



BROCKHURST & MARLSTON HOUSE SCHOOLS
Including all of the Pre-Prep Department and Early Years
Foundation Stage



HEALTH & SAFETY POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2024.

Reviewed: September 2024

Next Review: September 2025

1.0 GENERAL

- 1.1 The Directors note the provisions of the **Health and Safety at Work Act 1974** (s.3(1), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- 1.2 The aim of the Directors is "To provide a safe and healthy working and learning environment for staff pupils and visitors."
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Directors cannot prevent accidents or ensure safe and healthy working conditions. The Directors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Directors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.0 THE DUTIES OF THE DIRECTORS

- 2.1 In the discharge of their duty the Directors, in consultation with the Head, will:
 - (a) make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999** (SI 1999 N0. 3242)
 - (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
 - (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - (d) identify and evaluate all risks relating to:

- (i) accidents
 - (ii) health
 - (iii) school-sponsored activities (including work experience)
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the management structure.

2.2 In particular the Directors undertake to provide

- (a) a safe place for staff and pupils to work including safe means of entry and exit
- (b) plant, equipment and systems of work which are safe
- (c) safe arrangements for the handling, storage and transport of articles and substances
- (d) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice whether statutory or advisory
 - (iii) guidance whether statutory or advisory
- (e) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Directors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All necessary training will be regularly updated
- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- (g) adequate welfare facilities

2.3 So far as is reasonably practicable the Directors, through the Head, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 THE DUTIES OF THE HEAD

3.1 As well as the general duties which all members of staff have (see 5.0), the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Bursar, the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

3.2 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Head will

- (a) be aware of the basic requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice relevant to the work of the school
- (b) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- (c) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- (d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that risks are controlled
- (e) consult with the Bursar and other members of staff, including the safety representatives, on health and safety issues
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment
- (h) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- (i) encourage staff, pupils and others to promote health and safety
- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- (k) encourage all employees to suggest ways and means of reducing risks
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- (n) monitor first aid and welfare provision
- (o) monitor the management structure, along with the Directors.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 The Head has nominated the Bursar to have day to day responsibility for the implementation and operation of the school's Health & Safety Policy. The Bursar will be responsible for organising and implementing training for all staff as required including safety training in manual handling, slips and trips and working at heights as well as training for staff in the completion of risk assessments if required. The Bursar will be responsible for recording all training. The Bursar will keep records of all accidents and injuries to staff and pupils and visitors and will be responsible for the reporting of all accidents and injuries through RIDDOR if necessary. This information will also be recorded on a database system for analysis to help prevent repeat accidents or incidents.

- 4.2 All supervisory staff (e.g. heads of departments, coordinators, science technicians, DT technicians) will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.3 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Head or the member of staff nominated by the Head to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 4.4 They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- 4.5 As part of their day-to-day responsibilities they will ensure that:
- (a) safe methods of working exist and are implemented throughout their department
 - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - (c) staff, pupils and others under their jurisdiction are instructed in safe working practices
 - (d) new employees working within their department are given instruction in safe working practices
 - (e) regular safety inspections are made of their area of responsibility as required by the Head or Business Manager as necessary
 - (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
 - (g) all plant, machinery and equipment in the department in which they work is properly guarded
 - (h) all plant, machinery and equipment in the department in which they work is in good and safe working order
 - (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
 - (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
 - (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
 - (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - (m) all the signs used meet the statutory requirements
 - (n) all health and safety information is communicated to the relevant persons
 - (o) they report, as appropriate, any health and safety concerns to the appropriate individual.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

- 5.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omission at work
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- (c) Departmental Heads and Supervisors will be responsible for the completion of classroom risk assessments which will be reviewed annually.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

- (a) be familiar with the safety policy and any and all safety regulations as laid down by the Directors
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) see that all plant, machinery and equipment is adequately guarded
- (d) see that all plant, machinery and equipment is in good and safe working order
- (e) not make unauthorised or improper use of plant, machinery and equipment
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, plant, equipment and facilities which they observe. They will report to the Bursar via e-mail and will be logged in the Maintenance File located in the Finance Office
- (l) take an active interest in promoting health and safety and suggest ways of reducing risks.

6.0 HIRERS, CONTRACTORS AND OTHERS

6.1 When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.

6.2 The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employ of the Directors, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Directors and that they will not without the prior consent of the Directors:

- (a) introduce equipment for use on the school premises

- (b) alter fixed installations
 - (c) remove fire and safety notices or equipment
 - (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3 -4 of the **Health and Safety at Work Act 1974**.
- 6.6 All contractors who work on the school premises will have been checked according to our recruitment policy. Contractors making emergency repairs will be in general directly supervised but where that is not practicable, be checked at regular intervals as determined by the Bursar.
- 6.7 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 6.8 The Directors draw attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the best interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The Directors, through the Head, will make arrangements for the establishment of a Health & Safety committee. The committee will cover all aspects of the Health & Safety and will co-opt members of staff as required. The Health & Safety committee (Headmaster, Bursar & Deputy Head, who is also the Designated Safeguarding Lead) will complete a termly audit.

8.0 CODES OF PRACTICE AND SAFETY RULES

- 8.1 In consultation with the Directors (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 8.2 From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

If the Head considers the inclusion of all such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Directors that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

9.0 RISK ASSESSMENT

- 9.1 The Head, through the Bursar, will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Directors.

10.0 EMERGENCY PLANS

10.1 The Head, through the Bursar, will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. The plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life
- (b) prevent injury
- (c) minimise loss

This sequence will determine the priorities of the emergency plan

10.2 The plan will be agreed by the Directors and will be reviewed annually. Fire evacuation drills are rehearsed by staff and pupils at the start of each term. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Directors.

11.0 FIRST AID

11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

11.2 The number of certificated first aiders will not, at any time, be less than the number required by law.

11.3 At the discretion of the Directors other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Directors after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Directors as that being sufficient to meet the needs of all foreseeable circumstances.

11.4 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

12.0 REVIEW

12.1 The Directors will review this policy statement annually and update, modify or amend it as they consider necessary to ensure the health, safety and welfare of staff and pupils.

CCTV Policy

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at Brockhurst and Marlston House schools. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the System).

The System is administered and managed by the School, who act as the Data Controller. This policy will be subject to review from time to time, and should be read with reference to the Privacy Notice for Whole School Community. For further guidance, please review the Information Commissioner's CCTV Code of Practice.

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds.

The system will comprise cameras sited at the following locations:

- Corner of PAC overseeing the drive and RH parking.
- Entrance to Pre-Prep.
- On the outside of the Mansion.
- Sports Hall overseeing the Astro road and access to the changing rooms.
- Corner of the Turner Centre corridor, library and science labs.
- Coach House dining hall.

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

Objectives of the System

- To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.
- To protect the School buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.
- To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.
- To monitor the security and integrity of the School site and deliveries and arrivals.
- To monitor cases of unacceptable pupil behaviour.

Positioning

Locations have been selected that the School reasonably believes require monitoring to address the stated objectives. Adequate signage will be maintained in prominent positions to inform pupils, staff, volunteers, visitors and members of the public that they are entering a monitored area.

No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities. No images of public spaces will be captured except to a limited extent at site entrances.

Maintenance

The CCTV System will be operational 24 hours a day, every day of the year. The day-to-day management of images will be the responsibility of the Bursar who will act as the System Manager.

The System Manager will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.

Supervision of the System

Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons. Authorisation to review the images will be granted by the Bursar as detailed below under 'Access to Images'.

Storage of Data

Images will be stored for 28 days, and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.

Where such data is retained, it will be retained in accordance with the Data Protection Act 2018, General Data protection Regulations (GDPR) (May 2018) and the Privacy Notice for Whole School Community. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the system log book.

Access to Images

Access to stored CCTV images will only be given to authorised persons, under the supervision of the Bursar, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).

Individuals also have the right to access personal data the School holds on them (please see the Privacy Notice for Whole School Community), including information held on the System, if it has been kept. The School will require specific details including at least to time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.

The Bursar must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the Bursar may authorise access to CCTV images:

- Where required to do so by the Head, the Police or some relevant statutory authority;
- To make a report regarding suspected criminal behaviour;
- To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
- To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
- To data subjects (or their legal representatives) pursuant to an access request under the Act and on the basis set out in 6.2 above;
- To the School's insurance company where required in order to pursue a claim for damage done to insured property; or
- In any other circumstances required under law or regulation. Where images are disclosed a record will be made in the system log book including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

Appendices

The following appendix is available from the Bursar in the Finance Office:

Appendix A – COSHH Policy
Appendix B – Winter Maintenance Plan
Appendix C – Working at Height Policy
Appendix D – Electrical Safety/PAT Testing Policy
Appendix E – Swimming Pool NOP & EAP
Appendix F – Manual Handling Policy
Appendix G – Lone Workers Policy
Appendix H – Slips/Trips Policy & Guidance
Appendix I – Asbestos Policy
Appendix J – Legionella Policy
Appendix K – Minibus Policy
Appendix L – Emergency Procedures for LPG Gas Leak
Appendix M – CCTV Policy

Complaints and Queries

Any complaints or queries in relation to the School's CCTV system, or its use of it, or requests for copies, should be referred to the Bursar. For any other queries concerning the use of your personal data by the School, please see the Privacy Notice for Whole School Community