# Health and Safety Policy

**Berkhamsted Prep and Pre-Prep**

**Berkhamsted Senior Schools & Sixth**

**Heatherton**

**Berkhamsted Day Nursery Ltd.**

**Berkhamsted School Enterprises Ltd.**

Revision and Terminology: Please refer to the School's Policies Policy.

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|---|---|
| Policy owner: | Chief Operating Officer, Estates Director and Health and Safety Manager |
| Type of policy: | Statutory |
| Regulatory Body: | Health and Safety Executive<br>Department for Education<br>Independent Schools Inspectorate |
| Relevant Legislation / Guidance: | Health and Safety at Work etc Act 1974 (among others – further information is given within the policy)<br>Education (Independent School Standards) Regulations 2014 (as amended)<br>Health and Safety: responsibilities and duties for Schools (April 2022) (DfE)<br>Sensible health and safety management in schools (HSE)<br>Management of Health and Safety at Work Regulations 1999<br>Boarding schools: National minimum standards (NMS, DfE, May 2026)<br>Statutory Framework of the Early Years Foundation Stage (DfE, September 2026))<br>Keeping Children Safe in Education (KCSIE, DfE, September 2026)<br>Good estate management for schools (DfE, updated July 2026) |
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| Linked Policies: | Administration of Medicines<br>Anti-Stress<br>Child Protection and Safeguarding<br>Contractors<br>Critical Incident Plan<br>Fire Prevention<br>Fire Procedures<br>First Aid<br>Health and Safety for Centenary Theatre<br>Invacuation and Dynamic Lockdown | Legionella Control<br>Premises and Security<br>Prevention of Bullying<br>Risk Assessment<br>Staff and Visitors Smoke and Vape Free<br>Staff Anti-Harassment and Anti-Bullying<br>Staff Protection<br>Supervision<br>Visits and Activities out of School |

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## Scope of this policy

### 1 Health and Safety Policy statement

1.1 This is the Health and Safety Policy Statement of Berkhamsted Schools Group (the Group) including Berkhamsted Day Nursery (the Nursery) and commercial activity (Berkhamsted School Enterprises), collectively referred to in this Policy as the School.

1.2 The School applies high standards in the management and control of all its operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operations are safe through monitoring, establishing and reviewing measures needed to meet health and safety standards.

1.3 This Health and Safety Policy (the Policy) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff, contractors and helpers), pupils and visitors at the School. For additional specifics relating to contractors' health & safety this should be read in conjunction with the Contractors Policy.

1.4 Our statement of general policy is:

1.4.1 to provide adequate control of the health and safety risks arising from our work activities

1.4.2 to consult with our employees, pupils and anyone else affected on matters affecting their health and safety

1.4.3 to provide and maintain safe plant and equipment

1.4.4 to ensure safe handling and use of substances

1.4.5 to ensure we have access to one or more competent persons (person(s) with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations

1.4.6 to provide information, instruction and supervision to employees

1.4.7 to ensure all employees are competent to do their tasks, and to give them adequate training

1.4.8 to prevent accidents where possible and cases of work-related ill health

1.4.9 to maintain safe and healthy working conditions

1.4.10 to review and revise this policy as necessary at regular intervals

1.4.11 to ensure that adequate resources are available for the management of health and safety issues.

1.5 A copy of this Policy can be made available in large print or other accessible format upon request.

1.6 Any references to legislation in this policy include any subsequent amendments to that legislation.

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| | |
|---|---|
| Signed: | Date: 26 March 2026 |
| Print name: Carol Copland | Role: Chair of Governors |

## 2 Governors' Responsibilities

2.1 The Governing Body designate the **Risk and Regulatory** sub-committee to have an overview of health and safety issues but recognise that duties remain the responsibility of the whole Governing Body, including the Chair of Governors.

2.2 Day to day responsibility for health and safety matters affecting staff and pupils is delegated to the Chief Operating Officer and the Senior Management Team.

2.3 The responsibilities of the Governing Body include:

2.3.1 Testing the School's policies and procedures around Health and Safety and keeping abreast of issues and accident trends through the Risk and Regulatory Committee.

2.3.2 Ensuring that the School's Policies and Procedures for Health and Safety, known to all staff and governors, are in accordance with Health & Safety Executive and Independent Schools Inspectorate procedures and that these are made available to all parents and prospective parents.

## 3 Responsibilities

3.1 As an employer, the Group and the Nursery have overall responsibility for health and safety at the School and those involved in the School's operations. They are committed to improving health and safety.

3.2 To ensure the health and safety standards are maintained/improved, the following people also have responsibility in the following areas:

| **Job title** | **Responsibility** |
|---|---|
| Health and Safety Manager (In the absence of a Health & Safety Manager all responsibilities will fall to the Estates Director or a nominated person if both of the above are absent). | Co-ordinate, support and advise the schools within the Berkhamsted Schools Group (BSG) on all aspects with regards to Health & Safety compliance.<br><br>Establish, manage and monitor standards, |

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| | processes, communications, training, and systems to ensure all responsibilities associated with Health & Safety within BSG are adhered to including updating of risk assessments.<br><br>Provide a hands-on approach where necessary with inspections, audits, and implementation of Health & Safety processes and procedures within BSG.<br><br>Where appropriate the Health and Safety Manager will escalate significant Health and Safety risks or incident to the Chief Operating Officer. |
| Health and Safety Committee | The Health & Safety Committee provides a forum where management, employees and pupils can work together to resolve any Health & Safety issues**,** address strategic issues affecting the workforce or groups within the workforce as well as pupils, and allow day-to-day health and safety matters to be resolved at a local level. |
| Heads of Department (teaching and non-teaching) | H&S within their own department. This includes carrying out a departmental risk assessment and sharing the results with staff affected by the assessment; providing the means for two-way communication with departmental staff on H&S issues; including an H&S statement or policy in the departmental Microsoft Team; ensuring that any specialist equipment is in good working order and, where applicable, servicing is carried out as required; ensuring that all appropriate Health & Safety training outside of the mandatory on-line training is completed; regular workplace inspections to be carried out in those areas deemed high and medium risk |
| Heads of House in Senior Schools | H&S within their own House areas. This includes safety instructions to pupils and suitable arrangements for supervision including cases which require personal emergency evacuation plan (PEEP). |

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| Sixth Form Tutors supported where necessary by Assistant Heads of Sixth | H&S within Zaha Hadid for lessons, private study, free periods and breaks. This includes safety instructions to pupils and suitable arrangements for supervision including cases which require personal emergency evacuation plan (PEEP). |
| Deputy Heads (Preps) at each school in the Group | Ensure risk assessments relevant to their areas are carried out as required. |
| Nursery Manager | H&S within the Day Nursery; ensuring risk assessments are carried out as required; providing the means for two-way communication with Nursery staff on H&S issues; ensuring that policies and procedures relating to the Nursery are up-to-date and communicated to staff. |

3.3 This Policy relates to health and safety whilst on School premises. The School's separate Visits and Activities out of School Policy relates to health and safety issues during off site visits.

3.4 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law.

3.5 All employees must:

3.5.1 co-operate with supervisors and managers on health and safety matters;

3.5.2 complete all assigned Health & Safety training in the time frames as set by the Health & Safety Manager;

3.5.3 not interfere with anything provided to safeguard their own and that of others health and safety;

3.5.4 protect their own and that of others health and safety, including wearing of personal protective equipment where it is provided;

3.5.5 report all health and safety concerns to an appropriate person (as detailed in this Policy).

3.5.6 report any accidents or near misses in a timely manner using the appropriate form available here from the Berkhamsted Hub

3.6 All pupils, hirers and visitors must:

3.6.1 co-operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;

3.6.2 take reasonable care for their own health and safety and that of others at the School;

3.6.3 observe standards of dress consistent with safety and/or hygiene;

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3.6.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety;

3.6.5 report all health and safety concerns to a member of staff.

## 4 Risk assessment: health and safety

4.1 We promote and safeguard the health and safety of employees, pupils and others through the systematic assessment of risks posed by the School's operations.

4.2 The School will undertake an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operations. This will be undertaken by the conducting of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law.

4.3 Particular risk assessments will be conducted/ reviewed for new and/or expectant mothers, employees aged under18 and night workers.

4.4 Specific risk assessments will also be undertaken to deal with matters including display screen equipment, manual handling operations, substances hazardous to health, noise at work, asbestos at work, ionising radiation, fire safety, major power failures and pandemics.

4.5 Specific risk assessments will also be conducted for use of high risk areas, such as gymnasia, swimming pools, machinery, laboratories, workshops, theatre, music, ICT, boarding, EYFS.

4.6 Specific risk assessment forms are available for School trips and visits. Please see the Visits and Activities out of School policy for further details.

4.7 Risk assessments relating to health and safety are the overall responsibility of Deputy Heads (Preps), Heads of Department (both teaching and non-teaching) and Heads of House/Assistant Heads and they are responsible for authorising any risk assessments completed or reviewed by their team.

4.8 In the event of a whole site Risk assessment requirement, for example due to a pandemic or other significant event, Headteachers will be responsible for completing risk assessments with help and guidance from the Health & Safety Manager, Estates Director and Chief Operating Officer. The findings of the risk assessments will be reported to the Health and Safety Manager.

4.9 Action required to remove/control risks should be identified within the risk assessment and an action plan drawn up.

4.10 Where actions require simple remedial work such as a repair, the Head of Department/House should raise these with the relevant department, e.g. Facilities or IT.

4.11 Where actions require a significant budgetary spend, they will be subject to approval by the Chief Operating Officer in consultation with the Health & Safety Committee where necessary.

4.12 The Health and Safety Manager will be responsible for monitoring the effectiveness of assessments (via independent audits and internal reviews) and ensuring the action required is implemented and documented in the School's Health & Safety Corrective Action &

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Preventative Action plan (CAPA) in addition to maintaining the Central Master Risk Assessment Register (CMRAR). here

4.13 Risk assessments will be reviewed either annually, after an incident, or when the activity changes, whichever is soonest.

4.14 Risk assessment forms are available in the Health and Safety area of The Berkhamsted Hub.

4.15 Training will be provided to staff who are required to complete risk assessments.

4.16 Further guidance on risk assessment can be found in Appendix 1.

## 5 Risk assessment: general

5.1 Our arrangements for risk assessment more generally are set out in:

5.1.1 a separate Risk Assessment Policy;

5.1.2 Appendix 1.

## 6 Consultation with employees

6.1 The School will consult with employees either directly or through their elected representative(s) and / or through their union appointed safety representative(s) and the Health & Safety Committee in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety. In the absence of such an appointed representative each site's principal representative on the Health & Safety Committee will fulfil this role.

6.2 Representatives will be provided with sufficient information to enable them to participate fully in the consultation process.

6.3 A list of current employee representatives is available in the Health and Safety area of The Berkhamsted Hub.

## 7 Information, instruction and supervision

7.1 The Health and Safety Law poster is displayed in School offices in or behind Receptions and/or staff rooms.

7.2 Further notices relating to first aid and fire safety will be displayed as appropriate.

7.3 The School will display a certificate of employers' liability insurance on Health & Safety Notice Boards in each site and/or on The Berkhamsted Hub here

7.4 Health and safety advice is available from the Health and Safety Manager.

7.5 Supervision of "young workers"/trainees will be arranged/undertaken/monitored by the Chief People Officer.

7.6 The Health and Safety Manager is responsible for ensuring that the School's employees and pupils working at locations under the control of other employers are given relevant health and

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safety information.

7.7 Pupils from senior schools are invited to the health and safety committee meeting to hear the health and safety overview and contribute a student voice

## 8 Competency for tasks and training

8.1 All employees will be provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.

8.2 All employees will be given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures.

8.3 Induction training in health and safety is accessed via the health and safety online training platform or provided in person to those without online access by the Head of Department.

8.4 The School will also ensure that all employees receive job specific health and safety training including in risk assessment (where relevant), as appropriate.

8.5 Job specific training will be arranged/provided by the Head of Department and/or line managers, as appropriate.

8.6 The School will provide further training if risks change and refresher training when skills are not frequently used.

8.7 Mandatory health & safety training records are kept by the Health & Safety Manager and any additional training records are held by the relevant Head of Department.

8.8 Training will be identified, arranged and monitored by line managers and Heads of Department.

## 9 Workplace safety

9.1 The School will ensure that the School premises are safe and in good repair and are kept free of reasonably avoidable safety hazards.

9.2 The School will take all reasonable steps to ensure that the School premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).

9.3 The Estates Director will arrange a regular survey of the School premises and the maintenance and repair of School premises.

9.4 The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.

9.5 The School will ensure that access to high risk areas, including laboratories, workshops, swimming pools, gymnasia and building works on the premises is appropriately controlled and restricted.

9.6 The School will ensure boarding houses and other accommodation provided for boarders are well lit, heated and ventilated, cleaned, and maintained, and reasonable adjustments are made

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to provide accessible accommodation for any boarders with disabilities.

9.7 The School will ensure accommodation is well furnished and of sufficient size for the number, needs and ages of boarders accommodated, with appropriate protection and separation between boarder accommodation and staff accommodation, and giving boarders appropriate privacy, taking into account sex, age and any special requirements. Bedding is warm, clean, and comfortable.

## 10 Vehicle safety

10.1 The School will ensure that, where practicable, there is segregation of pedestrians and vehicular traffic on the School site and continue to identify further opportunities to improve this.

10.2 The Head of Estates Services will ensure that minibuses and all other School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.

10.3 The Head of Estates Services is responsible for ensuring that that School vehicles are properly taxed, licensed and insured.

10.4 The Head of Estates Services will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so and that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.

10.5 This Policy should be read in conjunction with the Visits and Activities out of School Policy.

## 11 Safe plant and equipment

11.1 Heads of Department will be responsible for identifying all equipment/plant needing maintenance (and where necessary examination and testing).

11.2 Heads of Department in conjunction with the Health and Safety Manager will be responsible for ensuring effective maintenance procedures are drawn up and implemented.

11.3 Any defects or problems found with plant/equipment should be reported to the Head of Maintenance and the plant/equipment should be immediately taken out of use until it has been made safe.

11.4 Heads of Department will check that new plant and equipment meets health and safety standards before it is purchased.

11.5 The School will ensure that pupils and employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.

11.6 The School will ensure that employees use personal protective equipment correctly and are

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provided with adequate instructions and/or training on how to use it safely.

## 12 Testing of electrical equipment, gas appliances etc.

12.1 The Head of Maintenance and the Health and Safety Manager will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.

12.2 In particular, the School will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1989 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1998 (SI 1998/2451).

## 13 VDUs and display screen equipment

13.1 The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792).

## 14 Manual handling and working at height

14.1 The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) and working at height wherever possible.

14.2 Where manual handling and working at height cannot be avoided, the School will seek to reduce the related risks by providing training and guidance in manual handling and working at height techniques in accordance with the Manual Handling Operations Regulations 1992 (SI 1992/2793) and the Work At Height Regulations 2005.

## 15 Safe handling and use of substances

15.1 The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (COSHH) and prevent, reduce or control exposure of staff and pupils to these hazards by the institution of proper controls and protective equipment.

15.2 All staff, hirers, visitors and pupils will be advised of hazardous materials to be used by them and any policies relating to their use (including emergency procedures to deal with accidents/incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.

15.3 Heads of Department, together with the Health and Safety Manager will be responsible for identifying all substances which need a COSHH assessment.

15.4 Heads of Teaching Departments that use chemicals, for example Science, D&T and Art will

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ensure that up-to-date guidance issued by CLEAPSS is adapted for use by the department and communicated to and followed by staff and pupils.

15.5 The Health and Safety Manager, Housekeeping Manager and Facilities Management Department will be responsible for undertaking COSHH assessments where these are not covered under CLEAPSS.

15.6 The Health and Safety Manager will be responsible for ensuring that all actions identified in the assessments are implemented.

15.7 Heads of Department will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

15.8 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.

15.9 All staff will ensure that hazardous substances are locked away after use.

15.10 Employees should follow the Lithium Battery Procedure for safe use, storage and disposal of lithium batteries

## 16 Asbestos

16.1 The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACM on the School premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:

16.1.1 ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the Asbestos essentials: advice on work on non-licensed work with asbestos (A01) (04/12) at http://www.hse.gov.uk/pubns/guidance/a0.pdf;

16.1.2 preparing and keeping up to date a record of the location and condition of ACM or presumed ACM;

16.1.3 carrying out a written assessment of the risks presented by ACM and presumed ACM;

16.1.4 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACM known as an Asbestos Management Plan;

16.1.5 regular inspections, reviews and/or monitoring, as appropriate;

16.1.6 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;

16.1.7 ensuring that all employees who may come into contact with ACM or presumed ACM are adequately trained;

16.1.8 ensuring that information about the location and condition of ACM or presumed ACM is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency.

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16.1.9 ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by the Head of Maintenance and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;

16.1.10 ensuring that only authorised staff and/or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.

16.2 If anyone disturbs or suspects that they have disturbed ACM they should:

16.2.1 not disturb it further under any circumstances, including cleaning of the area;

16.2.2 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";

16.2.3 immediately report it to the Head of Maintenance who will take appropriate action;

16.2.4 ensure that any items of clothing which have been covered in dust or debris are appropriately disposed of.

## 17 Dealing with Health and Safety emergencies – fire, evacuation and invacuation

17.1 The School carries out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.

17.2 The Head of Estates Services (Fire Officer) is responsible for ensuring the fire risk assessments are undertaken and implemented and that any recommendations made by the Fire Service are implemented.

17.3 Sufficient escape routes are provided and checked by the Health and Safety Manager or trained Fire Marshals on a termly basis.

17.4 Fire extinguishers and other firefighting equipment (such as alarms and detectors) are maintained and checked by the Estates Department and contractors, as appropriate (see details in Fire Prevention Policy).

17.5 Alarms are tested at least once per week.

17.6 The Head of Estates Services and the Health & Safety Manager are responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills and maintenance records and certificates. Records will be held in the Estates office.

17.7 In addition, the School will ensure that there are sufficient Fire Marshals (or deputies in their absence) employed on site and that they are appropriately trained.

17.8 The Fire Marshals are listed in the Health and Safety area on The Berkhamsted Hub here.

17.9 In addition to the School's procedures regarding fire, the School will ensure that an emergency plan (Critical Incident Policy and Plan) is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such

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evacuation procedures should include any special arrangements required for employees or staff or pupils with disabilities (Personal Emergency Evacuation Plans; PEEPs) which will enable them to both raise the alarm and evacuate the building.

17.10 Nothing in this policy prevents anyone from dialling 999 in an emergency.

17.11 All health and safety emergencies should also be reported to the Health and Safety Manager.

17.12 Where an evacuation is considered necessary, the main School fire bell/s will be activated and the emergency routine followed.

17.13 The Assembly points are shown in Appendix 2.

17.14 Emergency evacuation and fire drills will be conducted three times per academic year on each school site.

17.15 Emergency evacuation and fire drills for boarders will be conducted at least once per term outside of normal school hours and at least annually overnight.

17.16 Invacuation drills will take place on an annual basis and in line with the Invacuation and Dynamic Lockdown Policy.

17.17 Where an invacuation is considered necessary the alarm can be raised via Teams to activate external sounders and further instructions given via Teams.

## 18 Dealing with Health and Safety emergencies - Accidents, first aid and work-related ill health

18.1 This Policy should be read in conjunction with the School's First Aid Policy and Anti-Stress Policy.

18.2 The School will ensure that there are adequate numbers of appropriately qualified first aiders on the School premises and on School arranged trips and visits at all times.

18.3 The School will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed and provide advice to department heads in completing departmental First Aid Needs Assessments.

18.4 A list of School first aiders is available in the Medical Centre area on The Berkhamsted Hub.

18.5 The first aid boxes are kept in School Offices, Medical Centres and other suitable locations.

18.6 Subject to Risk Assessments and implementation of all reasonable precautions, Health surveillance may be required for employees doing the following jobs:

18.6.1 Music including peripatetic staff

18.6.2 Caretaking and Facilities staff who are exposed to noise and vibration

18.6.3 Caretaking and Facilities staff who use hand held power tools.

18.7 Health surveillance, where required, will be arranged by the Health and Safety Manager.

18.8 Health surveillance records will be kept by the HR Department.

18.9 All accidents and near misses are to be reported using the online form available in the Health and Safety area of The Hub.

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18.10 Accident and near misses reporting is the responsibility of the first member of staff on the scene at an accident.

18.11 The School will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the School will consider the risk of its employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.

18.12 All work-related ill health including work-related stress should be reported to the Chief People Officer.

## 19 Reporting requirements and record keeping

19.1 The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and/or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR). Reporting is most easily done online at www.hse.gov.uk/riddor/. Fatal and major injuries can also be reported by calling 0345 300 9923. Further guidance in relation to RIDDOR reporting can be found in Appendix 3. Where an incident has resulted in serious harm, the Charity Commission must also be informed. Serious injuries within EYFS are reportable to Ofsted as outlined in the Early years compliance handbook.

19.2 Where the HSE serve any notices or issue Intervention invoices or if an employee is invited to an interview with an external agency, the School will get legal advice.

19.3 The Health and Safety Manager is responsible for ensuring that the School complies with its reporting and record keeping obligations in line with the School's Data Protection Policy and privacy notices.

19.4 The Health and Safety Manager and/or Nursing staff are responsible for reporting accidents, diseases and dangerous occurrences to the HSE or enforcing authority.

19.5 If anyone at the School is known or suspected to be suffering from a disease which is classified as a notifiable disease, and/or in the opinion of a registered medical practitioner has an infection and/or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at Notifiable diseases and causative organisms: how to report.

19.6 The Health and Safety Manager will also consider whether a report of the accident or incident to any other regulatory body or organisation is necessary.

19.7 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept for at least three years from the date of the last injury.

19.8 The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given.

19.9 The Nursery must also notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

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19.10 Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.

19.11 The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.

19.12 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least six years unless:

19.12.1 the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;

19.12.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and/or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

## 20 Monitoring and internal investigation

20.1 The School monitors health and safety both actively and reactively.

20.2 The Health and Safety Manager is responsible for monitoring health and safety procedures, reviewing risk assessments, accident & near miss reports and accident investigations regularly. Reviews should include a review of health and safety related complaints.

20.3 The Health and Safety Manager is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to instruct or discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.

20.4 Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.

20.5 The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.

20.6 The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.

20.7 No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

20.8 The Health and Safety Manager is responsible for acting on investigation findings to prevent a recurrence.

## 21 Hirers, visitors and contractors

21.1 This Policy should be read in conjunction with the Contractors Policy and the Health and Safety Policy for Centenary Theatre.

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21.2 All hirers, visitors and other users of the School premises (to include contractors, delivery people and inspectors) must:

21.2.1 observe the rules of the School;

21.2.2 ensure that they report to Reception or the Estates Office where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School's Estates Director, Health & Safety Manager, or, in their absence, the Head of Maintenance;

21.2.3 ensure that they are familiar with the Schools' fire, emergency evacuation and invacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point. In the event of the invacuation alarm being activated everyone should remain indoors and shut doors and windows.

21.3 Contractors will be selected and managed in accordance with *Using contractors: A brief guide* (http://www.hse.gov.uk/pubns/indg368.pdf) and, where appropriate, in accordance with the Construction (Design and Management) Regulations (CDM) 2015 (SI 2015/51).

21.4 All contractors who work at the School are required to comply fully with the provisions of the School's policy on the use of contractors.

21.5 Contractors must also ensure safe working practices by all of their 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 School premises.

21.6 The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.

21.7 Everyone working in, volunteering in or hiring the Centenary Theatre is required to comply fully with the provisions of the Health and Safety Policy for Centenary Theatre.

## 22 Security

22.1 The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.

22.2 The School has a policy of restricting access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises.

22.3 The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:

22.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks). This also includes (for pupils):

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22.3.1.1 no unsupervised access to workshops, science laboratories or similar.

22.3.1.2 no unlocked cupboards that contain dangerous chemicals.

22.3.1.3 no unsupervised access to Science, Art and DT preparation rooms.

22.3.2 security assessments are conducted and reviewed regularly;

22.3.3 all employees and pupils are informed about the existence and operation of the School's security arrangements and that staff training is updated as required;

22.3.4 visitors to the premises are appropriately identified;

22.3.5 there are adequate supervision arrangements in place;

22.3.6 all security breaches or incidents are reported to the appropriate Headteacher and/or to the police or other emergency services as appropriate;

22.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

22.4 More details about the School's security arrangements are set out in the School's Premises and Security policy.

## 23 Protection from violence and harassment

23.1 The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on a School site is abused, threatened or assaulted, or placed in fear for their own safety.

23.2 In the event of an act of violence, harassment or serious security breach incident, immediate steps should be taken to safeguard those affected and the Principal and/or the Police should be contacted as appropriate.

23.3 Violence or harassment by employees is a breach of the Staff Code of Conduct constituting gross misconduct and will be dealt with under the School's disciplinary procedures.

23.4 Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension or expulsion in line with the School's Behaviour and Discipline Policy and/or Expulsion and Required Removal Policy.

23.5 More details about the steps to be taken in the event of violence or harassment of School employees are set out in the Staff Protection Policy and the Staff Anti-Harassment and Anti-Bullying Policy.

## 24 Lone workers

24.1 The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff).

24.2 Work activities involving lone workers will be the subject of a separate lone working procedure or risk assessment where required. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response.

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# Appendix 1 – Risk Assessment Guidance

## 1 Guidance on risk assessment

1.1 A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Please see the Risk Assessment Policy for details.

1.2 The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'. A risk assessment is not about creating huge amounts of paperwork, but rather identifying sensible measures to control the risks in your workplace.

1.3 When thinking about your risk assessment, remember:

1.3.1 a hazard is anything that may cause harm, e.g. trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and/or cleaning fluids.

1.3.2 the risk is the likelihood that somebody could be harmed combined with the severity of potential harm.

1.4 Identify the hazards

1.4.1 First you need to work out how people could be harmed.

1.5 Who might be harmed?

1.5.1 Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors, contractors and members of the public.

1.6 Evaluate the risks and decide on precautions

1.6.1 Decide what to do about the risks. Compare what you currently do with what is required by law or accepted as good practice. If there is a difference, list what needs to be done.

1.7 When controlling risks, apply these principles, in this order:

1.7.1 eliminate the hazard altogether

1.7.2 try a less risky option or make a substitution for a less harmful alternative

1.7.3 prevent access to the hazard, provide a physical barrier

1.7.4 change administrative controls, how people work

1.7.5 implement the use of personal protective equipment

1.8 Record your significant findings and implement them

1.8.1 If you employ five or more people, the law requires you to record your health and safety risk assessments.

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1.8.2 Include in your risk assessment record:

1.8.2.1 a full date of creation or review (DD/MM/YYYY)

1.8.2.2 name of the assessment author

1.8.2.3 hazards

1.8.2.4 who might be harmed

1.8.2.5 current controls already being followed

1.8.2.6 further actions required, by whom, target date and completion date

1.8.2.7 a date for the next scheduled review

1.9 Risk Assessment Templates and Classroom checklist forms are available in the Health and Safety area of The Berkhamsted Hub.

1.10 Review your risk assessment and update if necessary

1.10.1 You should review what you are doing on a regular on-going basis.

1.11 More information can be found on the HSE website: Managing risks and risk assessment at work

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## Appendix 2 – Assembly Points

| Location | Primary Evacuation | Secondary Evacuation | Off Site | Notes |
|---|---|---|---|---|
| Pre-Prep (Haresfoot) | Playground (by Jubilee Hall) | Car Park area behind Sports Hall (by caretakers compound) | Kings Campus (Centenary Theatre) | BDNL have an initial muster point before moving to the Primary evacuation point |
| Castle | Grass Quad | Astroturf behind Newcroft | Kings Campus (Centenary Theatre) | |
| Zaha Hadid | Castle Grass Quad | Astroturf behind Newcroft | Kings Campus (Centenary Theatre) | |
| Kings | Grassed area behind Nash Harris (far side of Lime Walk) | Tennis Courts (KJSC access road) | Castle Campus: Deans Hall, Old Hall & Chadwick | |
| Prep | Churchill Playground & Beeches Playground | Kings Campus (Centenary Theatre) | Kings Campus (Centenary Theatre) | |
| Overton | High Street, Pavement in front of Dean Incent's House | Castle Campus: Old Hall | Castle Campus: Old Hall | |
| Heatherton | Playground (west end by Heatherton Park) | Car Park (east end of site adjacent to School Office) | Hervines Park (Address: Hervines Road, Amersham, HP6 5HU) | |

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| | | | | |
|---|---|---|---|---|
| St Johns Boarding | Basketball Court | Overton car park | Castle Campus: Deans' Hall | |
| Incents Boarding | Car park area by bin store | Basketball Court | Castle Campus: Deans' Hall | |
| The Old Dairy | Castle Street, outside cottages near fire station | Grass Quad | Kings Campus | |

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# Appendix 3 – Incident Reporting: accidents, diseases and dangerous occurrences under RIDDOR

## 1 Guidance on RIDDOR reporting

1.12 The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (RIDDOR).

## 2 Accidents involving staff

2.1 The School will report:

2.1.1 work-related accidents resulting in death or a specified injury (including as a result of physical violence) must be notified without delay (specified injury examples include: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs or that sustained on the sports field without any failing in provision of facilities or supervision by the school), and the report received within ten days of the incident.

2.1.2 work-related accidents which prevent the injured person from continuing with his/her normal work for more than seven days, within a deadline of fifteen days following the incident.

2.1.3 certain work-related diseases.

2.1.4 certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

## 3 Accidents involving pupils or visitors

3.1 The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

3.2 In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:

3.2.1 a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit.

3.2.2 the way in which equipment, machinery or substances were used.

3.2.3 the condition, design or maintenance of the School premises and equipment.

Further guidance can be found at HSE - incident reporting in schools

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