for signing in and out; the hosts for the visitors, and the relevant member of the Facilities Staff for Contractors.

### **Vehicles**

- Car parking on site and vehicles on site - the Head of Trust Facilities.
- School Bus arrangements (including notifying parents of delays) – the Transport Manager or appointed deputy.
- The safety of on-site vehicle movement, including the safe delivery of materials and supplies is the responsibility of the Head of Trust Facilities or a nominated member of the Facilities Team.

### **Emergency First Aid and the Reporting of Accidents**

- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive and RIDDOR – the School Matron (SHS)/nominated person SHPPS/The Rowans, maintains the accident book and reports notifiable accidents during normal school hours to the Director of Communications & Compliance and would normally report any notifiable accidents to RIDDOR. In the Matron's/nominated person's absence, this would be dealt with by one of the SLT at each of the individual schools. Outside normal school hours, responsibility for advising the Matron of any

notifiable accidents falls to designated members of staff for individual circumstances, the SLT for out of normal hours, school events and the Facilities/Maintenance staff for any notifiable accidents involving contractors during the holidays/out of normal school hours in the case of an emergency on site.

- Maintaining statistics of accidents and preparing summary reports for the Health, Safety & Welfare Committee – the School Matron at SHS or nominated staff member at SHPPS/The Rowans.
- Making arrangements for pupils to go to hospital if required and liaising with their parents:
  1. The School Matron in normal School hours at SHS.
  2. The nominated responsible staff member at SHPPS/The Rowans in their normal School hours.
  3. The relevant member of the sports staff from SHSG/the SHPPS Sports Field.
  4. The relevant member of the sports staff from any away match fixtures.
  5. The relevant member of the teaching staff during a co-curricular club.
  6. The relevant member of the teaching staff or other responsible adult during holiday clubs.
  7. The relevant member of the teaching staff (usually a member of the Senior Leadership Team) in an 'out of hours' function where a pupil needs hospital treatment and the parents are not present at the event.
- Checking that all first aid boxes and eye wash stations are kept replenished – the School Matron at SHS in co-operation with the Head of Department or nominated responsible staff member. The nominated staff member leads on this at SHPPS/The Rowans.

### **First Aid & Medical Support**

- Full details of the Trust's general first aid provision across both school sites and support of any pupils with temporary or permanent medical needs are detailed in the individual School's First Aid Policy.

### **Fire Safety & Fire Prevention**

- Keeping fire routes and exits clear – all staff.
- Electrical Safety Testing. All the buildings at the School sites have current electrical installation certificates – the Head of Trust Facilities or nominated deputy.
- Portable appliance testing – The Head of Trust Facilities or nominated deputy.
- Testing all fire alarms weekly (and recording all tests). Arranging regular service of alarms, smoke detectors, emergency lights, fire extinguishers – the Head of Trust Facilities or nominated deputy.
- Lightning protection is in place for all buildings - certificates are obtained and retained by the Head of Trust Facilities.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safety Registered Engineers - certificates are retained by the Head of Trust Facilities.
- Landlord's Gas Safety Certificates are held for all school domestic accommodation by the Head of Trust Facilities.
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained staff members in every building help to ensure that the School can be safely evacuated in the event of a fire. The timing and "location" of the fire practice is varied and unannounced.
- Switching off all kitchen equipment at the end of service, (where applicable) – the Catering Manager at the relevant site.
- Checking that all Scientific and Design Technology equipment is switched off at the end of the

School day at SHS – the Head of Science, the Head of Design Technology and checked by the designated Facilities staff member responsible for securing the building.

- Ensuring computers, projectors, printers, and any other electrical equipment are switched off every evening and during holidays and weekends, when applicable – the relevant staff member in charge of that classroom/office and checked by the designated Facilities staff member responsible for securing the building.
- Control of hazardous substances for grounds maintenance activities and maintenance of the Control of Substances that are Hazardous to Health (COSHH) register – Head of Trust Facilities.
- Ensuring flammable materials used in teaching are locked in purpose-made flame-proof containers – The Heads of Science, Art, and Design Technology at SHS. The Head of Trust Facilities and Facilities staff ensure these procedures are followed for all chemicals used within the Facilities department at all Trust sites.

### **Water, Drainage & Gutters**

The Head of Trust Facilities, together with the Facilities staff are responsible for:

- Maintaining water quality. A sampling regime using external professionals is in place.
- Facilities staff ensure that drains and gutters are kept unblocked and that all drain runs are clear.

### **Risk Assessments**

Ensuring that up to date risk assessments and appropriate documentation are maintained for:

- Fire – the Head of Trust Facilities/the Fire Safety Officer.
- Legionella – the Head of Trust Facilities/nominated deputy.
- All rooms, corridors and exits – the Head of Trust Facilities/nominated deputy.
- Catering and cleaning functions in the School Kitchen, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures), when applicable – the Catering Manager of the relevant site.
- Cleaning (including use of chemicals, COSHH) – the appointed Cleaning Contractor at each site.
- Grounds maintenance (including use of pesticides and COSHH) – the Facilities and Maintenance staff. Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) – the Head of Trust Facilities/nominated deputy.
- Asbestos Register – the Head of Trust Facilities or nominated deputy.
- All maintenance and facilities equipment – the Head of Trust Facilities.
- VDU assessments – any member of staff who is regularly using a display screen/computer at work at each individual school.
- External co-curricular clubs and after school care – the co-curricular clubs and after school care provider, overseen by the Director of Communications and Compliance at SHS/after-school activity leaders at SHPPS and The Rowans.

Ensuring that up to date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials) – Head of Science at SHS/Science Leader at

SHPPS/The Rowans.

- All indoor and outdoor games activities – Director of Sport at SHS/PE Teacher at SHPPS/The Rowans.
- Forest School – Forest School Leaders at SHPPS.
- Swimming – Director of Sport at SHS/PE Teacher at SHPPS.
- Athletics – Director of Sport at SHS/PE Teacher at SHPPS/The Rowans
- Art (including COSHH and flammable materials) – The Head of Art (SHS), Nominated member of Teaching Staff, (SHPPS and The Rowans).
- Music – Director of Music at SHS/Music Leader at SHPPS/The Rowans.
- Design Technology – Head of Design & Technology at SHS / Design & Technology Leader at SHPPS/The Rowans.
- All visits and trips – the Group Leader and the Director of Communications & Compliance at SHS/Head at SHPPS/Head Teacher at The Rowans.
- Drama and school productions – the Head of Drama.

## **Training**

Responsibility for ensuring that all required training has been organised is delegated as follows:

- Minibus training – the Head of Trust Facilities/ Transport Manager.
- Science-related Health and Safety training – the Head of Science at SHS/The Science Leader at SHPPS/The Rowans.
- Health and Safety training for the Catering Staff (where applicable) – the Catering Manager for SHS/SHPPS.
- Health and Safety training for the Cleaning Staff – the nominated Cleaning Contractor at each site.
- Briefing new pupils on emergency fire procedures – tutors or Class Teachers.
- Briefing new staff on emergency fire procedures – the Head of Trust Facilities.
- Inducting new staff in Health and Safety – the Head of Trust Facilities.
- Ensuring that all staff are issued with the appropriate Personal Protective Equipment as appropriate in order to carry out their daily tasks – Head of Trust Facilities or nominated deputy.
- Inducting new staff in school first aid procedures (not certified first aid training) - the School Matron or nominated responsible staff member at SHPPS/The Rowans.
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers.
- First Aid Training – training is provided by qualified professionals and organised by the Compliance Officer. The Compliance Officer maintains the list of staff qualified in Emergency First Aid Training. Qualifications are renewed every three years or as required by Regulation.
- The Transport Manager maintains the MiDAS training records.
- The Human Resources Department maintains the Child Protection and Safeguarding Training Records.

## **External Advisors for Health and Safety**

At Shrewsbury House School Trust, we use external consultants to advise when required on matters of health and safety within the Schools. External contractors will also be used to carry out necessary certification and inspections.

- Structural Surveyors are invited to give advice on the external fabric of the Schools and grounds as required.
- Professional engineers service the Schools' plant and equipment, including boilers and lifts, annually.
- All gym and fitness equipment that requires servicing is serviced annually.
- The equipment in the Adventure Playground is inspected by a specialist contractor annually.
- Other external play equipment is inspected by a specialist contractor annually.
- The School's adherence to Health and Safety in catering and cleaning is subject to external inspection by the Environmental Health Office.
- The Catering Managers for SHS and SHPPS submit regular reports to their area manager, evidencing food hygiene, storage, and preparation standards.
- The Trust has a professional fire risk assessment, which is updated every 2 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are serviced and tested annually by a qualified contractor.
- The Trust undertakes professional Legionella testing annually and adheres to best practice in the risk management and prevention of Legionella through the regular monitoring of the areas at risk – records are kept of all these checks.
- The Trust maintains an asbestos register and the Head of Trust Facilities is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. The Head of Trust Facilities is responsible for making sure that Contractors are fully briefed on areas of asbestos before starting work.
- The Trust has current electrical test certificates for all its buildings. Shrewsbury House School Trust uses fully qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of British Standards wiring regulations.
- All domestic boilers are serviced annually and all domestic properties have current Landlord's Gas Safety Certificates.
- All lightning protection and earthing conforms to British Standards. It is tested annually by a specialist contractor.
- A qualified Planning Supervisor is used in order to ensure compliance with the most up to date Construction (Design and Management) (CDM) Regulations whenever major work is undertaken.

### **Head of Trust Facilities**

The Head of Trust Facilities is responsible for advising the Executive Head, the Director of Finance and Operations and Heads on any measures that may be needed in order to carry out maintenance work without risks to Health and Safety. The Head of Trust Facilities will also co-ordinate the advice given by specialist safety advisors and produce action plans required as a result of this advice and has overall responsibility for monitoring health and safety within the Schools and for reporting any breaches to the Executive Head, the Director of Finance and Operations and Heads. The Head of Trust Facilities is responsible for ensuring compliance with all health and safety regulations and for ensuring that there are safe conditions of work for all within the Trust.

### **Trust Health, Safety & Welfare Committee**

The Health, Safety & Welfare Committee meets once every term under the Chairship of the School's Head of Trust Facilities. The other members of the Committee are:



- The Head of SHPPS and The Rowans
- The Director of Finance and Operations
- The Director of Communications and Compliance
- Representatives from the Facilities Team
- The Head of Trust Human Resources
- The School Matron (SHS)
- Compliance Officer

Consideration is given to inviting other members of staff or interested parties to attend Committee Meetings to gain full insight into the operation of all functions of the Trust relating to Health & Safety. All members of the academic staff that are responsible for completing Risk Assessments, as noted above, are to inform the Head of Trust Facilities of any issues that require consideration by the committee, prior to each meeting.

Copies of the minutes are circulated to the Committee Members, the SLT for SHS, SHPPS, The Rowans and any other relevant parties who for example may have tabled an item for discussion at the Committee.

The role of the Committee is to:

- Ensure that Governors are kept fully informed with regard to key matters relating to Health, Safety & Welfare;
- Discuss matters concerning Health, Safety & Welfare, and changes in regulations;
- Monitor the effectiveness of Health, Safety & Welfare within the Trust;
- Review accidents and 'near misses' and discuss preventative measures/lessons learned;
- Review and update significant risk assessments when relevant;
- Discuss training requirements;
- Monitor the implementation of professional advice;
- Review the Safety Policy guidance and update as required;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to health, safety and welfare in the workplace;
- Encourage suggestions and reporting of defects by all members of staff.

#### **Policies & Procedures for Off-Site Visits**

- Off-site visits, including residential trips are organised in conjunction with advice from the Senior Deputy head at SHS, the individual Head at SHPPS/The Rowans and the Director of Compliance and Communications with regard to staffing risk assessment and parental communications, (including permissions required). Further detail is available with regard to the Trust's approach to planning off-site visits in the Risk Assessment Policy.
- The Trust does complete a risk assessment for every outing to a public venue, even when this is regarded as potentially being a 'low risk' visit.
- The Trust understands our obligations to always inform parents if their child is not on one of the school sites or a venue not included within the routine curriculum and if any additional safety measures are required as a result of this.
- Although not always required, written consent is obtained for all trips and outings, particularly where parents incur a cost.

- The Trust understands its obligations when planning an activity involving caving, climbing, trekking, skiing or water sports that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland, and Wales).

#### **Occupational Health Services and Managing Work-related Stress**

- Advice on the above can be sought from the Executive Head, the Heads, the Human Resources Department, or any member of the SLT.

Joanna Hubbard - Trust Executive Head

Jon Akhurst - Head – Shrewsbury House Pre-Prep School

Elizabeth Spratt - Head - The Rowans School

### Section 3: Monitoring and Review Measures in Place

In addition to the general framework for monitoring the effective implementation of the Trust's Health & Safety practices, the following areas/activities have been identified as areas of higher risk within Shrewsbury House School Trust:

- Sport: the Director of Sport at SHS/PE Teacher at SHPPS/The Rowans retains copies of risk assessments for: all outdoor games, swimming, (SHS/SHPPS only), athletics and gymnastics.
- Forest School – Forest School Leader at SHPPS retain risk assessments for all activities and the use of all equipment involved.
- Science: the Head of Science at SHS/Science Leader at SHPPS/The Rowans, where relevant, records all hazards within the detailed schemes of work, following the CLEAPPs approved model.
- Design Technology: the Head of Design Technology at SHS/ Design Technology Leader at SHPPS/The Rowans, where relevant, retain risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables.
- Art: the Head of Art at SHS /Art Leader at SHPPS/The Rowans, where relevant, retain risk assessments and COSHH assessments.
- Drama: the Head of Drama or nominated Play Director of each production at SHS/Performing Arts Leader at SHPPS/The Rowans oversees risk assessments for the safe construction, movement, building and dismantling of scenery, props and staging.
- The Catering Manager at each site, (where relevant), keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products.
- The Director of Communications and Compliance at SHS/after-school activity leaders at SHPPS and The Rowans co-ordinate risk assessments for after-school clubs, where required, and retains copies of these in a central file which is updated termly to reflect the changes in the clubs offered at different times of the year.
- Pupils are not allowed entry to the Maintenance and Grounds Departments: each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products.
- The Cleaning Contractors at each site keep risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products.
- COSHH information is retained by each area where relevant.

Whole Trust or individual school policies and risk assessments, some professional, supplement these departmentally-based risk assessments, covering:

- Accessibility Policies
- Anti-bullying Policies
- Asbestos Maintenance
- Catering and Food Hygiene Policy (where applicable)
- Child & Safeguarding Protection Policy
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications (the Critical Incident Plan)
- Design and Technology
- Display Screen Equipment

- Educational visits, trips, outings and residentials
- Electrical Safety (through 5-year fixed wire testing)
- E-Safety
- First Aid & Medical Risks
- Fire Safety, procedures, and risk assessment
- Gas Safety (through the annual Gas Safety checks)
- Health and Safety Notices
- Induction of New Staff
- Legionella
- Letting and Hiring
- Lightning Protection (through annual checks)
- Manual Handling
- Pupil Medical Questionnaire and relevant updates
- Portable Appliance Testing
- Pupil Supervision
- Security, including workplace safety and lone working
- Special Education Needs/Disabilities
- Swimming Pool

Please refer to the School's Risk Assessment Policy for further details.

Policy owner:	Head of Trust Facilities
Approved:	Governors' Legal and Estates Committee
Date of last review:	September 2023
Next review:	September 2024