



HEALTH AND SAFETY POLICY

RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

This policy applies to the whole school including Boarding Provision and the Early Years Foundation Stage (EYFS).

Version Date: February 2021

Planned Review Date: February 2022

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

Legal Status - being prepared with regard to the:

- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: 0 to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014).
- The School has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) www.hse.gov.uk/riddor Tel: 0345 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014) <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>.

Issue Status, Distribution and Authorisation: Any changes to these documents shall be made by re-issuing the whole of the document. The Bursar is responsible for issuing these documents on behalf of the Board of Governors who are the Proprietor/Employer.

Distribution: Copy No. Controlled Copy Holder:

1. The Chair of the Health & Safety Committee, who is a member of the Board of Governors.
2. The Bursar who reports to the Board of Governors with regard to Health and Safety matters.
3. The Headmaster.
4. The Deputy Head and Head of EYFS.

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Uncontrolled copies of this document, specifically marked 'UNCONTROLLED COPY', can be issued by the Bursar upon request. It is the responsibility of the recipient of any uncontrolled copies to ensure that they are holding the latest available information.

Issue Authorisation: These documents are issued on behalf of the Board of Governors of Terra Nova School "the School", whose registered place of business is Jodrell Bank, Holmes Chapel, Cheshire CW4 8BT.

Monitoring and Review: This policy will be subject to continuous monitoring, refinement and audit by the Bursar. The Board of Governors, Headmaster and Bursar (in conjunction with Hettle Andrews) undertake a formal annual review of this policy and of the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number. The Board of Governors employs an external provider to undertake an annual health and safety audit.

Signed:

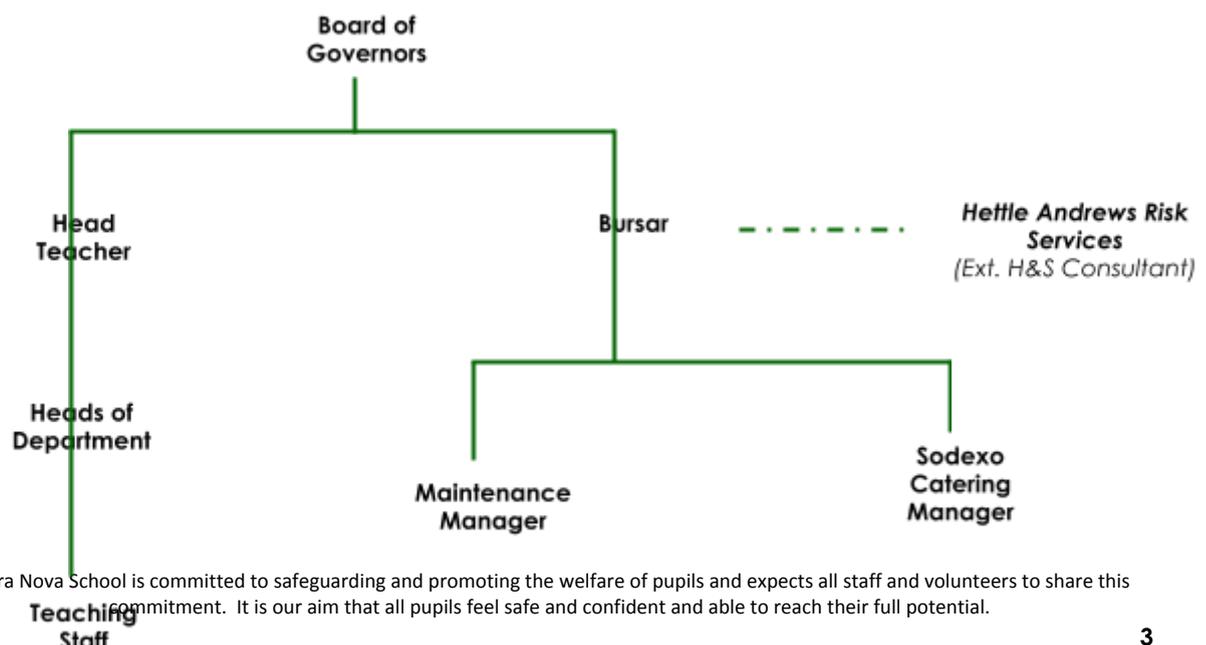
Date: February 2021

Will Sillar
Chair of Governors

Ian Martin
Bursar

This policy was last reviewed and agreed by the Board of Governors of the school in February 2021 and will next be reviewed no later than February 2022 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Organisational Chart for the Management of Health and Safety:



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OUR POLICY

Introduction

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

The success of this strategy will be defined by all our stakeholders understanding and fulfilling their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives. In turn it will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, pupils and others who may be affected by our activities.

The main elements include:

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

The overall and final responsibility for Health and Safety is that of the Board of Governors. The day to day responsibility for ensuring this and other health and safety policies are put into practice is delegated to the Bursar.. The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

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

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

Responsibilities, Arrangements, Powers and Procedures

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. The organisation chart shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law information sheet on the Staff Administration google drive and every member of staff has been issued with a link to the sheet. It summarises our responsibilities as an employer and the responsibilities of our staff as required by law. In order to effectively discharge its duties, the Terra Nova Board of Governors has:

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

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

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

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

- be familiar with and ensure the school adheres at all times to the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are



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relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999;

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

Terra Nova School ensures arrangements are made to safeguard and promote the welfare of pupils at the school and that such arrangements have regard to any guidance issued by the Secretary of State. The Board of Governors takes into consideration:

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

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- the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying;
- how our day and boarding pupils are supervised including activities away from school;
- the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality; and
- the views of parents and carers, staff, governors and others.

Employee duties: The Health and Safety at Work etc Act 1974 states: "It shall be the duty of every employee while at work:

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

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

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

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improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures; and

- act as a prudent parent when in charge of pupils, as they have a duty to under common law.

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

Consultation arrangements with employees: The school will maintain effective lines of communication to enable relevant health and safety information to be passed to members of staff. There is a Health and Safety Committee with terms of reference. Membership includes staff representatives (Head, Deputy Head and Bursar). Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety through our staff meetings and in the case of immediate changes, staff are consulted individually by the Deputy Head and Head of EYFS. Documentation is made available through the School's Google drive folders.

Responsibilities of the Board of Governors: The Board of Governors of Terra Nova School, acting via the Responsible Officer (Bursar), are responsible for ensuring the implementation of this policy within the school. In particular, they will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;
- prepare an emergency evacuation procedure and arrange for the periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- make arrangements to draw the attention of all staff employed at Terra Nova School to school and departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the registration system used to record the arrival and departure of all visitors is maintained;
- make arrangements for the implementation of accident reporting procedures and draw these to attention of all staff at the school as necessary;
- ensure that regular inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, referred to the Board in committee whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Responsible Officer the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;

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- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for pupils to enjoy learning;
- make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other Health and Safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999;
- ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the pupils in our care, including compliance with the Cheshire East Safeguarding Children's Partnership locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2015;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their responsibilities;
- minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect pupils;
- ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- adopt and maintain an effective policy organisation and arrangements for the provision of Health and Safety throughout the school;
- comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- hold regular meetings that include Health and Safety as a fixed agenda item;
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the school community (3 – 13 years old); and
- ensure specific controls and procedures are in place for the safety of the pupils in our care from the point of arrival to the point at which they depart.

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

Responsible Officer for Health and Safety (RO) duties: The Bursar is the Responsible Officer, charged with overseeing Health and Safety within the school, and is accountable to the Headmaster and Board of Governors. The managers with day to day Health and Safety responsibilities, who report to the Bursar include the Deputy Head and Head of EYFS, the Head of Boarding, Maintenance and the Catering Manager (employed by Sodexo).

Health and Safety Manager (HSM) duties: These managers are responsible for the on-site health and safety at the school (Estates, Academic and Boarding). The HSM acts as the focal point for day to day references on safety and gives advice obtaining, where necessary, external advice. The HSMs

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also have responsibility for ensuring that for their respective areas the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSMs will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role, whilst not being limited to the following, includes:

- Monitoring the Health and Safety policy, ensuring that the Board of Governors, employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it;
- being aware of and ensuring compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school;
- ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail;
- ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective;
- collating accident information and, when necessary, carry out accident and incident investigations;
- ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;
- making annual health and safety inspections;
- producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information;
- ensuring that the fire drill instructions are in all rooms. Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
- ensuring that regular visitors observe the school's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment;
- monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietors on health and safety matters;
- investigating any specific Health and Safety problem identified within Terra Nova School and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Board of Governors and;
- ensure that the procedures and practices identified in the Appendix to this policy are in place.



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

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

- have a general responsibility for the application of the Board of Governors's health & safety policy to their own area of work and are directly responsible to the Bursar for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Bursar including complying with the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Bursar any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Bursar;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the Bursar or any relevant adviser appointed by the Board of Governors and shall propose to the Bursar requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Arrangements:

- We have the Headmaster, Bursar, Deputy Head, Head of EYFS, the Head of Boarding and Head of Maintenance. Sodexo manage Catering and Housekeeping.
- We have a school management system to record the arrival and departure of all staff, and children. A visitor management system with visitor passes is used for visitors and contractors who enter our school.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school.
- We issue a Health and Safety Handbook to all staff at the school.
- We ensure that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.

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- Only those staff who have been checked by an 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the children in our care.
- Staff are 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 children are on our premises.
- Parents, visitors, contractors etc. are required to enter the school premises via the school office. This entrance is staffed at all times and visitors and contractors are required to log in and wear a visitors badge.
- All children in our care are regularly reminded of what is safe and not safe to do when on our premises.
- We have installed smoke or heat detectors in significant fire risk areas. Alarm and emergency lighting systems are checked on a weekly basis.
- We regularly practise fire drills and make sure all the children in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.
- In our EYFS, we only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products, not solvent-based one.

Working Together to Safeguard Children (HM Gov: Currently in force), helps to outline individuals' responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, January 2021). Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

Child protection: If an employee or volunteer suspects that a pupil may be the victim of abuse, they should immediately inform the school's Designated Safeguarding Lead (DSL). The school complies with both the Cheshire East Local Authority's Child Protection Procedures and the ISSR. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures. The school has a Child protection and Safeguarding policy which is reviewed at least annually.

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

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

Arrangements for the Comfort of Children and Staff:

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- Safe, adjustable heating systems keep the premises warm.
- Our windows, where possible taking into account the historic nature of the school, are safe, lockable and allow sufficient light through.
- Our doors in Early Years have safety devices to prevent fingers from being trapped by sudden closures and have safe vision panels fitted where possible so that small children can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is available from many locations at all times. Water supplies that are not safe for drinking have signs indicating that they are not potable.

Arrangements for Hygiene:

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

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

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.



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- The Bursar will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Bursar who will prioritise issues and assign resources to undertake remedial/control measures where required.
- A register of all risk assessments will be maintained on the School's Google Drive.

Staff Training in Health and Safety, including Risk Assessment: Staff training in child protection, Prevent duty is monitored by the Safeguarding Committee. Training for first aid, fire safety, educational visits, curriculum specific activities, COSHH and occupational risks such as working from height is a standing agenda item for the Health and Safety Committee. Terra Nova School will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Fire Marshals, if appointed, will be trained to perform their duties and will receive refresher training every three years, in addition to all staff doing the Educare level 1 fire training course online.

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

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

Recording and Reporting accidents to staff, pupils and visitors: The Bursar ensures that Terra Nova School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) under which Terra Nova School is required to report to the Health and Safety Executive via the online reporting form (<http://www.hse.gov.uk/riddor/report.htm>):

- Death of any person;
- Specified injuries; and more than seven-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work where they are taken directly from the scene of the accident to hospital for treatment and is out of or in connection with work;

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- Occupational disease;
- A specified dangerous occurrence.

The HSE should be notified by phone for fatal/specified/major accidents only (telephone: 0345 300 99 23).

All injuries, accidents, and dangerous occurrences will be recorded. In the case of pupils the First Aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. These will be kept by the Matron and stored in accordance with the School's Data Retention policy. In the case of staff an HSE data protection compliant accident form should be completed. These are kept in the Bursar's Office.

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

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

Any such incident should be reported to Pan Cheshire Child Death Overview Panel (CDOP) coordinator whose contact details are on

<https://www.cescp.org.uk/professionals/child-death-review/key-contacts.aspx>

or by telephone 01606 288923 and by Email: cdop@cheshireeast.gov.uk, Ofsted and the DfE along with (RIDDOR) 2013 in accordance with the regulations.

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

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

First Aid and Medication: Please refer to the school's separate First Aid Policy, and Appendices. Terra Nova School has in place: practical arrangements at the point of need; the names of those qualified in first aid and the requirement for updated training every three years; at least one qualified person on site when pupils are present; ways to show how accidents are to be recorded

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and parents informed; access to first aid kits; arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes); hygiene procedures for dealing with spillage of body fluids; and guidance on when to call an ambulance. All staff have also been trained in using the De-Fib machines located in the School Office and Nursery.

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

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

Arrangements for Activities:

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

Off-site Visits, Including Residential Visits and School-Led Adventure Activities: All teachers at Terra Nova School are trained and able to coordinate visits and complete a risk assessment that will be signed off by the the School's External Visits Coordinator. The Staff Handbook includes policies and procedures for Educational Visits and Off-Site Activities. These include Forest School, and outdoor learning, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident. The school also has access to professional advice and detailed documentation in this area of the curriculum.



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Adventure Activities using licensed providers: When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a licence as required by the Adventure Activities Licensing Authority Regulations now under the purview of the Health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. All Non-standard or Adventure activities must be subject to a structured risk assessment before being undertaken. All assessments must be supported by a backup plan which details measures to be taken in the event of the activity going wrong and participants put at the risk of harm.

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

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

Theft or other criminal acts: The Bursar or a member of the Senior Leadership Team will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Bursar will inform the police and record the incident.

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

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

- electrical equipment and installations are checked by competent persons or organisations.
- gas heating boiler and gas supply lines are regularly serviced and checked by competent persons or organisations. Access to these is strictly controlled.
- playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- external play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.



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- internal play equipment is assessed for safety and suitability prior to use. Only CE-marked equipment (or equipment certified for conformity) is used.
- regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.



APPENDIX 1

Building Maintenance and Alteration: The school has an annual plan which identifies areas for upgrade, refurbishment or repair, whether it involve buildings, grounds or work equipment. The site is monitored by the maintenance department who carry out visual inspections to identify any maintenance or repair requirements.

When planning maintenance work or minor alterations, we schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area includes hazardous equipment or activities either on a permanent or temporary basis, we ensure that physical barriers are utilised, including locks and signage where necessary, to prevent access by unauthorised persons.

If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely.

Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) and the Bursar takes the lead in ensuring that we are compliant.

We undertake risk assessments of in-house maintenance activities and devise safe systems of work, and the work of contractors is managed as described within our arrangements for 'Control of Contractors'. Permits to work are also used to formally authorise activities with the potential for higher risk, such as hot works or work on roofs or in confined spaces.

For all construction work carried out in-house, regardless of scale, we ensure that:

- the work is managed and supervised by a competent manager/ supervisor;
- workers are briefed in the reasons for the work and the expectations, including any safety requirements;
- the work does not begin until there is an adequate construction phase plan in place;
- suitable welfare facilities for workers are in place;
- workers are competent for the tasks that are delegated to them;
- sufficient time and resources are allowed;
- any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations.

The construction work is segregated from the other activities taking place on site where necessary for health or safety - either by scheduling the work out of hours or by physical separation.

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

Contractors will be reminded of their responsibility to notify Terra Nova School should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If the school feels that the control measures are insufficient, the contractor will not be permitted to start work until an alternative can be found. Where possible external contractor work is carried out during the school holidays.

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

Terra Nova School has in place a critical incident plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency. For specific details, please see our 'Crisis Management Plan'.

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

Electrical systems: The School will ensure that all permanent electrical systems and wiring are maintained in good and safe condition. Periodic reviews of electrical systems will be undertaken on a 5 year rolling programme so as to support this approach. Portable electrical equipment is visually checked by staff before use and if any defects are noted the item is put out of use. In addition, both school and student owned portable electrical equipment items are subject to a regular check in line with guidance on checking of electrical equipment (PAT testing).

Fire Safety: In compliance with the 'Fire Safety Order' (2005) Terra Nova School undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Board of Governors complies with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances, develop fire procedures



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

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

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

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

Management of Asbestos: An Asbestos survey has been undertaken with recommendations implemented. The School has in place a procedure (in the Health & Safety Handbook), management plan and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

Manual Handling: The School has in place comprehensive procedures for manual handling.



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New and Expectant Mothers: The school recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the school will ensure that:

- employees are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times;
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained;
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification;
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised;
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them;
- any adverse incidents are immediately reported and investigated;
- appropriate training etc. is provided where suitable alternative work is offered and accepted;
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition;
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm;
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with full pay.

Noise: The school will take all appropriate measures necessary to protect employees, students and others from damage to hearing due to noise caused by School or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this cannot be achieved then suitable hearing protection will be provided to those who may be exposed.

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

We aim to help pupils know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide pupils with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip pupils with the social skills

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that help them to resist the pressure to smoke, either from their peer group, or from society in general.

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

Pressure Systems: Pressure vessels used in the school science departments include autoclaves and domestic pressure cookers (used as autoclaves); because of the high pressures at which they operate and the steam that is generated they are subject to the requirements of the Pressure Systems Safety Regulations.

The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- establish the safe operating limits of the equipment;
- provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency;
- ensure that the equipment is properly maintained;
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment;
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme;
- keep adequate records of the most recent examination.

Autoclaves and pressure cookers need periodic inspection under the Pressure Systems Safety Regulations. The examination takes place each year and is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the company. Records of examinations are kept in the Bursar's office.

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



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

School Security: While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to log in to the School's visitor system in the reception area, and to wear an identification badge at all times whilst on the school premises. All visitors will have their photo ID checked if they are likely to come into contact with children. 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 a member of the Senior Leadership team immediately. The member of the SLT will direct any intruder that they must leave the school site straight away. If this does not occur they will contact the police immediately. Terra Nova School is also covered extensively by CCTV for added security.

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

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

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intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for selection, appointment and monitoring of contractors working within the school premises are defined in the Health & Safety Handbook. These have taken into account: the Construction (Design and Management) Regulations 2015 – Assessment of Competence and Provision for Health and safety along with building Contracts undertaken on educational Premises.

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

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

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

Slips and Trips and Topples: All injuries, accidents, and dangerous occurrences will be recorded. In the case of pupils the First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the matrons. Records should be stored in accordance with the School’s Retention Policy. Accidents involving employees will be recorded on an HSE accident form kept by the Bursar.

Transport: We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip pupils will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. All drivers of the school minibus must have undertaken an appropriate training course. In cases of long journeys, pupils will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit.

Vibration: An assessment of vibration risks which affect employees in the maintenance and grounds teams, using tools such as woodworking tools or grounds equipment, has been carried out and it has been determined that the level of exposure is below the daily Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005. Nevertheless we have ensured that employees are aware of vibration hazards, symptoms to look out for and ways to minimise the effects. We also ensure when purchasing new equipment that we buy low vibration products.



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Vibration exposure will be reviewed where there are changes in the equipment used or work patterns.

Although we have calculated exposure to be below the action value, we still promote control measures designed to reduce exposure to as low a level as is reasonably practicable. These controls include; purchasing reduced vibration tools, limiting exposure time and encouraging job rotation between staff where practical, changing work patterns to introduce more breaks and eliminate prolonged working, using suspension systems e.g. strimmer harnesses, more regular equipment maintenance, providing additional PPE to keep workers warm and dry.

The vibration risk is part and parcel of the machinery risk assessments completed for all maintenance and grounds equipment the school owns. These are reviewed at least every 12 months and in any case when there are changes in the equipment used or work patterns.

Information and training is provided to affected employees on:

- the health effects of vibration, and how to recognise and report symptoms;
- sources of vibration and the actions we have taken to reduce risks;
- risk factors and ways to minimise the risk.

Work Equipment: All work equipment at the school used in the course of school activities, whether provided by the school, on hire / lease or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with current legislation and the manufacturers/suppliers instructions.

The Provision and Use of Work Equipment Regulations (PUWER) 1998 apply to all items of "work equipment" provided for "use" or "used", either by employees or the self-employed. In practice the school recognises that this extends to equipment used by pupils.

All staff are required to undertake visual checks of work equipment and report defects to their Line Manager. Some equipment is on annual maintenance schedules.

All relevant health and safety information and written instructions on the use of work equipment is kept either in the area of the equipment e.g. grounds maintenance sheds, or in the Bursar's office. Pupils must be briefed on the safe use of equipment.

Adequate training in the use of work equipment must be given to the "operators". The need for training should be identified by Line Managers as soon as possible, i.e. upon employment and prior to the use of any new equipment/machinery.

All work equipment is marked with appropriate health and safety warning signs and notices.

Risk assessments made should identify any of the above hazards and assess the associated risks.

Working at Height: Any situations where work has to be carried out at height by School staff will be kept to a minimum and done after consultation between the Head, Bursar and Head of Maintenance. If any work on roofs is required, then this will be sub-contracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement. No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable



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measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection. Guidance on working at height is given in the 'Working at Height' section in our Health and Safety Employee Handbook.

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

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

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



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Appendix 2

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

Details	Responsible Officer and Health and Safety Managers
Safety management: <ul style="list-style-type: none">● Maintain and update the health and safety action plan.● Maintain the Health and Safety files.● Monitor progress with the inspection programme.	Bursar
Risk assessments: <ol style="list-style-type: none">1. Oversee the maintenance of assessments.2. Amend and update general assessments.3. Carry out and maintain display screen assessments.4. Carry out and maintain manual handling assessments.5. Carry out and maintain COSHH assessments.6. Water safety.	Bursar
Fire and emergencies: <ul style="list-style-type: none">● Oversee fire precautions and carry out alarm tests.● Maintain the fire log and water testing log.	Bursar
Accidents, diseases and dangerous occurrences: <ul style="list-style-type: none">● Make statutory accident and dangerous occurrence reports.● Maintain records of accidents, dangerous occurrences and diseases.● Scrutinise sick notes and make statutory disease reports.	Bursar
Occupational Health and First aid: <ul style="list-style-type: none">● Oversee the first aid provision.● Keep first aid boxes stocked.	Matron
Information, Instruction and Training: <ul style="list-style-type: none">● Maintain training records.● Ensure that induction training is carried out.● Ensure that further training is provided where appropriate.	Headmaster and Bursar
Workplace, buildings and contractors:	Bursar



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<ul style="list-style-type: none">● Arrange necessary maintenance for the workplaces, including the control of contractors.● Prepare and keep up-to-date a cleaning schedule.	
<p>Pupil and Staff Safety and Security:</p> <ol style="list-style-type: none">1. Draft and maintain departmental safety rules.2. Maintenance of departmental equipment.3. Planning of events.4. Sports rules and equipment maintenance.5. Upkeep of rules for off-site activities.6. Compliance with off-site activity rules.7. Upkeep of security policy.8. Routine implementation of site security.	<p>Bursar in conjunction with Health and Safety Managers, Director of Sport and the Head of Boarding</p>

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APPENDIX 3

A list of all supporting policies and procedures have been cross referenced within this Policy. Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Employee Handbook. Specifically, there are details on:

Contractors
Disabled Persons including pupils with Special Educational Needs (SEN)
Display Screen Equipment
Driving
Electricity
Fire
Fire Risk Assessment
Fire and Emergency Evacuation
First Aid
Gas Installations and Appliances
Hazardous Substances (COSHH)
Infection Control
Legionnaires Disease
Manual Handling
New and Expectant Mothers
Personal Protective Equipment
Risk Assessment
Safety Signs, Signals and Notices
Stress at Work
Voice Care
Work at Height

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I, the undersigned, have received a copy of the Terra Nova School Health and Safety Policy.

I hereby confirm that I have read and understood this policy.

Signed.....

Print Name.....

Date/...../.....

Terra Nova School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils feel safe and confident and able to reach their full potential.

