This policy applies to all pupils, staff and areas of the School, including Early Years Foundation Stage

HEALTH AND SAFETY POLICY STATEMENT

a) The Governors and Headmaster are fully aware of their responsibilities to ensure that the relevant health and safety laws are complied with, in addition to having the right policies in place. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority. The non-statutory advice Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014) has been used extensively in this policy. This advice document replaces a number of guidance documents on health, safety and security in schools, including Health and Safety: Responsibilities and Powers (2001) and Health and Safety of Pupils on Educational Visits (HASPEV 1998). In conjunction with this advice document we have considered the following policy statement from the Health and Safety Executive (HSE) ‘School trips and outdoor learning activities: Tackling the health and safety myths’.

b) The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Staff and others affected by the School’s activities, by identifying and then controlling hazards. In particular children need to be made aware that they should understand and manage risks that are a normal part of life. Health and safety procedures should always be proportionate to the risks of an activity.

c) The Headmaster, assisted by the Health and Safety Officer, will provide a positive lead in organizing Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.

d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.

e) Staff are under a legal obligation to co-operate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. Staff are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Departmental Head, the Bursar or Headmaster.
The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:
(a) 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

(b) as regards any duty or requirement imposed on his Headmaster 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:

'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:

- 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 Governors.
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively;
- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- 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.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work;
- to observe standards of dress consistent with safety and/or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
- report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form or near miss form;
- promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks;
• use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
• co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
• act as a prudent parent when in charge of pupils, as they have a duty to under common law;

All staff must be conversant with the Policy for Educational Visits and Trips, and should follow those procedures indicated for the particular off-site trip being undertaken, whether day, residential, adventurous or overseas. This will form part of the induction training of all new staff.

All staff must be conversant with the Medical Protocol and First Aid Policies, and the Policy for Crisis Management. These Policies give guidance for dealing with health and safety emergencies, as well as other circumstances. This will form part of the induction training of all new staff.

Employees should follow any health and safety procedures put in place by their employer. However if they 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 Headmaster will work with the employee to ensure that the procedures at the school are proportionate, effective and appropriate.


Twyford School will have due regard to the non-statutory advice in Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2012).

Arrangements for the Safety and Security of Pupils

The following arrangements are specifically put in place to look after all the pupils in our care at all times.
• All teachers and support staff including volunteers ensure that all curriculum activities are safe.
• A child is never taken off-site without the prior permission of the parent.
• Only those who hold a current ‘enhanced disclosure’ from the Disclosure and Barring Service are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS check and Barred List check is sought, with supervision arrangements and a mentor put in place.
• A minimum of two staff are always present whenever any pupils are on our premises.
• All arrivals and departures of people, whether pupils or adults, are recorded.
• All pupils in our care are regularly reminded of what is safe and what is not safe to do when on our premises. They are encouraged to report anything that they notice that might be unsafe.
• We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
• We have installed a fire alarm to enable any member of staff to raise an alarm that everyone else can hear.
• We practise, on a regular basis, what to do in the event of a fire and make sure all the pupils in our care know what to do if they hear our fire alarm.
• Most staff have been trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst pupils are on our premises.
• We record accidents, incidents and near misses.
• We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.
• We only use coaches and minibuses where seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving.
• We log all incidents involving injury in the school and we inform parents in all cases.
• Head injuries will always be reported to parents and carefully monitored.
• Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary or matron will telephone for emergency assistance.

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 visitor’s book in the reception area, and to wear an identification badge at all times whilst on the school premises. Separate arrangements are made with contractors so as to ensure security and to safeguard children (See Twyford School Contractors Policies).

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 has suspicions that a person may be trespassing on the school site, they must inform the Headmaster immediately.

The Headmaster will direct any intruder that they must leave the school site straight away. If this does not occur the Headmaster will contact the police immediately.

Behaviour of any person (including a parent) on the school premises
At Twyford School 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. Should it be brought to the attention of a member of staff that someone is being aggressive or is behaving in an otherwise unacceptable manner, they should firmly but politely ask that person to leave the premises. This incident should be reported to the Headmaster immediately. If the person is not compliant, the Headmaster should be contacted immediately, and will deal with the matter. If it the opinion of a member of staff that the person behaving inappropriately could put any child at risk of harm, they must call the police. (See Twyford School Policy on Behaviour of Visitors)

Dr Steve Bailey
Headmaster
Reviewed September 2018
Review due Summer 2019
Organisational Tree

Headmaster

Health & Safety Officer

Health & Safety Committee

Bursar

Head of Pre-Prep Department

Heads of Department

Senior Matron

Catering Manager

Head of Boarding

Security Officer

Technical Support Assistant

Pre-Prep staff

Teaching staff

Matron’s staff

Catering & cleaning staff

Bursar’s Dept
RESPONSIBILITIES

All Employees

a) Will take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
b) Will co-operate with their employers on health and safety matters;
c) Will do their work in accordance with training and instructions; and
d) Will inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils. Employees should follow any health and safety procedures put in place by their employer. However, if they 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. Usually the Headmaster will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

Headmaster

a) Will ensure that there is an effective written Policy for Health and Safety within the School and will be directly responsible for the establishment and effectiveness of that programme.
b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
c) Will ensure that adequate staff, funds and material are provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.
d) Will ensure that responsibilities are properly assigned and accepted at all levels.
e) Will take a direct interest in the Health and Safety programme and support all persons carrying it out.
f) Will ensure that all areas of the School are inspected, from a Health and Safety point of view, twice per year.
g) Will review the Health and Safety Officer’s reports and take action where appropriate.
h) Will ensure that all Prep School Teaching Staff have adequate training for the tasks that they are required to perform.
i) Will ensure that all Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

Bursar

a) Will fully familiarise himself with the Health and Safety Policy and the Statutory Instruments and regulations as issued from time to time.
b) Will be responsible for ensuring that safe methods and procedures, written where appropriate, are drawn up for operations under his control.
c) Will ensure that Personnel working under his control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.

d) Will ensure that all new plant, buildings and equipment are inspected for potential hazards, in conjunction with the Health and Safety Officer, as necessary.

e) Will ensure that all plant and equipment, where appropriate, is maintained and/or tested regularly and that adequate records are kept.

f) Will ensure, in conjunction with the Headmaster that any hazardous or dangerous conditions or situations reported are remedied as soon as possible.

g) Will ensure that any piece of plant or equipment found to be defective is immobilised until such time as a repair can be affected.

h) Will be responsible for the control of Contractors within the grounds, and will ensure that they are familiar with the Health and Safety Policy, and have the relevant insurance etc in place.

i) Will, in conjunction with the Headmaster, ensure that all areas of the School are inspected, from a Health and Safety point of view, twice per year.

j) Will, in conjunction with the Headmaster, review the Health and Safety Officer's reports and take action where appropriate.

k) Will ensure that the obligations for the reporting of accidents etc under ‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995’ are complied with.

**Health and Safety Officer**

a) Will supervise the School Health and Safety Programme.

b) Will regularly inspect plant and equipment to ensure that it is safe and being operated correctly.

c) Will monitor the effectiveness of the implementation of the Health and Safety Policy.

d) Will report to the Headmaster and Bursar concerning Health and Safety matters, making recommendations as necessary.

e) Will, in conjunction with the Headmaster and Bursar, ensure that there is sufficient material and publicity for the Health and Safety Programme.

f) Will assist in investigating all accidents and dangerous occurrences and recommend corrective action as necessary.

g) Will inspect all new plant, buildings and equipment for potential hazards, in conjunction with the Headmaster and Bursar.

h) Will ensure that all areas of the School are inspected from a Health and Safety point of view twice per year.
i) Will undertake assessments under 'The Control of Substances Hazardous to Health Regulations 1988', 'The Management of Health and Safety at Work Regulations 1992' and other Regulations as appropriate, calling in experts in specific fields as necessary.

**Technical Support Assistant**

a) Will keep all H&S documentation as provided by the Bursar up to date.

b) Will carry out routine checks on minibuses and run the MIDAS training scheme for school drivers.

c) Will carry out portable electrical equipment testing.

d) Will carry out periodic (day, weekly, monthly, annual) fire equipment checks.

e) Will keep diagrams and information concerning electrical wiring, water, gas and electricity supplies up to date.

f) Liaise with H&S contractors (e.g. Fire alarm, portable fire extinguisher testing) as appropriate.

g) Brief staff as appropriate for induction training.

h) Arrange annual fire awareness training for all staff.

**Head of Boarding**

a) Will carry out responsibilities commensurate with his position within the School.

b) Will have direct responsibility for Boarders.

c) Will ensure that evacuation of the Boarders at night in the case of Fire or Emergency is carried out effectively.

d) Will ensure that the welfare aspects of the Boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to Boarding Schools are satisfied.

e) Will have regard to the National Minimum Standards for Boarding that are current, and shall bring any deficiencies to the attention of the Headmaster.

e) The Head of Boarding is to be a member of the Health & Safety Committee.

**Head of Pre Prep Department**

a) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time, and be a Member of the Health & Safety Committee.

b) Will draw up safe procedures, written where appropriate, for the Pre-Prep Department.

c) Will ensure that all classrooms/work areas are safe before any person uses them.
d) Will ensure that all equipment is safe before any person issues it.

e) Will ensure that protective equipment, where appropriate, is used at all times.

f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.

g) Will ensure that all Pre-Prep Staff have read and understood the Health and Safety Policy either in its entirety or the sections relevant to them.

h) Will ensure that the Pre-Prep Department is safe and secure for all pupils.

i) Will at all times endeavor to ensure the Health, Safety and Welfare for all persons within her control.

j) Will ensure that all Pre-Prep School Teaching Staff have adequate training for the tasks that they are required to perform.

k) Will be responsible for ensuring that injuries and illness within the Pre-Prep are treated in so far as it is within the Pre-Prep First Aider’s training, using outside medical authorities as appropriate and necessary.

l) Will ensure that an Accident Book and adequate First Aid Records are maintained.

Departmental Heads

a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) Will draw up safe methods and procedures, written where appropriate, for operations within their department.

c) Will ensure that all classroom/work areas are safe before they are used by any person.

d) Will ensure that all equipment is safe before it is used by any person.

e) Will ensure that protective equipment, where appropriate, is used at all times.

f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Bursar or Headmaster without delay.

g) Will at all times endeavour to ensure the Health, Safety and Welfare for all persons within their control.

Teaching staff

a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) Will ensure that all safe methods and procedures, where appropriate, are followed at all times.

c) Will ensure that all classroom/work areas are safe before they are used by any person.
d) Will ensure that all equipment is safe before it is used by any person.

e) Will ensure that protective equipment, where appropriate, is used at all times.

f) Will ensure that any hazardous or dangerous conditions or situations are reported to the Departmental Head, Bursar or Headmaster without delay.

g) Will, at all times, endeavour to ensure the Health, Safety and Welfare for all persons within their control.

All other staff

a) Will make themselves familiar with the Health and Safety Policy, especially the sections relevant to themselves.

b) Will observe Health and Safety Rules at all times.

c) Will conform to all advice given by the Health and Safety Officer and instructions of others with a responsibility for Health and Safety.

d) Will report all accidents, damage, hazardous or dangerous conditions or situations to their Departmental Head, Bursar or Headmaster without delay.

e) Will wear appropriate personal protective clothing, safety equipment and use appropriate safety devices as appropriate.

f) Will ensure that working areas are kept clean and safe.

g) Will inspect all equipment and plant before use to establish that it is safe to use.

h) Will familiarise themselves with First Aid and Fire procedures.

i) Will look after all Health and Safety Equipment properly and report any defects immediately.

School Security Officer

a) To be responsible for the general security of school buildings.

b) To carry out rounds of the school buildings between 8:30pm and 10:00pm daily to check that the school buildings are secure and locked, and unnecessary lights switched off.

c) Where the Security Officer is unavailable, this task will be undertaken by the Head of Boarding or other duty staff by prior arrangement.

School Nurse

a) Will fully familiarise herself with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time, and be a Member of the Health & Safety Committee.
b) Will ensure that all personnel under her control have adequate training, have read and understood the Health and Safety Policy and have received induction training where appropriate.

c) Will be responsible for treating injuries and illness within the School in so far as it is within her jurisdiction and training, using outside medical authorities as appropriate and necessary.

d) Will ensure that the Accident Book and adequate First Aid Records are maintained.

e) Will, together with the Boarding Matron, ensure that the welfare aspects of the Boarders are adequately covered and the requirements for compliance with 'The Children Act 1989' where it applies to Boarding Schools are satisfied.

f) Will ensure that she is aware of the times School Matches are taking place. During the Winter terms when matches involving contact sports are taking place she will be on the touch line.

During Cricket Matches in Summer Term she will ensure that she is within the School Grounds and available on call.

g) Will ensure that all medicines within the Surgery and Dispensary in the New Girls Boarding Area are kept in a locked cabinet at all times.

h) Will ensure that stocks of medicines for general use are adequate at all times.

i) Will ensure that all First Aid Boxes are fully equipped at all times.

j) Will administer Day Pupils' Medicines as directed.

k) Will keep a Medicines Book detailing what has been given to whom and when.

l) Will ensure that the Surgery is always kept locked when there is nobody in the room.

m) Will decide, in the absence of a note from parents, whether Day Pupils are fit to take part in Sport Activities.

n) Will ensure that parents are immediately notified in the event of an accident.

o) Will ensure that all Laundering Schedules for clothes, sports kit, towels etc are maintained.

p) Will maintain an Accident Book, reporting number and nature of accidents in the previous period to the Health & Safety Committee.

**Cleaning contractor**

a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) Will ensure that all personnel under their control have adequate training, have read and understood the Health and Safety Policy, where it applies to them, and have received Induction Training as appropriate and necessary.
c) Will ensure that Cleaning Schedules established for the School are maintained so that the premises are kept in a clean and tidy condition.

d) Will ensure that thorough cleaning during holiday periods, in line with an established rota, is undertaken.

**Catering and cleaning contractor**

a) Will fully familiarise themselves with the Health and Safety Policy and the Statutory Instruments and Regulations as issued from time to time.

b) Will ensure that all personnel under their control have adequate training, have read and understood the Health and Safety Policy, where it applies to them, and have received Induction Training as appropriate and necessary.

c) Will ensure that Cleaning Schedules established for the School are maintained so that the premises are kept in a clean and tidy condition.

d) Will ensure that thorough cleaning during holiday periods, in line with an established rota, is undertaken.

e) Will ensure that standards of cleanliness and food hygiene are maintained at all times, and that healthy and appropriate food is provided.

f) Will conduct own risk assessments for areas and activities that they are responsible, liaising with the Bursar to ensure that all issues are appropriately considered.

f) The Catering Manager will be a member of the School Health & Safety Committee.

**All other persons on the School property**

a) Will observe the Health and Safety Rules and the Instructions given by persons enforcing the Health and Safety Policy.

b) Will not work on the premises until the relevant rules are read, understood and accepted.

d) Will not work on the premises until covered by insurance against risk.
Risk Assessment Policy

From January 2015 it has been a requirement to ensure that the welfare of pupils at a school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks that are identified.

This policy demonstrates that risk assessment is systematic with a view to promoting children’s welfare. Particular attention is paid to key areas of risk, such as supervision of pupils, and educational visits and trips. See separate Risk Assessment Policy for further details.

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

a) The Hazards associated with a particular activity.

b) The Potential Frequency and Severity of an accident.

c) The Control Measures being employed to minimise the risk of an accident occurring.

d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Officer with assistance from other personnel as required.

Copies of all current Risk Assessments can be found on the Staff Intranet under ‘Welfare, Health and Safety’.

Staff are encouraged to conduct a Risk Assessment whenever a new activity is contemplated or if previous conditions have or are likely to change significantly, where possible using an existing Risk Assessment as a template.

Where additional risk is identified, the Headmaster and / or Bursar is to be consulted without delay.
METHODS AND PROCEDURES

Safe systems

Departmental Heads have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

a) The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.

b) Analysis of the tasks involved, including safety analysis and the provision of clear instruction.

c) Where appropriate, details of the correct sequence of operations involved.

d) Identification of safe procedures, both routine and emergency.

e) Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- DESIGN and TECHNOLOGY WORKSHOP - use of machines
- SCIENCE LABORATORY - general laboratory procedure
- SCHOOL GROUNDS - use of hazardous machinery
- ART DEPARTMENT - cutting
  - spraying
- SPORTS CENTRE AND SWIMMING POOL

Training

Teaching Staff engaged have all received Teacher Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Ancillary, Ground, Caretaker and Cleaning Staff etc will be given training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Matron has received the appropriate training commensurate with her duties. She will ensure that any Deputies, employed as Assistants, have adequate training.
Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it.

**Safe supervision at breaktime**

The School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the School grounds, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

See Twyford School Pupil Supervision Policy

**Sport - General**

The School has a full Games Policy, a copy of which was sent to all new parents at the beginning of the academic year. Existing parents are made aware of any changes to the policy as a matter of course.

Day pupils, who do not bring a note to school stating a reason why they should not participate, will be expected to take part in the sport. The only exception to this will be in situations where injury or illness has occurred during the day where Matron has been involved and will confirm that the pupil is unfit.

The School employs Coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing Rugby and Hockey, and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

**Sport - Injuries**

In the event of injury in sport activities, other than minor scrapes and bumps, the Duty Matron will be involved. If the pupil involved is mobile then he or she will be accompanied to the surgery. If the injury is more serious then the Duty Matron will be contacted and will attend the injured person where the injury has taken place.

In the event of further action being needed the Duty Matron will contact the Ambulance Service.

During school matches involving contact sports in the winter terms, Matron will be on the touch line and therefore available if required. For cricket matches in the summer term, Matron will be within the School grounds should they be required urgently.

**Sports Hall**

The Sports Hall is normally only used by the School itself and pupils are not permitted into the Hall without supervision.
EQUIPMENT
All equipment in the Sports Hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

SHOES
There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

EMERGENCY PROCEDURES
The Lobby of the Sports Hall has the following emergency equipment:
   a) First Aid Box
   b) Stretcher

In the event of injury, emergency equipment will be used as required and if necessary Matron will be contacted via radio to assist as appropriate.

SPORTS HALL BALCONY
There is a limit to the number of adults that may be accommodated on this balcony. The limit is 100.

USE BY OTHERS OUT OF SCHOOL TIME
When the Sports Hall is used by others it is always by prior arrangement and their responsibility. Similarly, all Health and Safety aspects are their responsibility. A copy of this policy is included for completeness:
SPORTS HALL
USE OUT OF SCHOOL TIME

Health & Safety

- All staff must carry out the Sports Centre regulations, procedures and operating instructions. Failure to do so may be a significant breach of the School's Health and Safety Policy and, therefore, may result in disciplinary action and making the member of staff personally liable for any consequences.

Usage

- Twyford pupils use the Sports Hall during school time.

- In exceptional circumstances the Hall may be hired out to external parties with permission from the Headmaster, Bursar and Head of Sport. The Bursar will determine the appropriate charge.

- The use of the Hall in holiday time is restricted to:
  - ensure that the School's health and safety procedures are adhered to.
  - prolong the life span of the flooring.
  - to minimise running costs (primarily cleaning).

Staff (private) usage

- Private use by the staff is designed to allow family use (although this may include one or two guests) only.

- The member of staff unlocking the Hall takes full responsibility for the session and MUST remain in the hall AT ALL TIMES.

- Children’s parties and adult groups should book, via the Headmaster who will consult the Bursar and Head of Sport. There will probably be a charge for this usage.

- Staff use is permitted during out of school hours by staff and their families but the following procedure must be followed:
  - Keys must be obtained from (and returned to) one of the key holders (Headmaster, Head of Sport, Head of Girls’ Games, Head of Boarding). Keys must be collected and returned directly and not through a third party.
  - No kit can be borrowed from the centre without the permission from the Head of Sport.
  - No gymnastic equipment can be used.
  - No-one is to use the hall if under the influence of alcohol or drugs.
• All users must wear clean, non-marking shoes in the Hall. These must be put on outside the Hall.

• The member of staff in charge takes on the responsibility for all health and safety matters plus the security of the centre. (Appendix 1: security arrangements).

• The member of staff is responsible for all guests and their behaviour.

• The swimming pool has a separate set of Normal Operating Procedures and Emergency Action Plan and **MUST NOT** be used without fulfilling the procedures.

• The Hall will be closed for cleaning for a few days during the holiday. The Bursar will notify the key holders and they must not use it (or allow use) during this period.
ACCESS TO SPORTS HALL

EMERGENCY EXIT DOORS to WHOLE BUILDING

There are emergency exit doors to the sports hall, the swimming pool and the upstairs balconies. Any persons using any particular facility within the sports hall building must inspect these emergency doors to make sure they are secure before leaving.

SPORTS HALL

The Sports Hall can be entered by the main door downstairs, the boys’ dry changing room (via break-glass entry to sports hall store), the balcony, and the emergency exits (if left open by neglect or other reason).

Sports Hall Access:

- **Term time.** The Sports Hall and balcony are opened as required for use in term time. They must be locked overnight and when unattended – particularly when there are visitors in building, such as those using the shops or the swimming pool.

- **Holidays.** The Sports Hall and balcony are kept locked during holidays except when in use by keyholders.

- **Emergency.** In emergency, the sports hall may be accessed via the emergency keys held by the House Parents, security officer and the Headmaster.

Sports Hall Balcony:

The Sports Hall balcony is to be locked at lock-up time each evening. Persons responsible for running the secondhand shop are also responsible for ensuring that the balcony is kept locked in compliance with this guidance.

Access Authorisation:

- For Health & Safety reasons, the Sports Hall must not be used by any visiting children or adults (such as those attending swimming classes), or by Twyford parents/children waiting to collect siblings).

- All children using the Sports Hall must invariably be supervised by a member of staff.

- **Sports Hall Recreational Use by Adults in Term time:** Apart from School use by children, the Sports Hall can be used by outside persons only by prior agreement with the Headmaster and under the supervision of, and in the presence of, a member of staff.

Keys are held by:

- Headmaster
- Head of Sport (GLew).
- Head of Girls’ Games (LLew)
- Duty Keys
- Caretaker
- Cleaner
SWIMMING POOL EMERGENCY ACTION PLAN AND NORMAL OPERATING PROCEDURES

The Swimming Pool has been constructed in such a way to ensure maximum safety at all times. The Pool is shallow at both ends with a deep area in the middle.

Swimming Pool Normal Operating Procedure (NOP)
All staff must carry out the Sports Centre and Swimming pool regulations, procedures and operating instructions. Failure to do so may be a significant breach of the School’s Health and Safety Policy and, therefore, may result in disciplinary action against the person booking the pool and making them personally liable for any consequences.

All those hiring the pool must carry out the Sports Centre and Swimming pool regulations, procedures and operating instructions. Failure to do so may be a significant breach of the School’s Health and Safety Policy and, therefore, may result in the hirer being banned from further hiring and being personally liable for any consequences.

Details of the Pool
The Swimming Pool is designed with safety in mind. It is shallow at each end (1 m) and slopes towards the middle to a maximum depth of 1.55m. The pool is 20m long and 6.6m wide, having 4 swimming lanes marked with black tiles on the bottom of the pool. The roof is a curved wooden structure with lighting fixed into the ceiling. Entry is from the boys’ and girls’ changing rooms, each of which has a padlocked gate that must be secured when the pool is not in use. The Emergency Exit is clearly marked at the eastern end of the pool (furthest from the girls’ changing room).

2. Potential Risk Factors
Below is an appreciation of the main hazards that can constitute potential risk. These are not exhaustive, and all users must remain alert to other factors that could contribute towards risk of harm or injury. Safe operating procedures rely on understanding the potential risks involved in a swimming pool environment.

- Prior health problems
- Food, drugs or alcohol before swimming
- Youth and/or inexperience
- Weak or non-swimmers
- Unauthorised access to the pool
• Diving into insufficient depth of water
• Unruly behaviour and misuse of equipment
• Unclear pool water
• Absence of Lifesaver

3. **Compulsory Rules**
   - No diving is permitted except under direct instruction from a suitably qualified individual (the pool depth precludes any diving other than ‘racing’ dives, and these should only be performed when a teacher/coach is satisfied that the individual is competent)
   - No running
   - No spitting
   - No pushing
   - No ducking
   - No fighting
   - No acrobatics
   - No bombing
   - No food or drink
   - No unsafe equipment
   - No electrical equipment
   - No outdoor or unclean footwear
   - No dangerous games

4. **Admissions and Supervision**
   - Access to the Swimming Pool is restricted at all times. There are padlocks on the gates from each changing room to the poolside, and these must be kept locked unless the lifeguard is present, or maintenance is being undertaken (without pupils present). Entry to the changing rooms is also restricted to those times when programmed swimming is due to take place. The balcony is kept locked unless a swimming session is underway.
   - No one may enter the water without a Lifesaver on the poolside.
   - **The maximum bather load is 25 at any time, with one Lifesaver present on poolside at all times**, although the legal maximum bather load is 50.
   - The Lifesaver must have a current qualification.
   - No one who is a weak or non-swimmer is to enter the pool without declaring the fact to the Lifesaver.
   - No diving is permitted except under direct instruction from a suitably qualified individual.
   - The maximum number of spectators on the balcony is 100.

5. **Physical condition of the bathers.**
   - No one is allowed to enter the pool until at least 45 minutes after his or her most recent main meal.
   - No one with a significant health problem relating to the heart or breathing, is to enter the pool without declaring the fact first.
• No one with a serious skin complaint or any form of infection is to enter the pool.
• No one who is under the influence of alcohol or drugs is to enter the pool.

6. Faecal Fouling
• A significant risk associated with the use of swimming pools, particularly those used by babies and very young children, is the hazard caused by faecal fouling. Procedures should be established and operated to cover faecal fouling incidents. All staff should be aware of the procedures.
• Solid faeces should be removed from the pool as quickly as possible. No other action is necessary as long as the disinfection levels in the pool are within the range set for the pool and it is possible to retrieve all of the material.
• Any diarrhoeal fouling is likely to contain bacteria and viruses. In a well-run pool these will be inactivated in minutes by residual disinfection. However, diarrhoea may contain oocysts of Cryptosporidium, an intergastinal parasite. This can cause chronic diarrhoea and vomiting when ingested and is a serious threat to immunocompromised bathers. Cryptosporidium is not killed quickly enough by pool chlorine, though it can be by treatment with ozone or ultra violet light. Effective filtration should remove Cryptosporidium oocysts. It is important that where diarrhoeal fouling occurs is dealt with by:
  o closing the fouled pool, and any other pool whose water treatment is linked to the fouled pool; bathers should leave the pool and shower thoroughly;
  o maintaining disinfectant levels at the top of the operating range;
  o vacuuming and sweeping the pool;
  o using a coagulant and filtering for six turnover cycles;
  o backwashing of the filters;
  o checking the final chlorine residual and pH value of the pool water.
  o The pool should be reopened only after these actions have been undertaken. This process should also be followed if the pool has been identified as a potential source of Cryptosporidium.

7. Water Clarity
• Unclear water is a safety hazard and therefore the clarity of the water must be constantly monitored. If there is a problem, the Lifesaver must inform the School Office. If the School Office is closed a report must be made as soon as possible to the Pool Maintainer, Mr Mike Justice on 07860 496542 or to the Bursar on 01962 712269.

8. Pool Closure
• When it is necessary to close the pool for maintenance or emergency water treatment the pool will be signed ‘Out of Order’ and a second set of padlocks, with the Pool Maintainer holding the only key which will be used to lock the pool for the duration of the maintenance period.
9. **Damage**

- Any physical damage caused, or noticed, by the swimmers and/or Lifesavers must be reported immediately to the Estates Co-ordinator or the Bursar. The Lifesaver must evacuate the pool if the damage constitutes a serious risk.

10. **Emergency Equipment**

- There is a telephone for emergency use only, positioned in the Pool Pump Room. It is linked to the School telephone system. During School hours, Matrons can be contacted on extension 2219 and the School Office 2211. Authorised pool users should familiarise themselves with the exact location of this emergency telephone prior to using the pool.

- Pool side emergency equipment consists of a Reaching Pole, Torpedo and a Throw Bag. All equipment must be kept in its designated place and in good working order. It should be checked by the Lifesaver before any swimmers enter the water.

- An emergency whistle is available on poolside and must be used in an emergency by giving one long blast to evacuate the pool. The Lifesaver must carry the whistle whilst bathers are in the water and must replace it in its correct storage position before leaving the pool hall.

- First aid boxes are available on poolside and in the lobby of the Sports Hall. An automated defibrillator is available in the entrance hall.

- In order to summon assistance, the Lifesaver must ensure they have access to the Emergency telephone in the poolside pump room and a mobile telephone, before permitting swimmers to enter the water.

10. **Private Hire**

- The Pool is primarily for the use of the pupils of Twyford School. In order to avoid further wear and tear, it is not generally hired out. However, where an exception can be made, the arrangements are as follows:

- Pool Hire is subject to the overall permission of the Headmaster, and is arranged through the Bursar.

- Each person or organisation hiring the pool must complete the necessary forms and must sign to indicate that they have received the **Normal Operating Procedures (NOP)** and the **Emergency Action Plan (EAP)** and that they understand them and agree to abide by the rules set out therein.

- Under all circumstances the Hirer must take responsibility for the safety and wellbeing of his/her party and be covered by appropriate insurances - a copy of which must be given to the Bursar at the time of booking.

- The Hirer undertakes to observe all measures necessary to ensure appropriate safeguarding and child protection procedures are carried out for those participating in their activities.
11. **Motorised Pool Cover**

- No persons, unless authorised by the Teacher in Charge of Swimming or the Director of Sport, may enter poolside while the pool cover is in place.

- No persons, unless authorized, may enter poolside while the motorised pool cover is in operation.

**Safety**

- The reel system must only be operated by fully trained and authorised personnel. These persons should be aware of all methods of switching on, how to stop the motor and good practices for handling the cover.

- Pool must never be used whilst covered.

- Cover and tow cord should never be left obstructing on poolside.

- All obstructions must be removed from the pool before cover is operated.

- Never climb onto the cover or swim while the pool is even partially covered.
Swimming Pool Emergency Action Plan (EAP)

This plan outlines action to be taken in the event of an emergency.

Discovery of casualty in the water / serious injury to a swimmer

The following procedure is to be carried out by the Lifesaver:

1. **ONE LONG BLAST ON THE WHISTLE**

2. **CLEAR POOL IMMEDIATELY**
   - Bathers to sit against the wall or in the changing rooms.

3. **CARRY OUT RESCUE AND ADMINISTER FIRST AID**
   - Rescue procedure:
     - Shout
     - Signal
     - Reach
     - Throw
     - Wade
     - Swim with aid
     - Swim and tow
   - Effect rescue from the nearest convenient point to the casualty. In the event of a spinal injury the casualty should not be removed from the water but appropriate action should be taken to support and keep them safe until the emergency services arrive.

4. **DO NOT LEAVE THE CASUALTY UNATTENDED**
   
   **DO NOT STOP RESUSCITATION UNTIL ADVISED BY THE EMERGENCY SERVICES.**

5. **REPORT**
   - All incidents must subsequently be recorded on an Accident Report Form giving details of any First Aid given.
   - Accident Report Forms are available in the Matrons' Room.

ON HEARING THE ALARM ALL AVAILABLE STAFF/HELPERS SHOULD RESPOND AND ASSIST:

1. Help with rescue.
2. Call the emergency services if necessary.
3. Control and evacuate swimmers.
4. Ensure clear route and wait for the emergency services.
EMERGENCY TELEPHONE
An emergency telephone is positioned in the Pool Pump Room (on poolside). Ring 999 and give
the location slowly and clearly as:

THE SWIMMING POOL, TWYFORD PREP SCHOOL,
HIGH STREET, TWYFORD, SO21 1NW

EMERGENCIES (or sounding of alarm to evacuate the building)

- Possible events/reasons:
  - a. Outbreak of fire.
  - b. Chemical spillage.
  - c. Toxic Gases.
  - d. Power failure.
  - e. Structural failure.
  - f. False alarm.

- In all cases the Swimming Pool must be evacuated and bathers must assemble along the
  length of the pool in front of the Fire Exit.

- If there is no immediate danger, the bathers are to remain on poolside awaiting further
  instructions from the Lifesaver.

- Foil blankets are available to use if required.

Lack of water clarity.

- If the clarity of the water deteriorates such that the Lifesaver cannot see the bottom of the
  pool or swimmers below the surface, the pool will need to be cleared and a report made
  to the Estates Co-ordinator (Tel: 01962 712269). If the Estates Co-ordinator is
  unavailable, the problem should be reported as soon as possible to the Pool Maintainer,
  Mr Mike Justice on 07860 496542 or the Bursar on 01962 712269.
Appendix 1
Private (Staff) Use of the Swimming Pool

- Private use by the staff is designed to allow family swimming (although this may include one or two guests). Children’s swimming parties and adult groups should use the private hire procedures.

- All swimming sessions must be authorised by the Bursar, the Headmaster or the Director of Sport, who will record such use (copy to the Headmaster). Staff must not use the pool without the appropriate prior agreement. Bookings must be made in plenty of time (at least 24 hours) to allow the information to be disseminated.

- Only staff who have qualified as a Lifesaver and whose qualification is in-date (2 years) will be allowed to book the pool – they will sign that they have read the operating and safety instructions and that they will abide by them. All bookings must be counter-signed by the member of staff who then takes on the responsibility for all health and safety, matters plus the security of the centre.

- The Lifesaver must remain on poolside throughout the session.

- There must be at least three adults present at all times, one of whom must be a qualified lifesaver and must remain on the poolside throughout.

- Access to the pool will be organised by the Bursar or the Director of Sport. The keys must be signed in and out.

- The member of staff booking the pool is responsible for all participants and their behaviour. The Sports Hall may not be used in conjunction with this booking, but must be booked separately if appropriate.

- All staff must carry out the Swimming Pool Normal Operating Procedures and Emergency Action Plan, as well as the Sports Centre safety and security procedures and operating instructions. Failure to do so may be a significant breach of the School's Health and Safety Policy and, therefore, may result in disciplinary action against the person making the booking and make them personally liable for any consequences.
Appendix 2

ACCESS TO SPORTS HALL & SWIMMING POOL

EMERGENCY EXIT DOORS to WHOLE BUILDING

There are emergency exit doors to the Sports Hall, the Swimming Pool and the upstairs balconies. Any persons using any particular facility within the Sports Hall building must inspect these emergency doors to make sure they are secure before leaving.

SWIMMING POOL

The Swimming Pool can be entered by the girls wet changing room, the boys wet changing room, the balcony, the emergency exit (if left open by neglect or other reason), and the plant room.

For Health & Safety reasons, except in emergency, the swimming pool may be unlocked only when the direct approval of the Headmaster, Bursar or the Director of Sport has been given.

The rules under which the Swimming Pool may be used are promulgated separately.

Access:

- **Term time.** The pool and the pool balcony are kept locked when not in use.
- **Holidays.** The pool and the pool balcony are kept locked when not in use.
- **Emergency.** In emergency, the Sports Hall may be accessed via the emergency keys held by the Director of Sport, Security Officer and the Headmaster.

Swimming Pool Balcony:

The Swimming Pool balcony is to be locked at all times that the pool is locked.

**Access Authorisation:**

Except in emergency, the Swimming Pool can only be entered with the authority of the Headmaster, the Bursar or the Director of Sport.

**Keys are held by:**

- Bursar
- Director of Sport
- Headmaster

Dr Steve Bailey
Headmaster
September 2018
Review due: Summer 2019
METHODS AND PROCEDURES

Fire

Fire Risk Assessment Policy

The Regulatory Reform (Fire Safety) Regulations 2005 require the School to conduct annual Fire Risk Assessments.

All Fire Risk Assessments (FRA) are placed on the Health and Safety area of the Staff Intranet for consideration and use by all staff, who should review appropriate FRA as circumstances change so that they can be reviewed and updated where necessary. Proposals for amendments to FRA should be passed to the Bursar without delay.

FRAs will normally consist of:

- General information
- Fire hazards, and their elimination or control
- Fire protection measures
- Management of fire safety
- Assessment of hazard, likelihood and risk
- Action Plan

When any significant change to the School is undertaken (for example, new buildings or significant changes to existing buildings), a new FRA will be carried out, usually by the Bursar in consultation with appropriate staff.

When a specific circumstance occurs which causes fire safety to be reviewed (for example, the failure of specific safety equipment), a separate FRA will be undertaken, usually by the Bursar and the Headmaster. This FRA might cover a short period of time until the situation reverts to the normal circumstance, and the existing FRA again becomes valid, and copies of the temporary FRA will be passed to those staff affected by the changed circumstance.

The Health and Safety Committee will monitor the process of fire risk assessment, modifying procedures as appropriate, and consider progress against points recorded in Action Plans.

The School is visited by the Local Fire Officer from time to time and complies with all his requirements.

The School Fire Evacuation Procedures are included for completeness:

2. Fire Evacuation Procedures

2.1 Fire Alarm Systems

- Old House including the Boarding House
- Sports Hall and Swimming Pool
- Art, Design, CDT, science and classrooms in quadrangles (except 11 and 12)
- Music School, classrooms 11 and 12
- Pre-Prep
Each area has a control box and separate alarm system. Alarms will sound and automatic fire doors close.

There are repeater sirens and lights in the quads. On hearing the alarm in one section staff should be prepared to set the system to “evacuate” in order to take a roll call.

Only the Old House and Boarding House are linked to the monitoring station, which will automatically call the fire brigade unless specially informed to the contrary by the School. If there is a fire in the other sections of the School the Fire Brigade must be summoned immediately and the whole school evacuated.

2.2 Evacuation - General

Pupils should clearly be instructed that if they discover a fire they should report it immediately to the nearest adult.

Any adult who either discovers a fire or is told by a pupil of a fire should sound the fire alarm by breaking the glass at the nearest call point (or turn the control system to “evacuate” if nearer). No attempt should be made to tackle the fire with a fire extinguisher, until the alarm has been sounded.

Pupils should be evacuated and escorted to the assembly point immediately. If time/staffing allows all windows and doors should be shut on exit. Adults should check that nobody is left behind in the toilets, etc.

The evacuation should be carried out quickly and calmly. No running. Pupils are expected to be quiet at all times.

The assembly point for the Prep School is the Astro Turf – to be escorted by teacher or duty team. The assembly point for the Pre-Prep pitch adjacent to the brick path.

Pupils in class or during break:
- to line up by form
- roll call by form teacher or teacher who will take the next form period (registration, readings, prep) or Nursery Nurse/Teaching Assistant
- report absences. Prep School to Second Master or member of Senior Management deputising. Pre-Prep to Head of Pre Prep or Assistant Head of Pre Prep in their absence.

The Catering Manager or Senior Member on site will report roll call of Sodexho and Cathedral Cleaning Services personnel to the Bursar.

A member of the Bursar’s staff (Caretaker or Technical Support Assistant) will check that all fire alarm systems have been set to “evacuate” and meet the Fire Brigade on arrival, reporting:
- Nature of incident
- Any known hazards in area of incident
- Progress of roll call / numbers of missing personnel and likely or possible location

To facilitate co-ordination, radios are to be taken by the person taking roll call from the School Office en route to the muster point and by the Bursar’s staff meeting the Fire Brigade.
Should there be any doubt concerning the presence of any Pre-Prep pupils in the main school at the time of the incident, the Senior Member of Staff present at the Assembly Point is to contact the Pre-Prep Department and order its evacuation so that a full roll call can be conducted and its results reported.

2.3 Evacuation - Specific Areas

All classrooms have a diagram showing the evacuation route. Staff will follow these routes unless prevented from doing so by incident.

**Music School:**
- after pupils have been evacuated, staff to check all rooms and evacuate as above
- Music staff to report department evacuated (pupils, staff and visiting teachers) to Second Master or member of Senior Management deputising
- Staff bring Visitors Book / peripatetic staff check-in board to muster point and check all staff / visitors accounted for.

**Sports Hall:**
- Staff to check dry changing rooms, toilets, etc. if the nature of the incident allows.

**Swimming Pool:**
- The pool will be cleared and swimmers to await further instructions by the side of the pool (as per NOP).
- Staff to check wet changing rooms and toilets.

**Art, D & T and ICT:**
- Staff to check all rooms if the nature of the incident allows.
- Staff turn off equipment if time allows.

**Science:**
- Staff to check all rooms if the nature of the incident allows.
- Staff turn off equipment if time allows.

**Old House (day):**
- Staff and pupils to evacuate as above.
- Office to bring register and signing out book and Visitor Book to Assembly Point. Give to Second Master or member of Senior Management deputising.
- Catering Manager or deputy to confirm with Bursar (or member of senior management) that the kitchen/dining/cleaning areas have been checked and evacuated.
- Estates and Grounds department to confirm with a member of Senior Management deputising.
- Matrons to confirm with Bursar or member of Senior Management deputising.
- Staff should check their areas (offices, toilets, etc.) if the nature of the incident allows.

**Old Dining Room**
- Evacuate by nearest available fire exit, either main stairs or via walkway over dining hall roof (this is automatically illuminated once the fire alarm has been activated).

**Pre-Prep**
- Evacuate by nearest available fire exit and make way to Assembly Area (pitch adjacent to the brick path)
- Pupils in class or during break:
  - to line up by form
- roll call by form teacher or teacher who will take the next form period (registration, readings, prep) or Nursery Nurse/Teaching Assistant
- report absences to Head of Pre-Prep Department or Deputy.
- Pre-Prep Administrator to bring Visitors Book, account for all visitors and report absences.
- Contact Main School office, ideally by mobile phone once clear of building, for appropriate assistance.
- Pre-Prep Administrator to call Emergency Services once clear of building, ideally by mobile phone.

**Nursery**

- Evacuate by nearest available fire exit and make way to Assembly Area (pitch adjacent to the brick path).
- Pupils in class or during break:
  - to line up by form
  - roll call by Nursery Teacher or Assistant
  - report absences to Head of Pre-Prep Department or Deputy.
- Contact Pre-Prep Admin Office once clear of building, for appropriate assistance.
- Pre-Prep Administrator to call Emergency Services.

**Beehive Club**

- Evacuate by nearest available fire exit and make way to Assembly Area.
- Beehive Administrator to conduct roll call from attendance sheet, reporting results of roll call to Senior Member of Staff at Assembly Point when completed.

### 2.4 Boarding House Procedures 6:00 p.m. to 8:00 a.m.

- Assembly point is on “Court”.
- After ensuring the pupils are evacuating the House, a member of the House staff to check the dormitories, recreation areas, toilets and washrooms.
- Matrons or House staff to bring boarding list on to Court for checking.
- After roll call the boarders may be taken inside to a safe area if the weather is inclement (Sports Hall, Pre-Prep, etc.).
- Where possible, a second member of staff is to be ordered to meet the Fire Brigade on arrival, communicating with the Senior member of house staff at the Assembly Point by radio.

### 2.5 Fire Drills

- At the beginning of the academic year there will be a walk through and full practice for the main school, pre-prep department and the nursery.
- There will be a fire drill at the start of the Spring and Summer Terms.
- The Boarding House will have a walk through and full practice for weekly boarders at the start of the year and a drill at the start of the Spring and Summer terms. There will be a walk through each evening on the first week of flexi boarding and a practice drill when the maximum number of weekly, flexi and occasional boarders are resident. Boarders will be shown the “normal” and alternative routes from their dormitory.

### 2.6 Re-entry

No adult or pupil may re-enter the affected part of the School unless the “all clear” is given by a senior member of staff.
2.7 Recording and Reporting

- All drills and incidents must be recorded in the log book (one in Prep and the other in Pre-Prep).
- The Health and Safety Committee will minute that the practices have been carried out.
- Reports of any fire hazards must be brought to the Bursar’s attention without delay via the Health & Safety Incident and Defects Books (one in School Office, one at Pre-Prep) or via email (from H&S Area of School Intranet). The Health and Safety Committee will review observed fire hazards as appropriate.

2.8 Training

Regular fire awareness and fire equipment training will be organised by the Bursar for all staff. Appropriate staff (House Parents; Head of Pre-Prep Dept) will also be given training as Fire Marshalls.

2.9 Contractors

Contractors on major projects will be given copies of the School’s Contractor Policy which covers Health and Safety and Fire. Where a specific site (e.g. building site) has been established, the Contractor will be responsible for the safe operation and evacuation of that site. Where the Contractors are operating within the school, they are considered as Visitors and will be accounted for appropriately.

2.10 Visiting Groups (e.g. sports teams from other schools)

Members of Staff hosting group are to ensure that the group is assisted to assembly point. The Senior Member of Staff of the visiting group should be requested to account for all members of that group and to report the result to the Senior Member of Staff at the Assembly Point.

2.11 Holidays / Weekends

Specific evacuation procedures will depend upon the number and composition of people on site at the time of the incident. The guiding principles of safe evacuation and accounting for all personnel should be adhered to.
OTHER METHODS AND PROCEDURES

School Vehicles
A comprehensive ‘School Vehicles’ policy is contained within the ‘Educational Visits – Policies and Procedures’ document at Appendix 8, and is available on the Staff Intranet under ‘Policy’.

Off Site Activities
See Twyford School Educational Visits Policy

First Aid Policy
See Twyford School First Aid Policy

Medical Protocol
See Twyford School Medical Protocol

Catering
The School catering arrangements have been contracted out to Sodexo who are responsible for all Environmental Health implications that arise from these arrangements. Liaison with the Environmental Health Officer is undertaken by Sodexo as the School's caterer.

Safe place of work
The Schedules for keeping the premises in a clean and orderly condition during term time are as follows:

DAILY:
- Classrooms
- Changing Rooms
- Toilets
- Sports Hall
- Swimming Pool
- Music Room
- Dormitories

LAUNDERING:
Laundry is carried out on a daily basis and there is a rota for changing the following:
- Bed Linen
- Towels
- Tea Towels
- Clothes for Boarders
- Games Clothes for Boarders
Control of vehicles

There is one a one way traffic system operating in the grounds with vehicles entering from the B3335 and leaving via Bourne Lane. Sleeping policemen ramps are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

a) Speed must be kept to a minimum
b) Care to be exercised always as there are children crossing roadways at all times
c) Parking only to be carried out in designated areas

Entry to the School Site from Bourne Lane is not permitted except for Buses, Staff and Large Delivery Vans.

Security of site

The School has taken all reasonable steps to prevent unauthorised entry to its premises.

While the grounds can be entered easily at any time, even with automated barriers at vehicular entrances, all buildings are locked at night and in holidays when not in use. During the school day combination door locks or electronic locks are engaged on the access doors on the western side of the School (ie where access may otherwise be most easily gained from the adjacent road).

PREP SCHOOL

The responsibility for ensuring that the premises are secure rests with the Security Officer, Head of Boarding, Caretaker and Duty Teaching Staff.

PRE-PREP

The responsibility for ensuring that the Pre-Prep is secure rests with the Head of the Pre-Prep or other staff as designated by her.

Machinery and Plant

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

1) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.

2) Annual Checks on Electrical Equipment (including PAT Testing).

3) Annual Service of Fire Extinguishers.
4) Annual Service of Boiler Plant and Associated Equipment.
5) Five yearly checks on Fixed Wiring Installations.

Environmental Control

CLASSROOMS, BOARDING ACCOMMODATION and GENERAL AREAS
Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavors to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

TECHNOLOGY WORKSHOP, ART ROOMS and SCIENCE LABORATORIES
Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1994. All these areas use dilution ventilation but the School is mindful of the potential requirement to have local exhaust ventilation and keeps this under constant review.

SPORTS HALL and SWIMMING POOL
Conditions particularly in the Swimming Pool are monitored carefully to ensure that the optimum combination of ambient temperature and water temperature is maintained to prevent excessive condensation build up.

Waste disposal

GENERAL WASTE DISPOSAL
The disposal of normal waste will be carried out in the usual manner by the Local Authority.

CHEMICAL WASTE DISPOSAL
Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

FOOD WASTE DISPOSAL
Disposal of food waste is carried out by Sodexho as part of their contract for the school catering.

Reporting Procedures - Accidents and Near Misses
The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 as follows:
a) IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE – 0345 300 9923) IF ONE OF THE FOLLOWING OCCURS:

1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.

2) Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.

3) Dangerous Occurrences listed in the Regulations.

b) REPORTING:

1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1) 2) and 3) above.

2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.

3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

c) REPORTING FORMS:

Forms are on-line at http://www.hse.gov.uk/riddor/report.htm

d) RECORD KEEPING:

A record will be kept of any injury, occurrence or disease requiring report

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

Personal Protective Equipment

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by The School:

a) Provide suitable PPE

b) Assess present PPE

c) Maintain PPE

d) Provide accommodation for PPE

e) Ensure PPE is compatible
f) Replace PPE where lost or damaged

g) Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

a) Use the PPE correctly

b) Always wear PPE

a) Report any loss or defect

**Hazardous Substances**

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

a) Listing of Substances being used to establish whether they come under COSHH Regulations.

b) Carry out COSHH Assessment having regard to the following points:

1) Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.

2) Control Measures to be adopted.

3) Maintenance of the Control Measures.

4) Monitor the situation to establish that the measures are effective.

5) Undertake Health Surveillance where relevant.

6) Carry out Instruction and Training to ensure the following are understood:

   Use of the substances, their handling, storage and disposal

   Emergency Procedures

   Methods of Control

   Use of Personal Protective Equipment

c) Record all information on relevant assessment form.

This type of assessment would be carried out by the Health and Safety Officer with assistance from other Personnel as required.
Display Screen Equipment

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that comes under the regulations:

a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.

b) If there is a 'user' carry out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.

c) Implement any requirements established in b).

d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.

e) Provide eye and eyesight tests for the 'user' or any person about to become a user. The School offers free eye tests to all staff as part of the IAPS Care package.

f) Provide appropriate eye and eyesight corrective appliances as necessary.

g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

Noise

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

1) Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.

2) Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used.

3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

Work at height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.
The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

Work at Height will be properly planned and organised.

Those involved in Work at Height will be properly trained and competent.

A Risk Assessment will be carried out to establish the correct access equipment.

Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

Avoiding Work at Height if reasonable to do so.

Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.

Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

**Manual Handling**

The School is aware of its obligations under ‘The Manual Handling Operations Regulations 1992’ and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.

b) Where activities involving risk cannot be avoided they will be subject to an assessment.

c) The risk of injury will be reduced as far as reasonably possible:
   - assistance from other personnel
   - use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

Copies of manual handling risk assessment can be found on the Staff Intranet under Resources / Health & Safety / Risk Assessments / Manual Handling.
Letting premises during holiday periods

In order to make the most efficient use of the facilities, the School may let part of the premises and grounds for use during the School Holidays. The Headmaster and Bursar will decide if a request will be accepted.

When considering whether an organisation is suitable or not, the following factors are taken into account:

1) Suitability of the premises for the activities proposed
2) Qualifications of the Personnel who are to supervise the activities
3) Health and Safety Policy of the organisation involved or their acceptance of The School Health and Safety Policy
4) The insurances held by the organisation arranging activities or an indemnity to The School for liability from the organisation when on premises.

Control of Contractors

The School is aware of its obligations under The Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Construction, Design and Management Regulations 2015 in so far as it applies to contractors on the School Premises. In order to meet these obligations The School exercises control over contractors in the following way:

1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

a) Adequacy of Health and Safety Policy
b) Control Structure
c) Safe Systems of Work in Operation
d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

a) Special Hazards applicable - eg Asbestos
b) Safe Access to/egress from the site
c) Confined Space Entry
d) Chemical Storage
e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

a) Nomination of person to co-ordinate all Health and Safety aspects

b) Pre-commencement meeting to establish Contractor Liaison Person

c) Arrangement of regular progress meetings

d) Regular inspection of Contractor's operations

e) Participation in site Safety Committee - where applicable

f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)

g) Notification by Contractor of all accidents etc

h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

(See Twyford School Contractors Policies)

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015 - See separate sheet concerning these Regulations.

Construction (Design and management) Regulations 2015 (CDM)

The School is aware of its obligations under the CDM Regulations and where projects are such that they come under these regulations the School, as client, will carry out the following:

a) Select and appoint a Planning Supervisor and Principal Contractor.
b) Ensure that the Planning Supervisor and Principal Contractor are competent and check their allocation of resources to Health and Safety.
c) Allow adequate time for the project to be completed safely.
d) Ensure that an adequate Health and Safety Plan is in place before work commences.
e) Pass on information about the land and/or premises to be developed.
f) Ensure adequate welfare facilities are available for workers before the work starts.
g) Ensure the principal contractor draws up a plan to manage health and safety risks.

h) Ensure that the Health and Safety File, prepared on completion of the project by the Planning Supervisor, is kept available for those subsequently carrying out construction work.

In line with Regulation 4 of the Construction (Design and Management) Regulations 2015, the School may elect an agent to act on its behalf when projects involving these regulations apply.

On projects where the CDM Regulations do not apply, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.
HEALTH AND SAFETY COMMITTEE – TERMS OF REFERENCE

Membership

Bursar (Chair)        Head of PE
Headmaster's Representative (Second Master)        Head of Boarding
Head of Science        Head of DT
Educational Visits Co-coordinator        Catering Manager
Senior Matron        HR & Compliance Manager
Caretaker        Estates Coordinator
Governor (responsible for H & S)

Secretary (minutes)

Aim

To assist the Headmaster and Governors in providing a safe and healthy environment for children, staff and visitors to Twyford School

Primary Purposes

To monitor the effectiveness of existing H&S procedures
To undertake a regular review of H&S arrangements
To consider the application of H&S legislation and guidance as it is received
To ensure that Risk Assessments are undertaken and are up to date
To ensure that a suitable incident reporting system is in place
To ensure that incidents are correctly followed up
To consider H&S issues as they arise and make recommendations

Committee procedures

Committee to meet termly, or as required, to a published agenda
Items for the agenda to be submitted to Chairman 10 working days before meeting
Minutes to be produced and promulgated appropriately
TOR to be reviewed annually
Committee may co-opt other members as circumstances dictate.

CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

a) Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
d) The planning of Health and Safety training.
e) The Health and Safety consequences of introducing new technology.
The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Health & Safety Committee if deemed appropriate.

**Monitoring of the Health and Safety Policy**

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Committee and the Health and Safety Officer, who will conduct checks twice per year with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

Dr Steve Bailey  
Headmaster  
Reviewed September 2018  
Review due: Summer 2019