

## GODOLPHIN SCHOOL

### Health and Safety (Regulatory)

Reviewed by: Head, Senior Deputy Head, Head of Prep, School Nurse

Reviewed by: Estates Manager

Reviewed: September 2020

Next Review: September 2021

Refer also to the following policies:

First Aid

HIV/AIDS

Medical

Taking Trips out of School (incorporating Residential Visits)

Safeguarding

## Health and Safety

The Health and Safety at Work etc Act 1974 relates to health, safety and welfare at places of work. All “persons at work” whether employers, employees or self-employed persons are covered and also the general public, including the students, who may be affected by work activities.

In relation to health and safety issues the School also has regard to:

*Keeping Children Safe in Education*

*Working Together to Safeguard Children*

## General Policy

The School will take all reasonable steps to ensure that the School safeguards and promotes the welfare of students, staff, volunteers and other employees at the School by providing a safe and healthy environment for all.

The School nominates the Head to be generally responsible for fulfilling this policy and to be assisted by those nominated who will be responsible for issuing appropriate instructions within their own departments.

The School undertakes all steps within its power to meet the responsibilities above and will pay attention to the provision and maintenance in satisfactory condition of:

- buildings and structures, equipment and systems of work that are safe
- safe arrangements for the use, handling, storage and transport or movement of articles and substances
- sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their own safety and health.

The School will have regard to those parts of the premises where parents, guardians, or other members of the public may be permitted to enter.

The School has a written Health and Safety policy document based on a full risk assessment. Key aspects of the implementation are reviewed termly by a small committee tasked to identify potential problem areas and ensure that the School's policies and practice promote the students' welfare. In addition, a list of any accidents, will be compiled, which occur so that the School can analyse these to see if there are emerging patterns and take any appropriate

actions in a competent and timely manner. This list will be reviewed at the Health and Safety Committee.

The Health and Safety of students and staff at Godolphin School is of paramount importance. Each member of the Godolphin community must raise at the earliest possible opportunity any concern they may have with respect to the Health and Safety of any member of this community and report potential hazards as they occur. Accidents and near misses are recorded by the member of staff who covers the event on a form which is available on Firefly and on the School network; this form is circulated to key members of staff and forms the basis for the accident list (see preceding paragraph).

All employees have a duty to look after their own and others' health and safety. Employers, School staff and others have a duty under the common law to take care of pupils in the same way that a prudent parent would.

### **Locked areas**

The following areas must be locked when there is no member of staff present:

Health Centre; medicine cabinets; Food Technology Rooms; Sc 9 (Design Technology Room); Science laboratories and prep rooms; cabinets with toxic materials in maintenance buildings, cabinets with toxic materials in grounds dept, science, art departments and swimming pool area; chemical stores; cleaners' cupboards; North and South kitchens; the door to the gantry in the PAC; the drama store; maintenance and grounds department sheds; gas store; armoury.

### **Arrangements for First Aid**

The School has a well-equipped Health Centre and employs a full-time and qualified Sister. When she is not present on site, she or one of her deputies may be contacted via a mobile telephone. First Aid boxes are placed at appropriate locations throughout the School, as are Mediclean Hygiene boxes to be used when dealing with spillage of body fluids.

A number of staff have been trained to use the School's defibrillators which are stored by Reception and at the end of the viewing gallery by the swimming-pool.

The Prep School has staff who are qualified in paediatric First Aid so that there is always a qualified person on site with the EYFS girls or when they are off site on a trip.



## **Medical emergencies away from School**

Many staff members have received some basic First Aid instruction. Medical help will always be sought in an emergency. Where a student requires a general anaesthetic following an accident etc., every effort will be made to contact the parents and obtain a verbal consent. The teacher in charge will sign the 'consent to anaesthetic form' in loco parentis. The Sister in the Health Centre routinely provides relevant staff with a first aid bag, the contents of which are checked prior to travel and are appropriate to the circumstances in which they are to be used. She will also provide written information to staff to take on a trip regarding medical factors and drugs currently in use by students as known by her. Sarum (day pupils) parents should inform the teacher in charge of any current medical treatment.

## **Risk Assessments**

It is the responsibility of each Head of Department to create and update each September a risk assessment for their areas of work; and for each Housemistress to do the same for her boarding house. Other members of staff will complete risk assessments for areas allocated to them by the Estates Manger or Senior Deputy Head who can be consulted for guidance and who will provide any necessary training. These must be passed to the Estate Manager and Senior Deputy Head to be checked.

Temporary Risk assessments are composed by the Health Centre Staff for students suffering from a temporary disability and circulated to the relevant staff.

When a member of staff becomes pregnant, we request that she inform her line manager so that she or he (or, if appropriate, a member of staff with sufficient seniority to manage this, such as the Deputy Head Pastoral or the Senior Deputy Head) can have a risk assessment drawn up to mitigate and minimise any risks there may be. This risk assessment will be filed in the HR Department and should be reviewed by the persons who draw it up every two weeks and, if necessary to minimise any new risks, modified. The School Nurse and the Senior Deputy Head can provide guidance to staff on drawing up these risk assessments.

Risk Assessments for trips should be drawn up in advance for any trip that is not local to Salisbury or which involves a significant level of risk (such as climbing or water hazards) and passed to the Head of the Prep School or the Senior Deputy Head in the Senior School who will check them and raise any concerns or considerations if there are any, for these to be taken into account and acted upon. The template for trips is in the Blank Forms folder on the School drive. Due consideration needs to be given to providing adequate staff supervision for trips, details of which are in the Trips Folder of the Staff Handbook, and include staff ratios

and the need for first aid trained personnel. Trips involving girls in EYFS require the presence of a member of staff or volunteer with paediatric first aid training.

Following any incident, the HR Administrator, Estates Manager and the Senior Deputy Head should be informed so that a review of procedures can take place and any modifications introduced in a timely manner.

### **Related Policy Documents**

There are various policies which cover different aspects of Health and Safety. These policies can be found for staff at the Prep School on the N drive and, for Senior School staff on the G drive in the School Policies folders including:

- Absence through ill health
- Access to the School premises by people outside the School
- Agreement for resident adults not employed by the School
- Disaster (Critical incident)
- Drugs Policy – staff procedures
- Eating Disorders
- Healthy Eating
- Fire Risk Policy
- First Aid
- HIV and AIDS
- Illegal Substances
- Medical Policy
- Missing Student
- Occupational Stress
- Protective Wear for Sport
- Pupil Access to Risky Areas of School buildings and Grounds
- Self-Harm policy
- Supervision of ancillary, contract and unchecked staff
- Supervision of students