



**MOUNT HOUSE
SCHOOL**

INSPIRING EVERY INDIVIDUAL

SCHOOL POLICIES

HEALTH & SAFETY

Review	Date	By
Last Reviewed	September 2023	
Next Review	September 2024	

Introduction

Mount House School is required to set out the Health and Safety arrangements in a written Health and Safety policy. DfES November 2018 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the employer to have:

- (a) a general statement of policy;
- (b) who is responsible for what (delegation of tasks);
- (c) arrangements for risk assessments and the practical control measures to reduce risk;
- (d) arrangements to establish monitor and review measures needed to meet satisfactory Health and Safety standards.

In accordance with the Health and Safety at Work Act 1974:

- (i) the employer Mount House School is responsible for Health and Safety, although tasks may be delegated to staff;
- (ii) employees also have the duty to look after their own and others Health and Safety. Employers, school staff and others also have a duty under common law to take care of students in the same way that a prudent parent would.

Applies to:

- The whole school (staff, students and visitors to the premises) along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and non-teaching), the directors, contractors and volunteers working in the school.

Related Documents:

- Anti-Bullying Policy
- Behaviour Policy
- Educational Trips and Visits Policy
- Equality, Diversity and Inclusion Policy
- Fire Safety Policy
- First Aid Policy
- Health and Safety Poster
- Online Safety Policy
- Safeguarding Policy
- Safer Recruitment Policy

Availability:

- The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Mount House School. Employees are required to state that they have read and understood such documents and confirm this by signing the *Policies Register*.
- This policy is made available to parents, staff and students in the following ways: via the School website, in the reception area, staff room and staff shared drive and on request a copy may be obtained from the School Office.

Monitoring and review:

- The Directors of Mount House School undertake a formal annual review of the Health and Safety Policy

Responsibility

- The overall and final responsibility for Health and Safety is vested in the Directors of Mount House School Ltd. They have delegated the day-to-day running of the School, including the responsibility for the health and safety of students, staff and visitors, to the Head, and under the Head to the Senior Leadership Team. They have a key role in making sure risks are managed effectively on site.
- The Directors have established a Health and Safety Committee, whose Chairman is the Bursar, who is the Health and Safety Manager (HSM).
- The Bursar has been appointed as the 'competent person' vis a vis health and safety in the school who, by virtue of their skills, knowledge and experience gives sensible guidance about managing health and safety risks at the school, and oversees day-to-day compliance with relevant statutory guidance and legislation.
- The implementation of this policy is achieved by the establishment of an effective Health and Safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The reporting lines for Health and Safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding Policy and procedures. On matters of Health and Safety, the HSM reports to the Director responsible for Health and Safety. The Head and HSM will jointly appoint a team of staff members to help manage H&S in Mount House School.
- The Head, when delegating responsibility for carrying out a particular Health and Safety function to employees, must ensure that the persons are aware of the duty, know how they are expected to perform it, and are provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be in place. Please see the Health and Safety Organisational Chart at Appendix A.

General Statement of Health and Safety Policy

Mount House School notes the provisions of the Health and Safety at Work etc. Act 1974, which places responsibilities on all our staff and in so doing conducts its employment in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in its employment, but who may be affected by it, are not exposed to unacceptable risks to their Health and Safety. The aim of Mount House School Limited is to provide a safe and healthy working and learning environment for staff, students, contractors and visitors believing that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its students.

The arrangements outlined in this policy and the various other safety provisions made by Mount House School Limited cannot in themselves 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. Mount House School will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students 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. All areas are maintained under the control of the HSM in a condition that is safe. This includes providing means of access to and egress from the place of work.

The Health and Safety Executive (HSE) enforces Health and Safety law relating to the activities of independent schools and would normally take action against the proprietor if circumstances necessitated. However, in some circumstances, for example where an employee failed to take notice of the Board's policy or HSM's directions in respect of Health and Safety, the HSE may take action against the employee as well or instead.

Arrangements are made for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances. Procedures are formulated for use in case of fire and evacuation of the school premises. Procedures are Identified and followed in case of accident. Safety is considered within the curriculum and is taught as part of students' duties as appropriate. Provision is ensured so that there is sufficient information, instruction and supervision to enable all employees and students to avoid hazards and contribute positively to their own Health and Safety whilst ensuring that they have access to Health and Safety training as appropriate or as and when provided.

With regard to the welfare, health and safety of students in our school, we take 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 need, 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 students' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of students 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 students' care in the event of sickness, accident or injury are implemented;
- how our students are supervised during school hours;
- the effectiveness of the school's monitoring and recording systems for students' 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 students;
- 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;
- the views expressed by students, and different groups of students, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying;
- and the views of parents and carers, staff, directors and others.

We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety along with a system for assessing risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this.

Responsibility of the Board of Directors:

The Board of Directors of Mount House School, acting via the Head and Senior Leadership Team, are ultimately responsible for ensuring the implementation of this policy within Mount House School. In particular they will (via the Health and Safety Committee):

- 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 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 Mount House 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 book to record the arrival and departure of all visitors is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to the attention of all staff at the school as necessary;
- ensure that regular safety 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 HSM the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify any member of staff having direct responsibility for particular safety matters or specifically delegated to assist in the management of Health and Safety at Mount House School. Such delegated responsibility must be defined as appropriate;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students and others, while providing a health and safe environment for students 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 and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the students in our care, including compliance with the London Borough of Barnet Children (Protection) Board locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2015 (updated in February 2019);
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- 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 students;

- 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 1995 (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 (Year 7-Year 13) and
- ensure specific controls and procedures are in place for the safety of the students in our care from the point of arrival to the point at which they depart.

Duties of the Head, and Senior Leadership Team

The Head, supported by the Senior Leadership Team, has the overall responsibility for the health and safety of students, staff and visitors. The Head has a key role in making sure related risks are managed effectively on site. The Head will delegate responsibility for carrying out a particular Health and Safety function to other staff members, but must ensure that the persons are aware of their health and safety duty, know how they are expected to perform the task, and are provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be in place.

Duties of the Chairman of the Health and Safety Committee

The Board of Directors has established a Health and Safety Committee, whose Chairman is the Bursar. The Chairman has a particular responsibility for Health and Safety matters at Mount House School, including ensuring adequate representation of staff on the Health and Safety Committee.

Duties of the HSM (HSM)

The Board of Directors and the Head delegate day-to-day Health and Safety matters to the HSM (HSM). The HSM acts as the focal point for day-to-day references on safety and gives advice; and/or indicates sources of advice, obtaining, where necessary, external advice. The following which is not an exhaustive list includes:

- carrying out the role of the Chairman of the Health and Safety Committee in the implementation, monitoring and development of this policy within Mount House School;
- monitoring general advice given by appropriate authorities on safety matters and advise on its implementation at Mount House School along with co-ordinating arrangements for the design and implementation of safe working practices within Mount House School;
- investigating any specific Health and Safety problem identified within Mount House 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 Directors;
- ensuring that regular safety inspections of Mount House School and its activities are carried out, with recommendations on methods of solving any problems identified;
- ensuring that staff control of resources, both financial and other, giving due regard to safety co-ordination arrangements for the dissemination of information and instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained;
- monitoring the Health and Safety Policy, ensuring that all colleagues and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it;
- keeping up to date with current legislation and informing other staff and volunteers as appropriate;

- making the arrangements and ensuring implementation of the annual regulatory and best practice 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;
- organising regular fire drills, recording them formally in the Fire Drill File which is kept in the Site Manager's Office along with ensuring that the fire drill instructions are in all teaching rooms and other key locations around the school site;
- ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections;
- involving, via the academic staff, students in the Health and Safety of the school;
- have a clear understanding on actions to take in the event of any emergencies and;
- ensuring that the procedures and practices identified on the Appendix to this policy are in place.

Additionally, the HSM is also responsible for:

- ensuring that the *Safety Law Poster* that summarises our responsibilities is kept up to date and posted in the Reception area, and elsewhere as is appropriate;
- updating the Health and Safety notice board in the Staff Room;
- ensuring that the Site Manager liaises with external contractors on matters of Health and Safety;
- familiarising visitors with school's Health and Safety rules as part of their induction.

Responsibilities and Duties of all Staff towards students and others in their care

The Health and Safety at Work etc. Act 1974 states:

'It shall be the duty of every employee while at work to:

- (a) to take reasonable care for the Health and Safety of him/herself and of any persons who may be affected by his/her acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states:

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

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of students. 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 their work.

All members of staff are responsible for the Health and Safety arrangements in relation to staff, students, volunteer helpers and visitors under their supervision. In particular, they must monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of and implement safe working practices and personally to set a good example;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;

- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that it is used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of Health and Safety arrangements;
- provide the opportunity for discussion of Health and Safety arrangements;
- investigate any accident or incident where personal injury could have arisen and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training;
- where any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the matter to the HSM.

All employees will, so far as is reasonably practicable:

- take reasonable care for Health and Safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Board, HSM and other relevant authorities in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, when in doubt they must seek immediate clarification from the HSM;
- ensure that tools and equipment are in good condition and report any defects to the Site Manager or HSM;
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- ensure that offices and general accommodation are kept tidy and clean;
- ensure that any accidents, whether or not an injury occurs and any potential hazards are reported immediately to the Site Manager or HSM;
- 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;
- ensure that Health and Safety regulations, rules, routines and procedures are being applied effectively;
- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in Health and Safety training as required;
- Inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- take reasonable care of their own Health and Safety and that of any other persons (staff, students, visitors, etc.) who may be affected by their acts or omissions at work;
- to observe standards of dress consistent with safety and/or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on Health and Safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;

- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
- report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form;
- promote and achieve high standards of Health and Safety and suggest improvements and ways and means of reducing risks;
- use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others; co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- act as a prudent parent when in charge of students, as they have a duty to under common law;
- ensure students attending off-site activities are clearly checked in and out.

Employees should follow any Health and Safety procedures put in place by the school. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their Health and Safety Committee representatives, and request that it is reviewed. The School will work to ensure that the procedures at the school are proportionate, effective and appropriate. Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, he/she must draw these to the attention of the HSM or Head.

All members of Staff will be asked to sign a form annually to indicate they have read and will comply with the Health and Safety procedures of Mount House School.

Staff Holding Posts/Positions of Special Responsibility

These staff, for example the Heads of Faculty in Science, Art and Sport and subject leaders in Drama and Food technology and Science and Art Technicians, the School First Aid coordinator, the Chef and the Site Manager:

- have a general responsibility for the application of the Board's safety policy to their own area of work and are directly responsible to the HSM for the application of existing safety measures and procedures within that area of work;
- follow the advice or instructions given by the HSM including complying to 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 HSM 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 HSM;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the HSM or any relevant adviser appointed by the Board;

- shall propose to the HSM requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Standard Working Practices

Our standard working practices also include:

- ensuring that the registration book to record the arrival and departure all visitors is completed;
- ensuring all staff are trained in the particular Health and Safety issues that affect students;
- ensuring all employees and volunteers are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school;
- arranging and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right;
- ensuring registers (in and out) are kept of students attending, for example Late Registration;
- overseeing our own system of regular checks and monitoring procedures to ensure that our Health and Safety arrangements are maintained in an effective manner;
- ensuring the school has direct access to sources of competent people and up to date guidance in all matters of Health and Safety;
- making arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures;
- ensuring specific controls and procedures are in place for any external visits including an emergency contact/medical form for each child;
- ensuring specific controls and procedures are in place for ensuring that students 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 the appropriate members of staff and;
- ensuring all visitors wear appropriate badges when on school premises.

Different coloured lanyards are used to determine the level of access and supervision needed around the building/premises by the wearer, and must be worn at all times:

- Green lanyards - All staff, volunteers, contractors, visiting professionals and any other colleagues who have satisfactorily cleared the school's safer recruitment checks will have access to all parts of the school.
- Red lanyards – anyone who does not fit into the above category must be supervised at all times during regulated activity.

As well as having the general responsibilities/duties all members of staff also have responsibility for ensuring that 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, students, visitors and any other person using the premises or engaged in activities sponsored by the school.

The Chairman of the Health and Safety Committee will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

Young and Vulnerable Persons Working in the School

The School accepts that as part of ensuring, so far as reasonably practicable, the health and safety of all employees irrespective of age, they will consider certain matters regarding young or vulnerable people, for example apprentices working in the school.

Definitions of young people and children by age:

- A young person is anyone under 18, and
- A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Students will reach the MSLA in the school year in which they turn 16.

Young people employed by the school will not be exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

The School will consider:

- the layout of the workplace
- the physical, biological or chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

Risk Assessment

- 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.
- Regular written risk assessments are undertaken by the appropriate members of staff in their areas of responsibilities. 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. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.
- 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 by the HSM to the Board of Directors who will prioritise issues and assign resources to undertake remedial/control measures where required.
- The Site Manager will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. Risk assessments for off-site activities are undertaken by the trip/activity leader.
- Appropriate training is given to ensure that risk assessment and risk management are effective; see section headed "Key Elements to our Health and Safety Policy".
- For further details regarding Risk Assessments at Mount House School, see Appendix B.

Students

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

- Exercise personal responsibility for the safety of themselves and their fellow students
- 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 Mount House 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 e.g. fire extinguishers, blankets

The Curriculum

We teach the students 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. Teachers take every opportunity to educate students in this regard in the normal school curriculum. We teach students respect for their bodies and how to look after themselves. We discuss these issues with the students in Personal, Social, Health and Economic Education and Citizenship (PSHEE) and in Relationships and Sex Education (RSE) lessons; reinforcing these points in science and food technology where students also 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 Spiritual, Moral, Social and Citizenship education. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time (or equivalent) to help students discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

Safeguarding of Young People

For full details of the School's approach to safeguarding, please refer to the Safeguarding Policy. If any teacher suspects that a child in their class may be the victim, or at risk of becoming the victim of harm or abuse, they should immediately inform the Head and/or the school's Designated Safeguarding Lead (DSL) about their concerns. It is the Board's policy for the school to comply with the London Borough of Barnet Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.

Supervision of students

In addition to this being built in to the day-to-day working practices at Mount House School we also have a Supervision of Students Policy that clearly states the schools approach. We make a professional judgement taking into the consideration the age of the students and activities in which they are engaged. No student 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. These areas will be used solely for the purpose of teaching lessons and remain locked at all other times.

Behaviour of any person on the school premises

Our School has a Behaviour Policy and Staff Code of Conduct setting out the behaviour expected of all people on the premises, and the procedures that will be followed when the school wishes to restrict access to school premises because such a person is causing a nuisance or disturbance. A person who has been banned from entering school premises is trespassing if he or she does so without permission.

Theft or other criminal acts

The Head and the HSM will investigate any incidents of theft involving students. If there are serious incidents of theft from the school site, the Head or the HSM will inform the police and record the incident in the incident book. Should any incident involving physical violence against a teacher occur, this must be reported to the Head immediately.

Arrangements for the Comfort and Well-Being of Students and Staff

The following arrangements are specifically put in place to try to ensure that students are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.
- Where possible our doors have safe vision panels fitted.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Concussive taps have been installed in toilets to help prevent scalding along with appropriate hot water warning signage. The whole site is monitored and hot water warning signage is in place.
- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by students. Likewise, lockable cabinets for smaller items.
- We have safe and sufficient ventilation to maintain a fresh atmosphere in the building.
- All students are encouraged to drink water and fresh water is available at all times. Drinking water taps are identified.

Other Key Elements regarding the Welfare, Health and Safety at Mount House School

Staff Training

Staff training is a set agenda item for the Health and Safety Committee. Staff training is provided when appropriate in both generic and specific areas with reference to risk assessment, first aid, fire safety, Student Off Site Visits, curriculum specific activities and COSHH. Newly appointed employees could be vulnerable to any risk and therefore line managers will ensure that all relevant Health and Safety matters are drawn to their attention at induction.

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 concerned should be particularly alert for hazards and wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards. All volunteer helpers and visiting professionals (including parents as members of the Friends of Mount House) will be expected, as far as reasonably possible, to meet the same standards required of all employees.

Consultation arrangements with employees

There is a Health and Safety Committee with terms of reference. Membership includes staff representatives. 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 weekly staff briefings and in the case of immediate changes; staff are informed as necessary by the HSM.

Recording and Reporting accidents to staff, students and visitors

The HSM ensures that Mount House School complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Mount House School is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths;
- Major injuries;
- Over-seven-day injuries;

- An accident causing significant or multiple injury to students, members of the public or other people not at work; and
- A specified 'dangerous occurrence', where something happened which did not result in an injury, but could have done - a 'near miss'.

Educational Visits and Off-Site Activities, Including Residential Visits and School-Led Adventure Activities

The School has an Educational Visits Co-ordinator (EVC), and an Educational Visits Policy and related procedures. These include a manual for Learning Off Site, Behaviour Management on Outdoor and Off-Site Activities, and any actions 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 via EVOLVE. For full details, please see the documents as above.

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 Mount House School. These procedures are updated on a regular basis. The log book for recording and evaluation of practice and evacuation drills will be held securely by the Site Manager. The HSM has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the HSM.

First Aid Policy

Please refer to the school's separate First Aid Policy for details regarding first aid in school, and the administration of medication. Mount House School has all required practical arrangements in place, at the point of need.

Occupational Health Services and Managing Work-Related Stress

As a good employer we take our duties and responsibilities with regard the welfare of both staff and students 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.

Workplace Safety for Teachers, Students 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 Mount House School e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school

School Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. The school's Health and Safety procedures are shown behind the badge. Staff and students must report to Reception immediately any visitor who is not identified with a school badge.

Violence towards Staff

If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to students, there is a well-established 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.

Manual Handling

The School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

Slips and Trips

All injuries, accidents, and dangerous occurrences will be recorded. 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 First Aid Coordinator in Reception. Records should be stored for at least three years or if the person injured is a minor.

On-site Vehicle Movements

On-site movement during term time is kept to a minimum during term time and is mostly confined to the car park area. Staff should take positive action where they see drivers speeding or driving without due care and attention on site. If there are specific concerns they should be raised with the HSM or Site Manager.

Management of Asbestos

An Asbestos survey has been undertaken with recommendations implemented; the school has in place both policy and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

Control of Hazardous Substances

The implications to COSHH applied at Mount House School where both records and working practices reflect the seriousness in which Mount House School implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum administrative functions. Integral to our COSHH Policy are both the inventory, control of substances and risk management.

Working at Height

Any situations where work may need to be carried out at height should only occur after consultation with the HSM or Site Manager. A working at height poster is displayed in the staff room.

Contractors Working at the School

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 the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the School will take such actions as are necessary to prevent persons in their care from a risk or injury. The School 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 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.

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 'employment' of the Board of the Directors, 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 and that they do not, without the prior consent of the Board:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

The procedures for the selection, appointment and monitoring of contractors working within the school premises will take into account: the Construction (Design and Management) Regulations 1994 – and an assessment of competence and provision for health and safety. A reputable project manager will be appointed for major capital works.

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;
- 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.

Maintenance and testing of Equipment and Facilities

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by students.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

Fire Safety

In Accordance with the 'Fire Safety Order' (2005) Mount House School undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and the Proprietor 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 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 fire fighting 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 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 'responsible person' at Mount House School keeps records of the following: (i) the fire risk assessment and its review; (ii) fire procedures and arrangements; (iii) training records (iv) fire practice drills; (v) certificates for the installation and maintenance of fire-fighting systems and equipment

Non-Smoking

The school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises under any circumstance.

Arrangements for Hygiene

The following arrangements are specifically put in place to minimise the likelihood of any staff or students picking up undesirable diseases, ailments or other health problems. We teach our students about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by students. Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying
- Sanitary disposal units are placed in female student and female staff toilets.
- We provide all 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. They are checked on a daily basis.
- Pets and animals (except for guide dogs) are strictly forbidden inside the premises during term time. Dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

Water Hygiene

- The school is supported with water hygiene management duties by a specialist external contractor - P & W Water Hygiene Limited. Please see separate Legionella Policy.

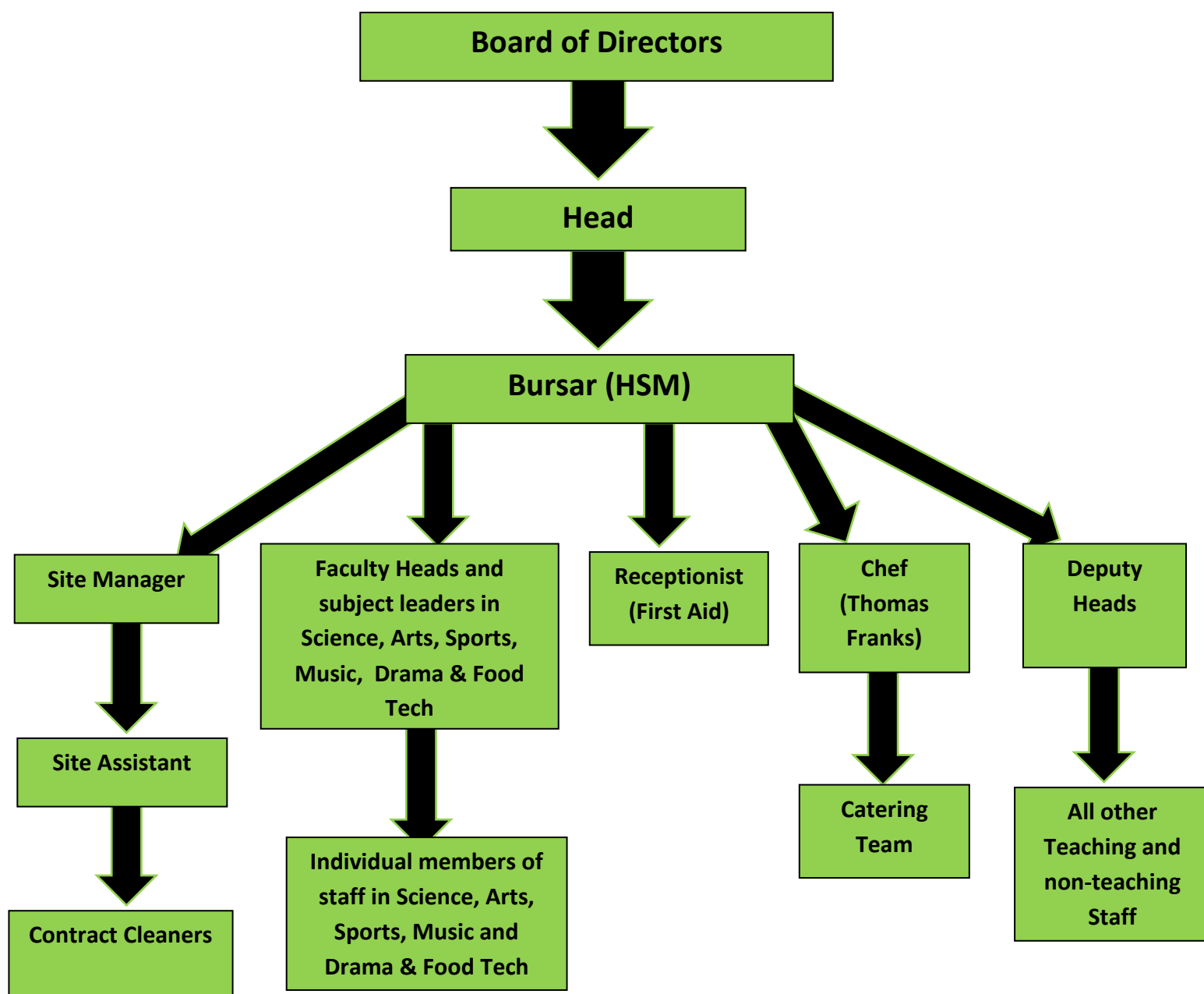
Lettings and Hirers:

The Board must ensure that:

- the means of access and egress are safe for the use of hirers and that all plant and equipment made available to and used by the hirer is safe;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;

- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed;
- hirers using any equipment or facility provided by Mount House School are familiar with its safe use and if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
- hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.) and;
- hirers adhere to the capacity figures detailed on any lettings documentation.

Appendix A: Health and Safety Organisational Chart – Mount House School



Appendix B - Risk Assessment at Mount House School

Introduction

Mount House School is required under the Management of Health & Safety at Work Regulations, and other legislation (COSHH, Manual Handling, Visual Display Screen Equipment) to manage the level of risk in all of its activities.

- To create a safer environment at the school and to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either students, staff, visitors or members of the public.
- Staff and managers will manage/reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary put in place controls to reduce risk.
- The results of risk assessment and subsequent control measures will be made known to the staff, students and visitors concerned.
- All staff will be alert to changing circumstances and will take appropriate action to reduce or stop an activity if the level of risk seems inappropriate.

Statement of intent

The school will assess all activities and establish written risk assessments for those areas which indicate the presence of risk.

Assessments

- Assessments will be carried out using the school's risk assessment templates, by those persons having control and immediate responsibility for the activity.
- The assessor will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment.
- A copy of each assessment will be kept in a central file.

Process

The school's risk assessment process covers both adults and children and includes:

- Checking for hazards and risks both indoors and outside and in all activities and procedures;
- Deciding which areas need attention;
- Developing an action plan which specifies the action required, the timescales for action and any funding required

Certain activities are assessed on an on-going basis and risk assessments are updated as required. In some areas the assessments are carried out on an annual basis by external contractor, e.g. Fire Risk Assessment

Risk Assessment Training

The Site Manager will have received training from an accredited training provider, and they will provide guidance to frontline staff involved in writing and maintaining risk assessments. Relevant staff will be trained, as required, in writing risk assessments. Risk assessments will also form part of the overall Health and Safety training given to all staff on an annual basis.

What is a Risk Assessment?

A risk assessment is a careful examination by someone of what could cause harm to them or others. The risk can be weighted up as to whether the Head has taken enough precautions or should do more to prevent harm.

The Head is legally required to assess the risks in the workplace and, in the process, the Head will require the Site Manager to:

- look for the hazards;
- decide who might be harmed and how;
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings;
- review the assessment and if necessary, revise it.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the Site Manager and will take into account all the relevant regulations and codes of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

1). Looking for hazards

Hazards will be identified by:

- consultation, and conducting inspections of the workplace;
- analyzing jobs and activities undertaken by staff and students;
- listing all Acts and Regulations as they apply to the workplace;
- using manufacturers' instructions, accident records, ill health records, which can all help to identify hazards.

Advice to all staff – staff will look for hazards which could reasonably be expected to result in significant harm under the conditions in the school and grounds workplace. The following examples are used as a guide:

- slipping/tripping hazards (eg poorly maintained floors or stairs);
- fire (eg from flammable materials);
- chemicals (eg floor cleaner);
- working at height (eg from ladders);
- pressure systems (eg gas systems and bottles);
- electricity (eg poor wiring);
- dust fumes (eg welding);
- Manual handling;
- Noise;
- Poor lighting;
- Low temperature.

2). Who might be at risk, and how?

Individuals are not listed by name, just groups of staff conducting similar work, or why they may be affected, eg teaching and office staff, maintenance staff, contractors, parents and students. Particular attention is given to staff, students or parents with disabilities, inexperienced staff and lone workers.

3.1) Is risk adequately controlled?

Staff will consider whether precautions have already been taken against the risks from the hazards identified, and whether they are sufficient. For example:

- Has the School already provided adequate information, instruction or training, adequate systems or procedure?
- Do the precautions meet the standards set by a legal requirement?
- Do the precautions comply with a recognised industry standard?
- Do the precautions represent good practice?

- Do the precautions reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but the precautions already in place should be identified and listed as part of the process. The following will be referred to: procedures, manuals and school rules regarding how to impart this information to relevant stakeholders.

If the risk is not adequately controlled, an “action list” will be written.

3.2) What further action is necessary to control the risk?

The “action list” details what more the school can reasonable do to reduce the risks identified, which were not adequately controlled at that point. Priority is given to those risks which affect large numbers of people and/or could result in serious harm.

Further action will be taken in the following order, wherever possible:

1. Remove the risk completely
2. Try a less risky option
3. Prevent access to the hazard, eg by guarding or fencing
4. Re-organise work to reduce exposure to the hazard – eg increased staff supervision
5. Issue personal protective equipment or provide welfare facilities (eg washing facilities for removal of contamination and first aid), depending on the nature of the risk.

4). Recording the findings

Risk assessments will be recorded in one or more of the following ways:

1. School Risk Assessment Form – generic templates are available from the HSM or Site Manager
2. Specific Health and Safety risk assessment records, eg COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment
3. Part of an instruction manual or procedure document, eg staff manual
4. Any other appropriate and approved record.

The risk assessment will be signed and dated by the person completing the form. The findings of the risk assessment will be made known to all staff and students affected by the activity assessed.

A copy of all completed risk assessments will be kept within the relevant department or service area and their location made known to all staff within that area. In addition, a copy is available to all staff on the staff shared drive.

5). Review and Revision

If there is a significant change in working practices eg purchase of new machinery or substances, employment of new staff etc, this could present new hazards.

In line with best practice, risk assessments will be reviewed from time to time to ensure precautions are still working effectively.

All risk assessments will be:

1. Reviewed annually where there is a generic risk assessment; and on each occasion when there is a specific activity or site assessment required.
2. Reviewed at regular periods dependent on the level of risk of the activity. For example, immediately following an accident (or near miss) or when new activities are introduced.

The review should be signed and dated by the person completing the form. A copy of the completed reviewed/updated risk assessment should be forwarded to the HSM and Site Manager and uploaded on to the staff shared drive.

Appendix C: Health and Safety of Students at all times

- All teachers and support staff including volunteers and visiting professionals should ensure that all curriculum activities are safe.
- A student is never taken off-site without the prior permission of the parent and in such cases all departures and arrivals are recorded.
- Only those who hold a current 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the students in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS/CRB and Barred List Check is sought, with supervision arrangements and a mentor put in place.
- A minimum of two staff are always present whenever any students are on our premises.
- All arrivals and departures of visitors are recorded.
- All students in our care are regularly reminded of safe practice when on our premises. They are encouraged to report anything they notice that might be unsafe.
- We have installed smoke/heat detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a quarterly basis to make sure they work effectively.
- We have installed a fire alarm system to enable any member of staff to raise an alarm that everyone else can hear.
- Fire Marshalls have been appointed and are named in the Fire Safety Policy.
- We practice, on a regular basis, what to do in the event of a fire and make sure all the students in our care know what to do if they hear our fire alarm.
- In accordance with requirements an appropriate number of staff have been trained in first aid. We record accidents, incidents and near misses.
- We only use safety-approved substances for use by students, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.
- We only use coaches and minibuses where seat belts are provided. We instruct the students to use seat belts at all times when the bus is moving.
- We log all incidents involving injury in the school and we inform parents in all cases.
- Should any incident involving injury to a child take place, a first aider will be called to assist. If necessary, the Receptionist will telephone for emergency assistance.