



Health and Safety Policy – including EYFS

Contents

General Statements.....	2
Health, Safety, Security & Environmental Committee.....	2
Workplace Safety for Staff, Pupils and Visitors	2
Training and Information	3
Risk Assessments (RAs).....	3
Off-Site Activities	3
Dealing with an Emergency	4
First Aid and Medical.....	4
Sharps.....	4
Infectious and Contagious Diseases	6
Accident Reporting and Investigations.....	6
Near Miss Reporting.....	7
Security.....	8
Works, Services, Maintenance and Repairs.....	8
Contractors and On-Site Construction.....	8
Managing Asbestos	9
Control of Substances Hazardous to Health (COSHH)	10
Manual Handling	11
Occupational Health.....	12
Staff Wellbeing & Mental Health	12
Maintenance of Vehicles and Appliances	12
Seat Belts and Child Restraints.....	13
Breakdown: Contingency Arrangements when Transporting Pupils to Cheam.....	15
Grounds and Gardens	16
Swimming Pool – Use and Responsibilities.....	16
Catering.....	19

General Statements

The Board of Governors of Cheam School Educational Trust (the Employers) are accountable for the health and safety of pupils, staff and visitors to the School. To achieve this, the Board of Governors will ensure that 'best practice' is followed in accordance with the *Health & Safety at Work Act 1974* and the *Management of Health & Safety at Work Regulations 1999*. This document describes their policies and the key elements for those areas the Governors deem vital.

The Staff of Cheam School Educational Trust (the Employees) have a responsibility to take reasonable care of their own and others' health and safety, cooperate with their Employers, carry out their activities in accordance with training and instructions and report any serious risks they may see to their Employers.

Health, Safety, Security & Environmental Committee

The *Headmaster* is primarily responsible to the Board of Governors for ensuring that their policy is followed on a daily basis. To assist him in this responsibility, he has formed a Health, Safety, Security & Environmental (HSSE) Committee to review these and other related areas, with the objective of 'no harm to people; no harm to the planet'. The HSSE Committee is chaired by the *Director of Finance & Operations (DFO)*, who also acts to implement and administer this policy.

The HSSE Committee meets at the *start* of every academic term. The Committee includes nominated representatives from all key areas of the School. The forum is used to set direction, agree priorities and deal with specific operational concerns that cannot be dealt with via the triaged maintenance system. There is an open invite to all staff to attend this forum to listen, contribute to discussions or raise specific concerns. They can also raise concerns via representatives or directly and in confidence with the *DFO*.

Minutes of meetings are issued by email to all staff with a hard copy pinned to various notice boards around the School for those without access to email. Staff are encouraged to discuss key points with their teams.

In monitoring HSSE performance throughout its operations, Cheam adopts an approach of continuous improvement regarding its policy and procedures and will select competent and qualified advisors relevant to specific areas of need (e.g. emergency lighting). The *Head of Compliance & HR* and the *Health, Safety, Environment & Quality (HSEQ) Manager* support the *DFO* in monitoring that working practices are consistent with policy and procedures and will report back to the HSSE Committee (attended by the *Headmaster*) should gaps exist. This will include culture and behaviours inconsistent with maintaining safe and reliable operations.

Workplace Safety for Staff, Pupils and Visitors

All new staff are to have this policy brought to their attention. This will normally be via their HSSE Induction and should include familiarisation of those areas within the School that pose risk to pupils.

The *HSEQ Manager* is responsible to the *Headmaster*, through the *DFO*, for ensuring that maintenance and repairs to buildings and fixtures and fittings are carried out to a standard that satisfies Health and Safety Regulations.

Staff have a responsibility to report any item, part, or area of the School that they regard as being hazardous and requiring an assessment of repair. A dedicated email (maintenance@cheamschool.co.uk) is provided for this purpose. Urgent matters should be verbally reported without delay directly to the

DFO or HSEQ Manager.

Staff have an obligation to use School equipment correctly, safely and for the purpose it was intended. They are not to make any alterations or additions to, nor are they to overload or misuse equipment, belonging to the School.

All purchases of equipment and supplies will be made through the Bursary. The *HSEQ Manager* will ensure relevant items are correctly installed and tested to ensure all safety standards are met.

Training and Information

A new HSSE Induction has recently been introduced which all new staff will receive. Delivered by the *DFO*, this induction covers the law, this policy, Cheam's approach to HSSE more generally and specific advice on practical matters such as risk assessments, trips, accident reporting, fire drills and muster points. Electronic handouts are emailed to participants after the induction and a record of their attendance kept on file. A recorded version of the induction is also available to all staff on the new Staff Portal.

Where staff have a specific area of responsibility for HSSE in relation to pupils or their working environment, they will receive reasonable and practical training for that duty.

Staff who have specific qualifications or certifications following training should register these on *iSAMs* and optionally provide a hard copy for their 'P' file.

Risk Assessments (RAs)

Assessing and reducing risk is a core part of running a safe School. This ranges from 'standing' Whole School RAs, which are updated at least annually, through to specific RAs for occasional on-site, off-site or one-off events. The separate *Risk Assessment Policy – including EYFS* details Cheam's approach to RAs including departmental roles and responsibilities with respect to Whole School RAs. This policy also includes templates for occasional (e.g. Hallowe'en Trail) or one-off (e.g. roof-works) onsite events. As outlined below, the *School Visits and Trips Policy* contains an RA template for off-site events.

All major events must be risk assessed. In most cases, departmental heads or event organisers are responsible for completing RAs and submitting them to the *DFO* for review and final approval by the *Headmaster*.

Copies of RAs are retained by the *DFO* in the Bursary.

The *DFO* will regularly report to the HSSE Committee on the quality and completeness of RAs.

Off-Site Activities

Staff who organise and lead 'Off-Site' activities are to follow the procedures and directive shown in the *School Visits and Trips Policy*, which includes a Risk Assessment Form. Completed forms are in the first instance submitted to the *DFO* for review before being formally sanctioned by the *Headmaster*. Once approved, a scanned copy is returned to the organiser who is expected to distribute to all member of staff engaged on that activity. Organisers are also expected to brief pupils on the key risks and mitigations related to their activities. An online version of this form is also available on the Staff Portal.

The Staff Portal contains a *First Aid bag & allergy list* form. Trip organisers are expected to submit this

online form at least 48 hours before any trip or tournament so that the *School Nurse(s)* can make up an appropriate medical kit and a list of allergies etc for the pupils being taken.

Dealing with an Emergency

Staff who see, become aware of an issue, or have a concern – no matter how minor – that threatens the wellbeing or safety of a pupil, member of staff or visitor should immediately report it to the *DFO* in person, by radio or by phone. A list of emergency contact details is provided in the Staff Common Room.

First Aid and Medical

The School's operating philosophy is that the *School Nurse(s)* who report to the *Deputy Head Pastoral* is/are responsible for all medical matters. This includes being responsible to the *Headmaster* for ensuring the whole school follows all legislation and related guidance. The *School Nurse(s)* are responsible for administering all medicines and drugs and ensuring proper procedures are in place for their dispensing and security. Except for overnight matrons who are OPUS trained, no other staff are permitted to administer medicines or drugs.

School Matrons who report to the *Deputy Head Co-Curricular* are expected to be first aid trained. Given their role in providing touchline support to many sporting activities, this training should ideally be to a higher standard than remaining staff.

The *Deputy Head Pastoral* and *Deputy Head Co-Curricular* are members of the HSSE Committee.

Remaining staff are expected to be Emergency First Aid trained and/or Paediatric First Aid trained, as appropriate. The *DFO* will ensure sufficient funding is available for refresher training, when due.

All staff are to follow the directive and procedures relating to first aid when conducting 'Off-Site' activities. The Staff Portal contains a *First Aid bag & allergy list* form. Trip organisers are expected to submit this online form at least 48 hours before any trip or tournament so that the *School Nurse(s)* can make up an appropriate medical kit and a list of allergies etc. for the pupils being taken.

Sharps

Appropriate handling and control of 'sharps' is essential to protect users and safeguard pupils. 'Sharps' includes any implement that has a blade (e.g. scissors, knives) and other items such as needles and syringes and certain tools and equipment.

General procedure

- When staff use 'sharps', they must take due precautions to avoid injury to themselves, others or damage to property. Items must be stored securely and, when in use, not left unattended to avoid any risk that they might be taken by, or create danger to, any other person.
- Where departments have their own stocks of such equipment, they should be stored in a way which makes it easy to see at a glance if any sharps are missing.
- Where sharps are to be distributed to pupils for their use, prior checks should be performed for faulty equipment and pupils reminded of the importance of reporting any faults which become apparent while using such equipment.

- When sharps are distributed to pupils for their use, they should be reminded of the correct way to handle them and the risks and implications of not doing so.
- Once sharps used by pupils are collected at the end of a lesson, sufficient time must be given for this to be completed in an orderly fashion and for a check to be carried out to ensure all sharps have been returned.

Specific departmental control measures

Catering

- All equipment must be assessed and checked for sharp edges before and after use. All sharp equipment (e.g. meat slicers, Robot Coupes) must only be operated by trained staff over the age of 18.
- Only trained staff should be allowed to use knives. This must be recorded on training record cards.
- All knives and equipment are kept locked in the kitchen, which is out of bounds to pupils.

Design and Technology

- The D&T workshop is locked when no member of staff is present. This restricts access to tools such as saws, bradawls, scribes and chisels.
- Blades of any sort are held in the D&T office, in the locked COSHH cupboard.
- Craft knives used in class are monitored using count in/out blocks. Should a blade become missing the area is searched and pupils asked to check their pockets. Any concerns are immediately reported to the *Head of Year* and *DSL*.

Grounds

- Sharps and cutting equipment are either stored in the yard which is out of bounds to pupils or with the person using them and not left unattended. At the end of the day, all equipment is returned to the yard which is locked and alarmed.

Maintenance

- Sharps, tools and other equipment are either stored in the maintenance compound which is out of bounds to unaccompanied pupils or with the person using them and not left unattended. All equipment is stored behind code locked doors, preventing unauthorised access.

Medical

- Sharps currently include scissors and tweezers only, which are triple locked in the medicines cabinet. When nurses leave the surgery, the medicines cabinet is locked, and room access protected by a door code.
- The surgery includes one-way clinical sharps bins for the disposal of any items that could present a risk.

Other

- Appropriate control measures are adopted for other items, as necessary. For example, darts used in enrichment activities are kept in the staff room which is out of bounds to pupils.

Sharp items found on site

Should a pupil discover a 'sharps' item on the school site, they should leave the item where it is and immediately inform a member of staff. The member of staff should call for the assistance of a member of the operational site team who will remove the item in a safe manner after the location and any other relevant information has been recorded. Should a welfare concern exist, a member of the *SLT* and the *DSL* will be informed.

Sharp items lost on site

Should it be discovered that any 'sharps' item or equipment is missing/lost/stolen then it should be immediately reported to the *Head of Department &/or HSEQ Manager* and, if necessary, escalated to the *DFO, DSL* and *Co-Heads*.

Injuries arising from sharps

In the first instance, the School's normal first aid procedures and escalation protocols will be followed, with added precautions taken where a risk of infection exists. Where misuse is suspected or welfare concerns arise, **the matter will be investigated** and the School's behaviour and safeguarding policies will also be used **for guidance and clarity**.

Infectious and Contagious Diseases

The *School Nurse(s)* are responsible for ensuring the School has in place baseline infection prevention and control measures that help manage the spread of infection from contagious diseases such as COVID and Flu. Such measures may include:

- Ensuring all eligible groups are supported to take up the offer of any national vaccination programmes including those offered for Flu and COVID-19. This may also extend to offering a School vaccination programme
- Encouraging the ventilation of occupied spaces to let fresh air in
- Reinforcing good hygiene practices such as hand washing and cleaning

The *School Nurse(s)* will ensure any government guidance and advice in respect of infectious and contagious diseases as issued from time to time will be followed wherever possible.

Accident Reporting and Investigations

Cheam is required to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR"). This includes maintaining appropriate records of accidents involving School activities.

Most incidents that happen in schools or on school trips do not need to be reported to the *Health and Safety Executive (HSE)*. If a member of staff or pupil is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

For these incidents, the Staff Portal contains a *Pupil Accident Form* and a *Staff Accident Form*. These should be completed online as soon as possible after any incident, making sure to provide clear details of any

Health and Safety issues that need to be reported to the *DFO*.

Injuries to staff, pupils or visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:

- the death of the person arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment).

The *HSE Information Sheet EDIS 1 (rev3)* (<https://www.hse.gov.uk/pubns/edis1.pdf>) gives guidance and examples of whether an injury arises out of or in connection with work.

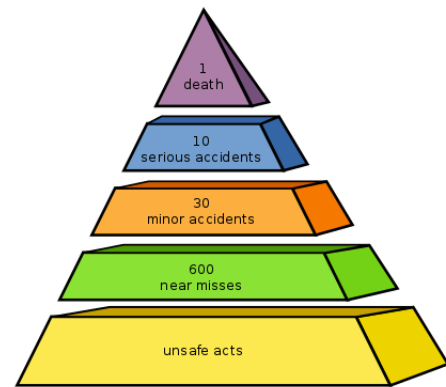
Process

- The *DFO* and/or *School Nurse(s)* will assess the nature of the incident and the reporting requirements. Reference will be made to the *HSE Information Sheet EDIS 1 (rev3)*.
- If an incident is reportable, an online submission will usually be made. A telephone service is only available for reporting fatal and specified injuries. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.
- Completed pupil accident forms are forwarded to the *DFO*. These will be kept for a minimum of three years. Records will be kept in a locked cupboard in the Bursary to ensure compliance with the *Data Protection Act 2018*. Accident reports will inform recommendations by the HSSE Committee.
- The *School Nurse(s)* is/are responsible for escorting pupils to hospital and for ensuring that Pastoral Staff are informed. If the nurse uses a private vehicle, they must place the pupil in the rear of the vehicle as long as it is safe to do so. If a School minibus/vehicle is used the rules for transportation as outlined in the *School Visits and Trips Policy* must be followed. The *School Nurse(s)* will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.
- All incidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the *DFO* and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the *Senior Management Team* and HSSE Committee.
- For serious incidents, the *DFO* should consider obtaining legal advice at the outset of any investigation; such support can be obtained by contacting *ISBA*.
- The *DFO* will contact the school insurer where any incident is felt likely to result in a claim.

Near Miss Reporting

Whereas an accident is an event that *results* in injury or ill health, a near miss is defined as an event that does not cause harm but has the *potential* to cause injury or ill health. For example, were a person to slip on a wet surface but not suffer injury because they manage to recover their balance, that would constitute a near-miss; were the same person to fall over and injure themselves, that would be an accident.

Reporting near misses can prevent more serious accidents from occurring. Based on the accident triangle (also known as *Heinrich's triangle* or *Bird's triangle*), this theory of industrial accident prevention shows a relationship between serious accidents, minor accidents and near misses. The notion is that if the number of minor accidents is reduced by acting swiftly to address near miss events, then there will be a corresponding fall in the number of serious accidents (and fatalities).



The Staff Portal contains a *Near Miss Report* form. Staff witnessing a near miss event should complete and submit an online form to give early warning of potential risks and steps to prevent recurrence.

Security

The *Operations & Security Manager* is responsible to the *Headmaster*, through the *DFO*, for ensuring all reasonable and practical measures are taken to ensure the security of staff, pupils and visitors, and the protection of School property from theft, malicious damage and intruders.

The *Operations & Security Manager* will ensure the School deploys appropriate systems, technologies and procedures to protect people and assets and thwart an opportunist or aggressive intruder.

All visitors will be recorded and issued with a security lanyard. Visitors should be accompanied at all times.

The School will not accept responsibility for the theft of personal belongings nor damage to personal belongings except by the School's negligence.

The Staff Portal contains a *Security Incident Form* for reporting any issues that require further investigation.

The *Operations & Security Manager* is a member of the HSSE Committee.

Works, Services, Maintenance and Repairs

The *HSEQ Manager* is responsible to the *Headmaster*, through the *DFO*, for all 'in-house' works services, repairs and maintenance being carried out in accordance with Health and Safety legislation.

The *HSEQ Manager* is to ensure all equipment, machinery, chemicals and tools operated by the property services team are properly maintained, serviced and regularly inspected.

The *HSEQ Manager* is also responsible for ensuring that the property services team are properly equipped, trained and have the correct PPE for the tasks they are required to do.

The *HSEQ Manager* is a member of the HSSE Committee.

Contractors and On-Site Construction

The *HSEQ Manager* who reports directly to the *DFO* via the *Operations & Security Manager* is responsible for checking the health and safety competence of all contractors working on-site. Exact details may vary,

but could include:

- How the contractor manages health and safety and who has overall responsibility
- Health and safety track record including serious incidents, served notices or prosecutions
- Staff training and behaviours including the provision of, and attitude towards, personal protective equipment (PPE)
- References from previous clients

Prior to the commencement of any works, the *HSEQ Manager* should be provided with:

- Scope of works include areas affected
- Method statements including safe systems of work or risk assessments, as applicable
- Foreseeable hazardous operations
- Any hazardous materials or dangerous work practices, which must comply with legislative and any permitting requirements (e.g. hot work, excavations, scaffolding, overhead work, use of flammable liquids, work involving electricity, working at heights, lifting equipment).
- A list of all persons to be present on site (including sub-contractors)

The *HSEQ Manager* will advise contractors of the following:

- Site emergency procedures including evacuation and assembly points
- Access arrangements and available facilities
- Relevant operational rules and procedures (e.g. no-go areas; working times)
- School activities which may affect their work
- Documentation required by the School

Contractors are expected to ensure that work areas are safe and tidy and that rubbish and redundant materials are removed.

Unless appropriate DBS checks have been completed and evidenced, contractors will be accompanied during term-time work.

Work outside normal school hours may be allowed by prior agreement with the *HSEQ Manager*.

Managing Asbestos

The School will be the duty holder as specified in the *Control of Asbestos at Work Regulations 2012* (CAW).

It is the School policy that no staff or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractors).

Where asbestos exists or is suspected in any part of the School, a *Management Asbestos Survey Report* will be conducted by specialist surveyors to identify asbestos containing materials. The *DFO* will arrange for this to take place with the assistance of the *HSEQ Manager*.

An asbestos register will be maintained showing the location, type and condition of the asbestos. The *HSEQ Manager* will be responsible for the upkeep of the register. Details of the asbestos register will be made available to all occupants of the building and visiting contractors when required.

Where asbestos exists, and surveys confirm a high asbestos hazard, warning signs will be displayed.

The *Management Asbestos Survey Report* will form the basis of an asbestos management plan formulated by an external competent person, in conjunction with the *DFO* and *HSEQ Manager* to either:

- (a) encapsulate any asbestos present and monitor its condition; or
- (b) have the asbestos removed by an HSE licensed contractor

Where any works are likely to involve contact with asbestos containing materials, the *DFO* and *HSEQ Manager* will appoint an HSE licensed contractor to undertake those works.

The most recent asbestos survey was conducted in May 2022 with associated removal works carried out in December 2023.

Where any refurbishment or demolition work is required in a building that contains asbestos, the School may need to commission a *Refurbishment/Demolition Survey* to give a more detailed understanding of the asbestos present.

Where any staff undertake activities where asbestos could be disturbed, they will be provided with awareness training by the *HSEQ Manager* so that they understand the dangers and steps to take if it is accidentally exposed.

Where an Employee, contractor, pupil or visitor believes they have discovered asbestos they should contact the *DFO* or *HSEQ Manager* immediately so that appropriate action can be taken.

Control of Substances Hazardous to Health (COSHH)

Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility.

Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant, and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the HSE
- Radioactive substances
- Any other comparable substance (e.g. pesticides)

Typical areas which will need to be considered are:

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
- Adhesives, paints, cleaning agents etc used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshops and maintenance
- Pesticides in grounds maintenance, pest control

Heads of Department will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken, and any required control measures will be implemented
- Quantities of substances stored will be kept to a minimum and an inventory of substances maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will either be available at the point of use and/or readily accessible at central locations. Instructions for transportation, storage, handling, and disposal will be followed
- Those using hazardous substances are competent to do so, in particular where there are designated standards (e.g. use of pesticides)
- Appropriate PPE will be available
- Hazard signs will be displayed at locations where substances are stored
- Pupils using hazardous substances are supervised at all times
- Any health surveillance requirements are identified and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place
- Where any contractors are used, that suitable and sufficient risk assessments incorporating the use / generation of hazardous substances have been undertaken

The maintenance, examination and testing of control measures will be the responsibility of the *Head of Department*. Such arrangements will cover:

- Fume cupboards
- Other local exhaust ventilation
- Respiratory protective equipment
- Other PPE (e.g. gloves, aprons, eye protection)

Manual Handling

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof, by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment

Heads of Department will:

- Consider whether the object needs to be moved at all
- Whether automation can be used (e.g. the availability of a lift truck)
- Where manual handling is necessary, ensure that a risk assessment is undertaken and any required

- control measures are implemented
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

Occupational Health

Staff who use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, are regarded as DSE users and must have a workstation assessment. Assessments should also be completed when: a new workstation is set up; a new user starts work; a change is made to an existing workstation or the way it is used; or users complain of pain or discomfort. A DSE workstation checklist (<https://www.hse.gov.uk/pubns/ck1.pdf>) should be used to help make an assessment.

DSE users are entitled to an eyesight test at the School's expense. This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination. However, the School has the right to decide which optometrist or doctor is used, in order to manage its costs.

Staff Wellbeing & Mental Health

All staff are encouraged to discuss with the *Headmaster* at any time their workload, duties or any issues and concerns they may have about their wellbeing and mental health at the earliest opportunity. The *Deputy Head Pastoral* assists in this regard, who has responsibility for ensuring the School supports the physical and mental wellbeing of staff and pupils alike. As part of this, both staff and pupils are encouraged to make use of Cheam's new wellbeing centre, called '*The Nest*'.

Maintenance of Vehicles and Appliances

The *DFO* has overall responsibility for ensuring all vehicles and appliances are serviced, maintained and tested in accordance with Government legislation and are operated or driven by qualified and competent individuals.

The *Financial Controller* is responsible to the *DFO* for ensuring that all vehicles in the School's transport fleet have the correct documentation and that the servicing is up to date and valid.

The *Head of Grounds* is responsible to the *DFO* for ensuring that all grounds vehicles are kept in a clean and, where appropriate, roadworthy condition.

A nominated member of the property services team is responsible to the *DFO* for the roadworthiness and cleanliness of the School's minibuses and pool car.

Seat Belts and Child Restraints

The law applies to any vehicle whether it belongs to the School or is privately owned. The driver is responsible for ensuring children under 14 years old use an appropriate child restraint or wear their seat belt (see table).

School policy is that a child will not travel in the front of a School vehicle, or a private vehicle belonging to a member of staff who is on School business, at any time unless they are over 135cm in height and only when the rear seats are all occupied. Staff who are driving a School vehicle or their private vehicles and are carrying pupils are responsible for ensuring the appropriate seat belt or child restraint depending on the height of the child.

In an emergency where a child needs to be taken to hospital or a doctor's surgery in a private vehicle, the driver may use an adult seat belt provided the child is in the rear seat.

Child age / height	Front seat	Rear seat
Under 3	Correct child restraint must be used	Correct child restraint must be used. If not available in a licensed taxi / private hire vehicle, a child may travel unrestrained
From 3rd birthday up to 135cm or 12th birthday, whichever they reach first	Correct child restraint must be used	Where seat belts are fitted, the correct child restraint must be used. Must use adult seat belts if correct child restraint not available: <ul style="list-style-type: none"> • in a licensed taxi / private hire vehicle; • for a short distance in an unexpected necessity; or • in a car or van (laden weight not exceeding 3.5 tonnes), two occupied child restraints prevent fitting a third A child aged 3 years and over may travel unrestrained in the rear seat of a vehicle if no rear seat belts are fitted and the front seat is occupied.
From 12th birthday or from 135cm, until 14th birthday	Seat belt must be worn if available	Seat belt must be worn if available
Exceptions in coaches and minibuses¹		
Coaches From 3 rd birthday up to 135cm or 12 th birthday, whichever they reach first Children under 14 years	In the front seats, may travel wearing adult seatbelt, if an appropriate child restraint is not available. In the rear seats, are not required to wear seat belts or child restraints	
Minibuses Children aged under 3 Children aged 3 to 13	Must use a child car seat if there is one available. May travel unrestrained in the rear of a minibus if no child restraint is available. Must use a child car restraint if there is one available. Must use adult seat belt in the front or rear if child restraints are not fitted or are unsuitable. May travel unrestrained in the rear if no adult seat belts are fitted in the rear of the minibus. No child under the age of 14 may travel unrestrained in the front of a minibus. However, were a minibus is used to take groups of 3 or more children aged 3-16 on a trip, it must have enough forward facing seats fitted with seat belts for every child on the trip. All the children must therefore be wearing a seat belt.	

Note 1

- A coach has more than 8 seats in addition to the driver's seat, and a maximum laden weight exceeding 3.5 tonnes
- A minibus has more than 8 seats in addition to the driver's seat, and a maximum laden weight not exceeding 3.5 tonnes

Where fitted, staff should familiarise themselves with child adjustable seat belt restraints. The driver is responsible for ensuring before the journey commences that each seat belt is individually adjusted to fit each child so that the chest cross strap is across the child's chest and NOT the neck.

Breakdown: Contingency Arrangements when Transporting Pupils to Cheam

Cheam operates a morning minibus service. This guidance outlines the steps to be taken in the case of breakdown.

The risk of breakdown is minimised by Cheam having a modern, well-maintained fleet of minibuses. Weekly preventative maintenance checks are performed in-house and staff routinely raise any concerns over vehicle handling which enables proactive investigation and remedial works.

Nevertheless, breakdown could occur once pupils have been collected and are en-route to Cheam. In this instance, the priority is to ensure the safety of pupils, which could mean removing them from the vehicle which has stopped. The driver should remain with pupils at all times, even if this means forgoing the placement of a warning triangle behind the vehicle. Hazard lights should be used instead, if working.

Depending on the circumstances, the duty driver should immediately contact the emergency services (if imminent risk to life exists) or the School front office, boarding team or *DFO*, providing a situation report including a precise location (ideally using *What3Words*). The School will provide immediate advice, which may include despatching roadside breakdown assistance or despatching another minibus to collect the pupils and duty driver (with provisions, if required). Alternatively, the School may decide that the situation and location warrants a different response and will advise and act accordingly.

The recovery of the broken-down vehicle is secondary to the safety of the pupils. Once contingency arrangements have been made to collect pupils and the duty driver, the *DFO* will liaise with relevant authorities, services and its lease company to recover the School's vehicle.



CONTINGENCY ARRANGEMENTS IN THE EVENT OF BREAKDOWN

- 1** The safety of yourself and the pupils is paramount. Assess the situation: remain in the vehicle if it is safe to do so; otherwise, escort pupils to a safe location (e.g. behind crash barrier on motorway)
- 2** If there is an immediate threat to life or serious injury, call the emergency services on either 999 or 112.
- 3** Notify the school. The escalation pathway is:
 - Front Office 01635 268242
 - Boarding Housemaster 01635 267809
 - DFO 07810 856303Provide a situation report and your exact location (ideally using What3Words).
Await instructions.
- 4** Appropriate support and provisions (if required) will be despatched to you. Reassure pupils that help is on its way. You will be collected and returned to Cheam.

Guidance included within School vehicle logbooks

Grounds and Gardens

The *Head of Grounds* is responsible to the *Headmaster*, through the *DFO*, for ensuring that all grounds and gardens are maintained in a safe condition.

The *Head of Grounds* is to ensure that all equipment, machinery, chemicals and tools operated by the grounds team are properly maintained, serviced and regularly inspected.

The *Head of Grounds* is also responsible for ensuring that the grounds team are properly equipped, trained and have the correct PPE for the tasks they are required to do.

The *Head of Grounds* is a member of the HSSE Committee.

Swimming Pool – Use and Responsibilities

General

The School believes strongly that all children should learn to swim as soon as possible. It is fortunate in having its own (outdoor) heated swimming pool and is therefore able to arrange class swimming lessons for all its pupils from Reception upwards. By Year 8, all children are, hopefully, confident swimmers.

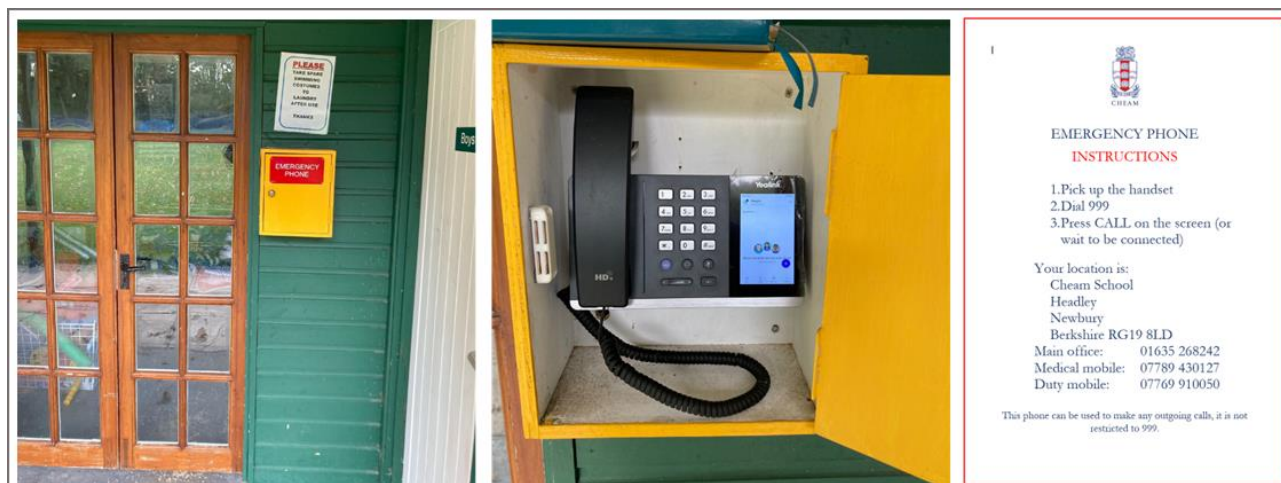
Safety

Safety is of paramount importance. The swimming pool is out of bounds when not in supervised use and pupils are not allowed to swim without staff supervision. Two members of staff must be in attendance

to supervise each swimming lesson. They must follow the published instructions of the *Swimming Pool Coordinators*.

Emergency Yellow Telephone

The emergency phone is located inside an all-weather yellow metal box affixed to the outside wall of the swimming pool changing rooms. If required, users should call the Emergency Services directly on 999 (or 112). Numbers for the Main Office, School Nurse(s) mobile and Duty Staff mobile are also provided.



Responsibilities of the Swimming Pool Coordinators

The Head(s) of PE act as *Swimming Pool Coordinators*, responsible for applying the swimming pool safety policy and procedures at the School. These duties comprise:

- The proper operation of the facility
- Monitoring, recording and reviewing risk assessments
- Recording and reviewing pool safety operations – both the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP)
- Monitoring and recording staff training and records of staff qualifications in First Aid and Lifeguarding
- Swimming pool related communications with staff
- Conditions of pool use by pupils
- Ensuring that pupils follow instructions at all times and behave responsibly

Responsibilities of the DFO

As Chair of the HSSE Committee, the *DFO* works closely with the *Swimming Pool Coordinators* in maintaining pool safety. The *DFO* is responsible for ensuring that:

- The physical security of the pool site is maintained so as to prevent unauthorised access by pupils or others at times when it is unoccupied
- Ensuring that recommended life-saving equipment is maintained in a satisfactory condition
- The emergency yellow telephone beside the pool is working
- The water quality is maintained in a safe and hygienic condition and that water sampling is conducted regularly and records of tests are kept

- Pool chlorine levels are checked regularly
- The pool plant operates safely and effectively and is regularly maintained and serviced
- The facility is regularly cleaned and appropriately maintained
- The pool is always closed if the water quality or chlorine sample causes concern and is not reopened until it is satisfactory

Leisure Use of the Pool

Staff are granted leisure access to the pool outside normal School hours on condition that they act reasonably and responsibly. They should avoid swimming on their own, must follow all School rules relating to its use and are requested not to use it any later than 9pm at night so as not to disturb the quiet enjoyment of Whitehall Lodge by its occupants. Under no circumstances is alcohol to be consumed when using the pool.

Insurance

The School has Public Liability and Employer's Liability Insurance which covers the normal use of the pool by the School, including leisure use by staff. However, staff are still required to sign a disclaimer form, which is available from the Bursary.

First Aid Box

A first aid box is located outside the changing rooms. The *Swimming Pool Coordinators* are responsible for liaising with the *School Nurse(s)* to ensure this is fully stocked and replenished with supplies within their expiry date.

Supervisors' Instructions

Staff supervising swimming activities have responsibility for who and what is allowed into the pool. The role of supervisors is of the utmost importance for maintaining a safe pool environment. Supervisors must:

- (a) be in possession of a mobile phone and familiarise themselves with the location and operation of the Emergency Yellow Telephone
- (b) be appropriately dressed and of a capable standard of water confidence should an emergency arise
- (c) have a whistle to attract the attention of pool users
- (d) check the pool safety equipment is deployed as follows before and after each session:
 - Four red buoys mounted on posts at the corners of the pool.
 - Four saving ropes hanging from the posts at the corners of the pool.
 - One long reach pole in the middle of the pool
- (e) ensure there is a first aid kit inside the all-weather box outside the changing rooms
- (f) ensure there is no diving permitted in the shallow end (racing diving is permitted in the deep end)
- (g) prevent horseplay or running, either inside or around the pool
- (h) patrol the pool edge and not remain stationary. Only enter the water in an emergency.
- (i) prevent food, glass or other possible contaminants from entering the pool
- (j) ensure the pool does not become overcrowded
- (k) ensure any equipment is returned to the shed
- (l) immediately inform the *DFO* of any defects to the pool, safety equipment or any of the changing facilities

(m) conduct a head count prior to, and after, swimming activities

Emergency Action Plan

An emergency would include:

- A casualty in the water
- Serious injury to a swimmer
- Overcrowding
- Disorderly behaviour
- Physical confrontations
- Lack of water clarity
- Structural failure
- Emission of toxic gases

In such cases, the following action plan is to be carried out by the designated supervisor of the session:

- Long clear blast on the whistle
- Clear the pool immediately
- Carry out rescue and administer first aid, as appropriate
- The rescue procedure is:
 - Talk
 - Reach
 - Throw (rope or life ring)
 - Wade
 - Swim with aid
 - Swim and tow
- Effect the rescue from the nearest convenient point to the casualty. In the event of a suspected spinal injury the casualty should not be moved from the water but appropriate action taken to support the casualty until medical staff or emergency services arrive.
 - Do not leave the casualty unattended
 - Do not stop resuscitation until medical staff or emergency services arrive
 - All incidents must be subsequently written up on an accident report form giving details of first aid given

On hearing the alarm all available staff should respond and assist:

- Help with rescue and first aid
- Call the emergency services if necessary
- Control and evacuate swimmers
- Ensure a clear route for emergency services.

Catering

The *Catering Manager* is responsible to the *Headmaster*, through the *DFO*, for ensuring all staff involved in preparing and handling food have received appropriate training in food hygiene. This should include measures to minimise the risk of cross-contamination, particularly regarding allergens and/or on religious grounds. In this regard, the *Catering Manager* is also responsible for food labelling in all areas where food

is served.

The *Catering Manager* is responsible all matters relating to cleaning materials used in the Catering Department.

The *Catering Manager* is a member of the HSSE Committee.

Policy Owners

Staff: Director of Finance & Operations
Governors: Financial Sub-Committee

Latest Reviews

Staff Policy Owner: February 2024
Compliance: February 2024
Board of Governors: June 2024