

Sunningdale School



Health and Safety Policies

08/02/2010

FIRE

Instructions to staff – Action in case of fire and hints for dealing with fire.

Fire Instructions

If you discover a fire:

1. **Immediately operate the nearest fire alarm call point.**
2. **Attack the fire, if possible, with the appliances provided but without taking personal risks.**

On hearing the fire alarm:

3. **Call the Fire Brigade immediately.**
4. **Leave the building and report to the person in charge of the assembly point in the Chapel.**
5. **The fire precautions officer will take charge of any evacuation and ensure that no-one is left in his area.**

Persons with disabilities

When such persons are on the premises, management are to make contingency arrangements, after taking into consideration the nature of the disability, to ensure that all such persons are able to leave the premises safely in the event of an emergency.

**Use the nearest available exit.
Do not stop to collect personal belongings.
Do not re-enter the building.**

When dealing with fire

If a persons clothing is on fire, wrap a blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head.

If electrical appliances are involved, switch off the current before dealing with the fire.

Shut the doors and, if possible, the windows of the room in which the fire is discovered.

It is in your own interest;

To study this notice, to know what to do in the event of fire and how to use the fire appliances.

To make yourself familiar with all the means of escape in case of fire and to avoid any obstruction of staircase, landing and other escape routes at all times.

SCHOOL CRISIS POLICY

A. PRECAUTIONARY MEASURES

1. All staff and students must be familiar with the school's fire and emergency procedures. The fire alarm summons all boys to the chapel.
2. There must be accurate lists available of boys present in school at all times. This means the register and the list of absentees must be correct.
3. All staff should be familiar with the regulations and procedure for school expeditions. The appropriate forms must be read and filled in. Lists of names of all students on expeditions must be left in the Staff Room or, in the holidays, with the Headmaster. These include all evening events, e.g. theatres.
4. Each coach / minibus on an expedition should carry a mobile 'phone.
5. All staff on school expeditions should have an emergency contact number, in addition to the school numbers, if an event goes on after 5.00pm.
6. All staff should be aware of students' health problems and, where necessary, how they should be treated.
7. All visitors to school not known by members of staff should be challenged and escorted to the Headmaster.

B. IN THE EVENT OF A DISASTER ON AN EXPEDITION

The following guidance will need to be adapted to suit the situation. This written guidance should be held by each adult member of the party.

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and are safe.
3. If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis a vis blood contact; use of plastic gloves is recommended and they should be in the first aid box. Call the appropriate emergency services.
4. Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstance, a decision will have to be reached as to the best course of action.
6. Ensure that remaining pupils are adequately supervised and arrange for an early return to school or base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
8. Contact the school or emergency number as soon as possible. Control boys' access to telephones until the school has contacted parents and others directly involved. Give school full details of the incident, including:
Name of person/s involved
Nature, date, location and time of the incident
Details of injuries etc.
Action taken so far
Telephone numbers for future communication (every expedition should take a mobile phone)
9. The member of staff in charge should, at the first opportunity, make notes on the incident, as should any other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
10. Legal liability should not be discussed and staff should not discuss the incident with the media. Boys should also be instructed not to talk to the media.
11. Ensure accident forms are completed as soon as possible.

C. DEALING WITH A DISASTER AT SCHOOL

The following information is given as a guideline only. Each emergency situation will need to have planning individually tailored. Much of the information given also covers the school's procedure for a major disaster out of school.

ROLES. In the event of an emergency it should be made clear who is in overall charge. Under normal circumstances this will be the Headmaster. In the absence of the Headmaster, the senior member of staff will be in charge.

2. DECISIONS AND PLANNING.

The teacher in overall charge should be responsible for briefing the press. Another member of staff should be assigned to informing parents and taking incoming calls. It is important that accurate lists are kept as to which parents have been contacted. Other staff may be assigned to organising an emergency staff meeting, preparing briefing for staff and boys, a letter for all parents and to arranging lesson cover for staff dealing with the incident. Staff may be needed to deal with police and ambulances.

3. EVACUATION. In the event of one or more of the school buildings needing to be evacuated, consideration should be given to using the Chapel, the tennis courts, the Sports Hall, the Army Hut or the Music School.

4. BRIEFING STAFF AND PUPILS. Where an incident occurs in the holiday, consideration should be given to informing staff (including non-teaching staff) by letter before their return.

In term time, an emergency staff meeting should be called and briefed. Tutors will brief their forms if necessary.

Briefings of staff and pupils may contain the following elements:

i) a factual account of the incident

ii) details of any arrangements necessary as a result of (i)

iii) information on coping with the press. Pupils should be advised not to talk to the press unless arrangements have been made for them to do so by the Headmaster.

As far as possible, lessons and normal routine should continue.

Subsequently, briefing may be undertaken on a daily basis with staff meeting at the beginning of each day and being told what (if anything) is to be communicated to pupils in the way of further briefing. Consideration should be given to providing staff with written briefing notes. Subsequent briefings might advise staff and pupils of sources of available help, eg. counselling.

5. SOURCES OF HELP. Staff, pupils and parents may need help in coping with problems.

Consideration should be given to contacting the following: Social Services, local clergy.

6. VISITING PARENTS. Consideration should be given to having staff visit the homes of pupils seriously affected by an incident. This should generally be the Form Tutor or the Headmaster. The Headmaster should be informed before they visit.

7. THE PRESS. The Headmaster should be the one who formally speaks to the press. Another teacher may have responsibility for other aspects of press liaison. Consideration should be given to briefing the press on a daily basis and to giving them a room in the school.

8. THE POLICE. The police may need an incident room.

9. AFTER THE INCIDENT. Professional support may well be needed for certain pupils and staff for some time after the incident is over. After a major disaster careful monitoring will be needed. Consideration should be given to setting up meetings of parents seriously affected by the incident to talk things through and support each other. There would be a formal debriefing meeting for staff and boys.

Memorials and anniversaries will also have to be thought about and planned.

-

Procedure in the event of an escape from Broadmoor.

On hearing the Broadmoor siren at a time other than 10.00am on a Monday, the following actions should be taken:

1. Inform the Headmaster.
2. Inform the Masters on Duty.

The Masters on Duty will then instigate the following procedures:

1. Ensure all boys are called into the main school building.
2. Post a notice in the Staff Room to inform members of staff of the escape and the restriction of boys to the main school building unless accompanied.

The Headmaster will, when notified through the cascade system, pass on the information as requested.

Broadmoor Hospital Escape Warning Scheme			
Broadmoor Hospital			
Wellington College			
Tel 01344 444 001 0630 hrs - 0130 hrs			
Tel 07769 944 521 0130 hrs - 0630 hrs			
Eagle House Sandhurst Tel 01344 772 134 Fax 01344 779 039 david.stvgall@eaglehouseschool.com	Luckley-Oakfield Wokingham Tel 01189 784 175 Fax 01189 770 305 office1@luckley.wokingham.sch.uk	Heathfield School Ascot Tel 01344 882 955 / 884 951 Fax 01344 890 689 jbueno@heathfieldschool.net	Sunningdale School Tel 01344 620 159 Fax 01344 873 304 headmaster@sunningdaleschool.co.uk
Ravenswood Village Crowthorne Tel 01344 755 555 Fax 01344 773 174	Ludgrove Wokingham Tel 01189 789 881 Fax 01189 792 973 office@ludgroveschool.co.uk	Licensed Victualler's School Ascot Tel 01344 882 770 Fax 01344 890 648 office@lvs.ascot.sch.uk	Eton College Windsor Tel 01753 671 001 Fax 01753 671 245 security@etoncollege.org.uk
Lambrook Halleybury School Winkfield Row Tel 01344 882 717 Fax 01344 891114 info@lambrook_berks.sch.uk	High Close School Wokingham Tel 01189 785 767 Fax 01189 894 220 high_close@barnardos.org.uk	St Georges School Ascot Tel 01344 620 273 Fax 01344 629 901 office@stgeorges-ascot.org.uk	St George's School Windsor Castle Tel 01753 865 553 Fax 01753 842 093 enqs@stgwindsor.co.uk
Our Lady's Prep School Crowthorne Tel 01344 773 394 office@olps.co.uk	Bearwood College Tel 01189 748 300 Fax 01189 773 186 OOH 01189 784 811 frontoffice@bearwoodcollege.co.uk	Papplewick School Ascot Tel 01344 621 488 Fax 01344 874 639 schoolsec@papplewick.org.uk	St John Beaumont Windsor Tel 01784 432 428 Fax 01784 431 307 hmsecretary@stjohnsbeaumont.co.uk
Newbold College Binfield Tel 01344 421 088 option 3 headteacher@newbolds.school.co.uk	Holme Grange School Tel 01189 781 566 Fax 01189 770810 school@holme-grange.org	St Mary's School Ascot Tel 01344 623 721 option 0 Fax 01344 873 281 reception@st-marys-ascot.co.uk	The Brigidine School Windsor Tel 01753 863 779 Fax 01753 850 278 mail@brigidine.org.uk
Waverley School Finchampstead Tel 01189 731121 Mob 07920 268 735 waverley.vcfbt.com	White House School Wokingham Tel 01189 785 151 Fax 01189 794716 office@whitehouse.wokingham.sch.uk	Hurst Lodge School Ascot Tel 01344 622 154 Fax 01344 627 049 pmoorby@hurstlodgesch.co.uk	Upton House School Windsor Tel 01753 862 610 Fax 01753 621 950 info@uptonhouse.org.uk
Meadowbrook School Warfield Tel 01344 890 869 option 3 Fax 01344 890 869 administrator@meadowbrookmontessori.org		Marist Convent Senior Ascot option 1 Tel 01344 624 291 Fax 01344 874 963 officesenior@maristschool.com	
Bracknell & Wokingham College Tel 01344 420 411 Fax 01344 860 720 studv@bracknell.ac.uk		Marist Convent Junior Ascot option 1 Tel 01344 626 137 prep@themaristschools.com	

GUIDELINES FOR SCHOOL TRIPS AND EXPEDITIONS

There should be sound educational reasons for a visit, e.g. to support the curriculum; to provide a broadening experience for the boys.

PROCEDURE BEFORE A VISIT

1. Before a visit is mentioned to the boys, dates and estimated costings should be checked with the Headmaster and outline approval obtained.

The Headmaster should be kept informed of planning and all arrangements for visits. Any problems or changes to agreed outline should be fully discussed with him before proceeding.

If outdoor pursuits centre or similar is to be used for the visit, the Headmaster must be satisfied that the centre meets all legal requirements re safety of pupils during their stay.

2. Age groups of boys and numbers of accompanying staff should be decided. A reserve list, including a reserve member of staff, may be useful for foreign visits.

3. Reconnaissance of areas to be visited is very important if a dangerous activity is involved. Any dangers should be specified, in writing, to parents/guardians. A risk assessment form should be completed and given to the Headmaster.

4. The responsibility of the leader and deputy leader, both approved by the Headmaster, must extend from the initial planning through the visit to the necessary follow-up work.

5. Staff-pupil ratios must be fixed according to the ages of the boys and the activity.

As a general guideline, the ratio should be 1:12 and for foreign visits the ratio should be 1:10 or as agreed with the Headmaster.

6. Parents or responsible adults are accepted when needed to make up numbers provided that an appropriate proportion, probably two-thirds, of the accompanying adults are teachers. (The Headmaster reserves the right to refuse any helpers.) The accompanying adults must be made aware of their duties.

7. The School Secretary needs to be advised whether boys are to be charged via the termly bill, or whether the Headmaster has authorised the visit to be offset against the expedition budget, or you will be collecting the money from each boy in advance (disbursement).

When some costs have to be shared by staff, details must be agreed in advance by all staff concerned and a record of the arrangements made in writing.

For school exchanges, costs of reciprocal staff hospitality must be agreed with the Headmaster.

8. Information on approved coach contractors is available from the Secretary. Vehicles should be fitted with seat belts. (See also Hire of Transport.)

9. The Chef should be notified if boys are out for lunch and the teacher in charge of peripatetic Music Staff notified in case instrumental lessons will be missed. Boys should be reminded to warn their music teachers well in advance if they will miss individual lessons and/or practices.

10. The Headmaster must be consulted if staff wish to include spouses or children on a visit.

11. The Headmaster or group leader has a right to refuse to take any boy on behavioural or medical grounds. It is advisable to consult the Matron before confirming places.

12. The group leader must notify parents, in writing, of the details of the proposed visit, ie. approximate cost, date, times, insurance, travel, accommodation etc. Consent forms must be sent home to be signed by parents/guardians and collected at least a week in advance.

13. Consent forms must be kept for the duration of the visit and until the end of the current academic year.

14. For residential visits there must be a reliable school contact, usually a member of staff. She/he must be given a list of participants with emergency contact telephone numbers in this country, together with the address and telephone number of contact point abroad. The Headmaster must be informed of the address and telephone number of the group leader and of the contact.

15. Visits abroad: Passports (individual or group) and visas (if necessary) must be obtained in good time. It is advisable to make a list of these numbers before departure in case of subsequent loss. Where appropriate, Form El 11 entitling members of the party to free medical treatment in EC countries should be obtained in advance from a Post Office by

individual boys. For the duration of the visit these should be held in the keeping of the party leader who should be familiar with the procedure for reclaiming treatment costs.

16. Visits abroad: All accompanying staff must be in agreement beforehand concerning the level of discipline and supervision to be maintained during the trip.

17. Visits abroad, selection of tour operators: The cheapest tour operator should not necessarily be selected. Choose a reputable and long-established company. Check that there is an ABTA bond or better insurance. Possibly choose a company which is a member of SAGTA (School and Group Travel Association) where appropriate. The company should be an ATOL licence holder and bonded with the CAA.

18. A medical bag should accompany every journey and should be obtained from the Matron. A notebook must be kept with it to record any medication given or accidents/illness reported. A record should be kept of any special diet or health problems.

19. A mobile telephone for emergency use is available, if appropriate.

20. Well in advance of the trip, the party leader should discuss the need for an emergency fund, the arrangements for currency, travellers' cheques etc. with the Headmaster.

21. Before departure the party leader must complete and sign a checklist together with an accurate list of participating staff and boys.

22. The leader must complete a risk assessment form (available from TACND).

PROCEDURE DURING A VISIT

1. For visits which take place within the normal school day, eg. to museums, school uniform should be worn. Exceptions are made for Biology/Geography field trips and other special circumstances.

2. On departure, boys must be informed of correct behaviour during the journey, ie. seat belts must be worn, litter to be placed in litter bags, orderly walking if on foot, preferably in twos (staff to be at the front and back of the procession).

3. Meeting times must be clearly stated and adhered to.

4. Boys must not wander unsupervised in groups of fewer than four and geographical area must be specified.

5. Boys must not make unnecessary noise in public places and should behave courteously at all times.

6. Boys must know where a member of staff can be found at all times.

7. Dividing a large party into groups with a member of staff in charge makes life easier for head-counts and any changes of plan.

8. Boys must never go out alone.

9. Fire arrangements should be checked in hotels/hostels and the boys be made aware of them.

10. Any information or receipts relating to possible insurance claims must be carefully recorded and retained.

PROCEDURE ON RETURN

1. On residential visits, hotel/hostel rooms should be checked by boys and finally by staff or forgotten property.

2. Coach/minibus must be left tidy.

3. Members of staff must not leave the returning party until all boys have been collected by parents/guardians.

4. Accidents/illness/loss resulting or likely to result in any insurance claim should be reported to the Bursary immediately on return to school.

CHECKLIST FOR PARTY LEADERS

1. Have you read the school's own rules about school visits?
2. Have you consulted the DfES's 'Safety in Outdoor Pursuits'?
3. Have you discussed the proposed visit with the Headmaster and obtained his approval?
4. Have you arranged a reconnaissance and assessed facilities and possible safety hazards and completed a risk assessment form?
5. Have you made all the necessary travel arrangements?
6. Have you prepared costings?
7. Have you arranged for sufficient members of staff to accompany the pupils?
8. Are parents/other adult helpers accompanying the pupils? If so has a letter been sent to them setting out their responsibilities and have they been fully briefed?
9. Have insurance arrangements been made?
10. Have parents been informed in writing about insurance cover?
11. Have consent forms been sent to and returned by the parents?
12. Have you collected the necessary money?
13. Have the pupils been fully prepared on educational and safety matters?
14. Have you dealt with emergency arrangements? Does each member of staff have a copy of the School Crisis Policy?
15. Trips abroad: have all necessary passports, visas, forms been obtained? Have all inoculations been arranged?
16. Trips abroad: are you confident that staff accompanying the trip have adequate knowledge of the language of the country to be visited? If not (for example Greece, Egypt) will there be reliable back-up from the tour company representative or courier?
17. Have you arranged for another member of staff to be on standby in case of illness or accident to staff accompanying the visit?
18. Do you have a reserve list of pupils?
19. Have you organised a satisfactory system for advising parents of, for example, a delayed arrival?
20. Have you completed a risk assessment form.

HEALTH & SAFETY AT WORK etc. ACT 1974

STATEMENT OF GENERAL POLICY

Sunningdale School is, through all levels of management, committed to ensure, so far as is reasonably practicable, that:

- All employees are safeguarded in health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risk during the course of their business.
- No work is carried out by the school or the contractors that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary controls to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The headmaster has the ultimate responsibility for the implementation of this policy and will ensure that the requirements of all the health and safety legislation are established. The headmaster is responsible for implementation of this policy within the school.

The school's objectives are:

- To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments will be carried out to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- To provide means of access and egress which are safe and without risks to health.
- To provide comprehensive information, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the school will have and maintain up to date fire procedures and documents, and that all employees and pupils are familiar with them.

This policy is largely dependent upon the total co-operation of every person who works for Sunningdale School and indeed all employees have the legal duty to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health and safety rules and procedures as laid down by the school and use all health and safety equipment provided.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed dangerous machine unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.

Staff Consultation

The school will hold staff meetings not less than once per term. Health and Safety will be a standing item on the agenda at these meetings and any points raised will be duly actioned accordingly.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

The Health and Safety committee will meet each term to discuss any issues arising and consider necessary actions. These meetings will be minuted and the minutes filed in the school office.

HEALTH AND SAFETY POLICY STATEMENT

(Code of Practice)

1. Introduction

1.1 This is the Health and Safety Policy Statement for Sunningdale School, issued in accordance with the Health and Safety at Work Act 1974 (the Act).

1.2 This statement deals with safety associated with the building structure, plants, fixed equipment and services over which the Headmaster has control. It describes in broad detail how the headmaster, in conjunction with the school staff, is to discharge the school's responsibilities under the Act, in respect of pupils, visitors and other persons on the school campus or elsewhere on the school organised activities. It further describes the internal organisation, management and discipline of the school necessary to achieve appropriate standards of safety for the benefit of all and must be read and acted upon in this spirit.

1.3 The aim of this statement is to ensure that all reasonably practical steps are taken to secure the health safety and welfare of all persons using the premises.

1.4 To achieve this aim the statement contains organisation and directives to:

1.4.1 Establish and maintain a safe and healthy environment throughout the school.

1.4.2 Establish and maintain safe working procedures among staff, pupils and visiting contractors.

1.4.3 Minimise the hazards to health and safety by assessing the risks in connection with the use, handling, storage and transport of articles and substances and acting accordingly.

1.4.4 Ensure the provisions of adequate information, instruction and supervision to enable all persons on the campus, whether visiting or otherwise, to avoid hazards and to contribute positively to their own safety and health at work.

1.4.5 Formulate and maintain current effective procedures for use in the case of fire or other emergency.

1.4.6 Lay down procedures to be followed in the case of accident, and.

1.4.7 Provide and maintain adequate welfare facilities.

2. Responsibilities and Duties in Health and Safety (HSW) Matters

2.1 The Headmaster is responsible for the day-to-day implementation of the Act in all its aspects, Whilst he may delegate organisation and control of any and all aspects of the legislation he remains primarily responsible for ensuring that all aspects of the Act are observed throughout the school and its activities.

2.2.1 Maintain current this policy statement.

2.2.2 Be The focal point for day-to-day references on safety, give advice or indicate sources of advice, maintain contact with the relevant outside agencies and act as their correspondent, contact specialist services as necessary.

2.2.3 Monitor and direct the implementation of the approved health and safety procedures, at the earliest opportunity, all hazards of any consequence for which an immediate solution is not possible.

2.2.4 Arrange for the regular maintenance of existing Fire Warning Systems and the associated fire doors, fire fighting equipment and fire door and exit notices. Make recommendations for the improvement of the fire warning systems and progress approved schemes. This is the responsibility of the designated Fire Officer.

2.2.5 Implement the testing of portable electrical appliances and maintain the register.

2.2.6 Review and advise on the application of all peripheral Health and Safety regulations as they apply to the school.

2.2.7 Stop any activity or the use of any plant, tool, equipment, machinery, etc. which he considers to be unsafe, until he is satisfied that safe practices is being observed.

2.2.8 Arrange for the repair, re-provision or disposal of unsafe equipment at the earliest practical opportunity.

2.2.9 Make, inspections of places of work and working practices on a regular basis. Such inspections may be delegated in whole or in part to a suitable member of staff.

2.2.10 Review from time to time.

2.2.10 The provision and maintenance of First Aid medical and fire equipment in the school.

2.2. 10 Fire and any other safety or emergency action documents issued by the school.

2.2. 10 Disseminate safety information.

08/02/2010

3. Head of Science

The Head of Science is to be responsible to the Headmaster, for ensuring that adequate measures are taken to ensure that the requirements of the Control of Substances Hazardous to Health Regulations 1988 (COSHH) and any later amendments to them are met and that the necessary guidance is published to users and appropriate risk assessments are raised, acted upon and that master copies are maintained in the central register of risk assessments. The head of Science is to co-ordinate the efforts of the following appointments whose duties are to carry with them responsibility for primary COSHT-I in his duty in relation to the chemicals and other substances used in their departments: Head of Art and Design, for all substances used in the design and Technology Centre, Head Matron, for all medical and first aid substances, Catering Manager, for catering and cleaning substances used by all domestic and catering staff

4. Fire Safety

Mr J. Edwards is appointed as Fire Safety Officer in relation to the training of staff and pupils in fire safety and means of escape. He is to produce as an appendix to this policy, fire orders to cover the alerting of personnel and the fire brigade, the orderly evacuation of the building or buildings and the protection of the evacuees once in safety. Notices covering the action to be taken in the case of fire are to be displayed in all sleeping, leisure and work areas. He is to arrange regular fire escape practices, where possible in concert with the local fire brigade. At least one practice is to be held at night and one during the working day each term. All fire practices and any real incidences of fire are to be recorded in a book which is kept in the Headmaster's Study.

5. Swimming Pool Safety

In conjunction with the Headmaster, a Swimming Pool Safety Officer, is to be responsible for all aspects of swimming pool safety, issuing instructions in keeping with the 'LAPS Swimming Pool Safety Guidelines' and the BAALPE publications for safe usage but by pupils and staff. No member of staff, guest or visitor is to use or be permitted to use the pool at any time without a qualified life saver in attendance and in a position to supervise pool safety.

6. Heads of Department

The Heads of all departments, whether teaching or otherwise, have a general responsibility for the application of the school's safety policy to their own department and are directly responsible to the Headmaster for ensuring that the health and safety measures and procedures in the school's policy are implemented within their own departments or places of work. In furtherance of this, they shall;

6.1 Where necessary, establish, publish and maintain safe working procedures; including arrangements for ensuring, as far as is reasonably practical, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances potentially hazardous to health. (e.g.: chemicals, boiling water, cleaning fluid, bleach, guillotines and sharp tools etc.).

6.2 Resolve any health and safety problem which any member of staff may refer to them, referring to the Headmaster any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.

6.3 Carry out regular safety inspections of the activities for which they are responsible and where necessary, report any problem matters in writing to the Headmaster.

6.4 Educate, as far as in reasonably practical, other staff and pupils under their control so that they may contribute positively to their own safety and health, by example, supervision and instruction.

7. Obligations of All Staff

The Act States:

It shall be the duty of every employee while at work to (a) take reasonable care for the health and safety of himself and any other person who may be affected by his acts or omissions at work, and (b) as regards any duty or requirements imposed on his employer or any other person by or under any 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 further states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions.

For good commonsense reasons and ensure that our responsibility to pupils and visitors is discharged, as well as to ensure that the law is observed, all staff are expected to

7.1 Know the safety measures and safe working practices particular to their areas of work and ensure that they are applied.

7.2 Check the safety of their classroom, or work area and its equipment, reporting defects to the Headmaster.

7.3 Know and apply emergency procedures in respect of fire and first aid.

7.4 Observe standards of dress and hygiene consistent with safety and health.

7.5 Exercise good standards of housekeeping, cleanliness and tidiness particularly by not blocking or obstructing emergency exits or escape routes or storing flammable products within the main or other residential building.

7.6 Use and not wilfully misuse, neglect or negate things provided for their or others safety, particularly by interfering with the proper closing of fire doors or relocating fire equipment.

7.7 Co-operate with other staff and pupils in promoting and improving safety measures within the school and its environs, particularly by giving positive support to the staff mentioned above in the discharge of their duties and to enforcement of the Health and Safety Executive or the Public Health Authority.

8. Pupils

Pupils are expected to:

8.1 Exercise personal responsibility for their own and their fellows' safety.

8.2 Wear clothes and protective equipment appropriate to the safety of their activity and to promote their personal health and hygiene.

8.3 Know and observe the school rules.

8.4 Obey without question the instructions of a member of staff given in an emergency.

8.5 Use but not wilfully misuse, neglect or interfere with things provided for safety.

9. Visitors

Visitors are required to be escorted at all times or if appropriate, to be booked in when on the premises. They are to comply with the school's safety rules at all times and are to be made aware of these by their escort or the sponsor for whom they are working.

10. Detailed Instructions

Detailed instructions for the provision of First Aid and First aid Bores, Supervision of Pupils, Pastoral Care, Use of Transport and Security are to be found in the Staff Handbook.

11. Fire and Emergency Evacuation

Fire instructions are to be placed in all working areas by the Fire Officer. It is the duty of all staff to know and ensure that staff and pupils under their care or visiting know their content and act accordingly in an emergency. Two fire practices are to be carried out per term, at least one by day and one by night. Participation in these practices by the local fire brigade is to be invited at least once per year.

Restricting access to Boarders and the School Premises

Access to the School is restricted in a number of ways:

- All external doors to the main buildings are kept shut at all times
- All external doors are fitted with coded locks. The codes are known to staff and pupils alone, and are changed twice a term for added security.
- Any doors that are not fitted with a coded lock are locked every evening before the pupils are expected upstairs.
- All visitors to the School are directed and met at the School's front door. They are requested to sign in to the visitors book and provided with a visitors badge.
- CCTV is in operation - this monitors and records both vehicles and individuals entering and leaving the School's main drive.
- A more secure boundary fence has recently been erected at the front of the school
- Pupils are encouraged to report to a member of staff if they suspect any unauthorised access
- Staff are encouraged to challenge anyone whom they suspect to be an unauthorised visitor
- The Senior Management are considering the possibility of installing an electrical gate system at the main entrance to the School

It is the School's responsibility to take all reasonable care to ensure that the child is safe from third parties who enter the school premises during the school day. The School should ensure that all procedures relating to the signing in and out of the school buildings are adhered to and that they apply to all visitors to the school.

- i) No unauthorised visitor will be allowed to walk through school to collect children. All visitors are to report to the school office.
- ii) Visitors to the school are issued with a badge once they have signed into the visitors book. School staff should be encouraged to challenge visitors who have no badge and report any incidents to the Headmaster. Children should and are taught to report a visitor with no badge to a duty member of staff or the school secretary.
- iii) Pupils are strictly reminded not approach anyone that is not known to them.

Children's safety during their free time e.g. break times, during the lunch break and during games is always an added concern. All points about unknown visitors should apply. Furthermore, all staff who supervise children at break or during games should receive training related to this supervision, for example:

- i) agreed procedures for challenging unauthorised persons on the School grounds should be in place and adhered to
- ii) access to the School should be monitored and restricted where possible

Procedures for staff to follow in the event of any unauthorised visitor gaining access to the School grounds.

Staff are encouraged to approach any one and challenge them if they feel that they are an unauthorised visitor. If a member of staff is uncomfortable or feels potentially threatened by the prospect of challenging an individual they are to report directly to one of the following:

1. The Headmaster
2. The Deputy Headmaster
3. The member of staff on duty

If there is any perceived threat to pupils or members of staff then the police will be notified immediately. A fire alarm will be rung and the school will assemble in the School's Chapel where a roll call will take place. The school will remain there until the matter has been dealt with appropriately.

Access to the boarding accommodation.

Access to the boarding accommodation is strictly controlled. Access is restricted to the boarders, the matrons, the Headmaster, the Deputy Headmaster and the Head of Boarding. No other member of staff is permitted upstairs.

There are some exceptions e.g. visiting prospective parents, the school doctor, parents at the beginning and end of terms – however during these occasions there is always be a member of the Pastoral Boarding Staff present in the boarding accommodation.

Having taken measures to respond to these dangers, the Headmaster and the Senior Management Team continually review the policies. Such measures are monitored so that modifications can be made if other or greater risks become apparent or foreseeable. If a procedure is in place and it is failing to meet its objective, then a reassessment of the current scheme will take place. The duty of care owed by the School to its pupils may affect the balance between retaining the ethos of a school, a fortress mentality and a tolerable and workable regime. Being prepared to monitor and act on the outcomes of review should result in a school being deemed to be doing all that is reasonably possible to ensure the safety of its pupils and staff.

POLICY ON ADMINISTRATION OF MEDICINES

On admission to the school all parents/guardians are asked to complete the following confidential forms;

- i. a medical questionnaire
- ii. an 'in loco parentis' form
- iii. an influenza vaccine consent form

Information from these forms is recorded in the 'Regular medications' book, the immunisation record (iv) and in the boys' individual medical records.

All boarding pupils are then registered with the school GP. Their NHS medical records are stored at the local surgery but a computerised précis and the NHS medical cards are kept at school.

All medication specifically prescribed or otherwise (requested by parent) is kept in a locked cupboard or fridge.

If a boy is taking regular/daily medication e.g. vitamins, asthma inhalers, homeopathic remedies etc this is recorded on a dated sheet (v). Any medication prescribed for short term use by the GP i.e. antibiotics is added to this list after having been recorded during the Doctors surgery in the 'Doctors visit' book. Boys are not allowed to keep any form of medication on them. The only exception to this rule is the Asthmatics who may collect their medication before games and then return it afterwards.

When any boy is seen by the Doctor his parents/guardian are informed and if medication is prescribed permission sought to administer.

One off medication e.g. paracetamol for headache or small first aid requirements e.g. splinter removal is recorded in the 'daily surgery' book. Serious injuries and accidents are also recorded in the Health and Safety accident book.

Allergies to medication (as well as all other allergies) are recorded and this information is stored in the Staff Room (for members of staff taking boys off the premises) in the matrons Room and inside the medication cupboard.