

SINCLAIR HOUSE
HEALTH AND SAFETY POLICY
RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

This policy is publicly available on the school website and a copy may be obtained from the school office.

This policy has been specifically prepared for our school. It is inclusive of activities outside of the normal school hours. This policy applies to all staff (teaching and support staff), the Principal and volunteers working in the school. This policy is publicly

Issue Status, Distribution and Authorisation: Any changes to these documents shall be made by re-issuing the whole of the document. **Lisa Dawson** is responsible for issuing these documents on behalf of the Principal.

Distribution: Copy No. Controlled Copy Holder

1 The Principal, 2 Lisa Dawson uncontrolled copies of these document, specifically marked 'UNCONTROLLED COPY', can be issued on request by the HSM. It is the responsibility of the recipient of any uncontrolled copies to ensure that they are holding the latest available information.

Issue Authorisation: These documents are issued on behalf of the Sinclair House (forthwith referred to as the Principal), whose registered place of business is **159 Munster Road, Fulham, London, SW6 6DA** referred to as "the School".

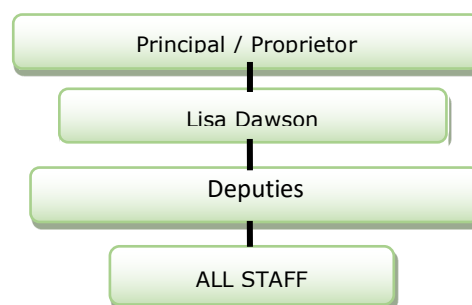
Monitoring and Review: This policy will be subject to continuous monitoring, refinement and audit by The Principal and Lisa Dawson to undertake a formal annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than **June 2027**, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number.

Signed:

Mrs. Carlotta T.M. O'Sullivan
Principal and Principal

Date: 23rd June 2026

Responsibilities: The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. A separate organisation chart is kept and maintained in the entrance and reception area to our school. This shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns an example of which are the child protection procedures. Our internal organisation chart is as follows:



Health & Safety Policy: The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review. The Principal has a general statement of policy; states who is responsible for what (delegation of tasks) and makes arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards

OUR POLICY

Introduction

The overall and final responsibility for Health and Safety is that of the Principal. The day-to-day responsibility for ensuring this and other health and safety related matters are put into practice is designated to Lisa Dawson. 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 - Child Protection policy and procedures. The responsibility for ensuring that both the *Health and Safety Organisational Chart* and the *Health and Safety Law Poster* that summarises our responsibilities are kept up to date and posted in the staff room.

The main elements include:

Plan – We develop an approach that sets objectives and measures those objectives on a regular basis.

Do – We have management systems and practices to ensure that risks are dealt with sensibly, responsibly and proportionately.

Check – We have monitoring and reporting arrangements and check our risk assessments.

Act – We have an annual Health and Safety audit that includes whether we are effectively managing risk and protecting people.

The establishment of an effective health and safety management system within the school will achieve this Policy. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties. The policy will be subject to regular review by the Principal, with updates as required.

General Statement: In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Principal to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any school activity whether it be on the school site or off site. The prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils. This policy also applies to any persons, including contractors, employed by or on behalf of the principal, who visit or work at sites in the control of the Principal. The Employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. Ms Lisa Dawson manages the implementation and monitoring of the policy for the principal.

The arrangements outlined in this policy statement and the various other safety provisions made by the principal cannot prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The principal will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. It is the Principal's policy to encourage employees, pupils, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

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

Employer duties: The Principal has a duty to:

- be familiar with and ensure the school always adheres to 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;
- Comply with Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2015, including any further amendments as they are published, along with the Regulatory Requirements 2010 Part 3(3)(7) of the Education (Independent School Standards) (England) Regulations 2014;
- Identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage;
- ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care;
- Seek support from and consult with employees on matters concerning their health and safety;
- where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;

- to train and supervise all our staff in the health and safety issues that affect children and ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- monitor and review this Policy and the various systems procedures in accordance with statutory requirements;
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school; and
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

Sinclair House ensures arrangements are made to safeguard and promote the welfare of pupils at the school and that such arrangements have regard to any guidance issued by the Secretary of State. The Principal takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational 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 pupils' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented and how our pupils are supervised during school hours; the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality
- how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all pupils;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying.

Employee duties: The Health and Safety at Work etc Act 1974 states:

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

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

The Act also states that: 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.' 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 pupils.

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Principal.
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively and 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 the Principal 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, pupils, visitors, etc.) who may be affected by their acts or omissions at work;
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid;

- co-operate fully, 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, 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 storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled;
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents and near misses immediately, whether injury is sustained or not using an Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures;
- Use and not wilfully misuse, neglect or interfere with things provided for his 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 pupils, as they have a duty to under common law;

Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with Lisa Dawson and request that it is reviewed. Lisa Dawson & Principal will work to ensure that the procedures at the school are proportionate, effective and appropriate. There is a fixed agenda item on health and safety for our staff meetings.

Consultation arrangements with employees: Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates regarding health and safety through our staff meetings and in the case of immediate changes, staff are consulted individually by Lisa Dawson.

Health and Safety duties: The Principal has appointed **Lisa Dawson** as the on-site health and safety manager (HSM) for Sinclair House School. The HSM acts as the focal point for day-to-day references on safety and gives advice; obtaining, where necessary, external advice. The HSM also has 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, pupils/pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSM will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role includes, but is not limited to the following:

- Monitoring the Health and Safety policy, ensuring that Principal, employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it.
- Being aware of and ensuring compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Collating accident information and, when necessary, carry out accident and incident investigations.
- Ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Keeping up to date with current legislation and informing other staff and volunteers as appropriate.
- Making annual health and safety inspections.
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- Ensuring that the fire drill instructions are in all rooms. Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections.
- Ensuring that regular visitors observe the school's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Principals on health and safety matters.

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

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

- have a general responsibility for the application of the Principal's safety policy to their own area of work and are directly responsible to the Nursery Manager for the application of existing safety measures and procedures within that area of work
- follow the advice or instructions given by the Nursery Manager 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 Lisa Dawson 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 pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the HSM or any relevant adviser appointed by the Principal and 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.

Arrangements:

- We have a Health and Safety Organisational Chart and Health and Safety Law Poster which are updated as appropriate by the employer. These clearly identify responsibilities and contact details. The chart clearly shows the reporting lines for any employed person regarding health and safety. They are kept in the entrance and reception.
- We have a dedicated Health and Safety Manager who holds a training in Fire Safety, COSHH, Asbestos and First Aid.
- We have a registration book to record the arrival and departure of all staff, children, parents, visitors and contractors who enter our school.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school.
- We ensure that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- Only those staff who have been checked by an 'enhanced disclosure' from the Criminal Records Bureau are allowed unsupervised access to the children in our care.
- A minimum of two staff are always present whenever any children are on our premises. Most staff are trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst children are on our premises.
- Parents, visitors, contractors etc. can only enter the building through the main entrance. This entrance is controlled through the use of an intercom and electronic door release from inside the building.
- All children in our care are regularly reminded of what is safe and not safe to do when on our premises.
- We have installed smoke detectors in all fire risk areas. These are checked on a Termly basis. We ensure that everyone can hear the fire alarm when it is raised.
- We regularly practise what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products, not solvent-based one.

Working Together to Safeguard Children (HM Gov: March 2015 amended 2017), helps to outline individuals' responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, September 2016) Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

Safeguarding - Child Protection: If an employee or volunteer suspects that a pupil may be the victim of abuse, they should immediately inform the school's Designated Safeguarding Lead (DSL). It is the school's policy for the school to comply with the Local Authority's Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.

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

E-safety inclusive of the Internet: Please refer to our ICT – E-Safety Policy including Prevent Duty. We use only an IPAD with adult supervision. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Arrangements for the Comfort of Children and Staff

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, lockable and allow sufficient light through.
- Our doors prevent fingers from being trapped by sudden closures and have safe vision panels fitted so that small children can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is always available. There is no access to any water supplies that are not safe for drinking.
- Appropriate Risk Assessments are carried out, and we refer to the relevant policies including: Use of Portable Heaters, Catering & COSHH,

Arrangements for Hygiene: The following arrangements are specifically put in place to minimise the likelihood of any staff or pupils picking up undesirable diseases, ailments or other health problems. We teach our pupils about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by pupils. 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 staff toilets.
- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked daily.
- Only safety-approved cleaning materials are used.
- We have daily cleaners to cover all areas accessible by children.
- We teach our children about the importance of hygiene and keeping their hands clean.
- Any animals on site are checked to ensure they do not pose a threat to children's health.

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

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The HSM will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. 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 to the HSM who will prioritise issues and assign resources to undertake remedial/control measures where required.

Staff Training in Health and Safety, including Risk Assessment: Staff training in child protection, prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is a set agenda item for the Health and Safety Committee. Newly appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards.

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

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of Sinclair House 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.

Training of Staff in health and safety, including risk assessment

We make 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. We provide staff with training in health and safety including how to carry out risk assessments as part of their on-going continuous professional development. We also use external trainers to support us in the training of our staff with regards to health and safety.

This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.

Staff training is a set agenda item for the health and safety committee.

Consultation arrangements with employees

There is a Health and Safety sub-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.

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

- Deaths, major injuries, more than seven-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

Accidents should be reported to the Health & Safety Officer including the following information:

- Person's details
- Details of person completing the report (if different)
- Details of the accident: where, when, how it happened
- Any injuries sustained
- When reported to parents (if involving a pupil).

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Office. Records should be stored for at least three years or if the person injured is a minor.

The Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements: The safeguarding and welfare requirements, specified in the Statutory Framework for the Early Years Foundation Stage are contained in whole school policies inclusive of any appendix specific to EYFS.

First Aid and Medication: Please refer to the school's separate First Aid Policy. Sinclair House has in place: practical arrangements at the point of need, the names of those qualified in first aid and the requirement for updated training every three years, at least one qualified person on site when pupils are present, ways to show how accidents are to be recorded and parents informed, access to first aid kits, arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes), hygiene procedures for dealing with spillage of body fluids and guidance on when to call an ambulance.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. All staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity. If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy as stated by the HSM. The school complies with the Regulatory Requirements, Part 3, Paragraph 12, of the Education (Independent School Standards (England) Regulations 2010.

- Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, HSMs, staff and proprietor.
- Health and Safety Manager (HSM) School trips and outdoor learning activities tackling the health and safety myths (HSE July 2011).

Arrangements for Activities:

- Adults accompanying residential trips have an enhanced DBS certificate and must have made a risk assessment.
- We inform parents of plans for events on our premises.
- We insist that parents consent to take the children away from the premises for an outing and encourage parents to come with us.
- We ensure that our staff have access to all necessary equipment for outings.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits, Off-Site Activities and Visiting Guests Policy.

Off-site Visits, Including Residential Visits: All staff are aware of the Sinclair House policies and procedures for Educational Visits and Off-Site Activities. All teachers are responsible for arranging the trip, visiting the venue and completing risk assessments. Organisers of visits/extra-curricular activities have a general common-law duty to act as a reasonable parent would in looking after pupils in their care in the particular circumstances of the visit/activity. They also have a responsibility to Sinclair House School for maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on School premises and when they are engaged on authorised School activities elsewhere. School policy must be followed for any such visit. The appropriate trip proposal, risk assessment and documentation must be completed as indicated in our Off Site Visits Policy (LOTIC).

With reference to our off-site activities we always ensure:

- Adequate staffing ratios at all times.
- That adults accompanying residential trips have an enhanced DBS certificate.
- That parents are always informed of all forthcoming plans for school-led adventure activities on our premises.
- That parents consent whenever we plan to take the pupils away from the premises, no matter where.
- That our staff have access to all the equipment needed when we go on outings.
- That all staff undertaking school trips make the appropriate risk assessment prior to the visit.
- That we have means of communication with parents during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- That we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- That any drivers of vehicles that are required to transport the pupils on any outings are competent and trustworthy and that the vehicles are properly equipped with safety seatbelts.

Transport: We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip pupils will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. All drivers of the school mini-bus must have undertaken an appropriate training course. In cases of long journeys, pupils will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit. Any mini-bus or other vehicle designed to carry nine or more passengers operated by the school is in accordance with the restricted *Passenger Carrying Vehicle (PCV) Operators licence* and any driver must hold a *PCV Driving Licence*.

Behaviour of any person (including a parent/guardian) on the school premises: Our School's positive behaviour management including, discipline, sanctions and exclusion policy refers to the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police. Staff behaviour is outlined in our Staff Code of Conduct.

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

Theft or other criminal acts: The HSM will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the HSM will inform the police and record the incident in the incident book

Violence towards Staff: If there are any concerns about the behaviours of visitors they are required to leave the premises. 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: It is recognised that Manual Handling Operations have contributed significantly to National Accident Statistics. Sprain and strain injuries, particularly to the back, have been most common. It is the School's intention to do all that is reasonably practicable to avoid these consequences on the premises in accordance with the above Regulations. These require that:

- Work is to be planned to avoid all unnecessary manual handling which involves a risk of injury.
- Any unavoidable manual handling operations that might be potentially hazardous are to be assessed with a view to reducing risk.
- All reasonably practicable precautions will then be taken to reduce risk. These might include the use of mechanical assistance, assistance from colleagues, improvement or changes in the nature of the task.

General Assessment - in general, work at the school does not involve repetitive manual handling tasks, which lend themselves to detailed analysis and assessment. However, from time to time employees will inevitably encounter manual handling tasks and they must bear in mind the School's policy:

- Employees are expected always to work well within their own individual capabilities and to make full and proper use of any system of work or mechanical assistance introduced to reduce the risk of injury.
- Employees are expected to exercise common sense and judgment. If a particular manual-handling task seems likely to approach the limit of their own capabilities, then mechanical assistance or the assistance of colleagues is to be used.
- In any cases of doubt, employees must contact their immediate supervisors for advice.
- While the Principal will ensure that all reasonable practicable steps are taken to reduce risk in manual handling operations, employees are asked for their cooperation. In particular, employees are asked to bring to the attention of HSO any manual handling tasks that might be eliminated, simplified or improved.
- Compliance Manager will arrange for investigation of any incidents reported to him, which involve, or could foreseeably involve injury due to manual handling. This is with a view to undertaking measures, so far as is reasonably practicable, to reduce risks. Employees' cooperation in these investigations and their assistance in determining suitable measures are considered to be of vital importance.

Slips, Trips and Topples: Risk assessments of all areas will identify any areas presenting a risk of slips, trips or topples. Steps will be taken to eliminate any foreseeable risk of injuries caused by a slip, trip or topple. All injuries, accidents, and dangerous occurrences will be recorded.

Non-Smoking: Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking (including the use of E cigarettes) on the school premises.

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 Sinclair House. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception. 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 for the Headmistress to undertake these duties; which are specified in the daily routines. A separate Lockdown Policy has been produced.

First Aid, Medication and supporting Medical Needs

Please refer to the school's separate First Aid Policy. We have in place:

- Practical arrangements at the point of need;
- The names of those qualified in first aid and the requirement for updated training every three years;
- Having at least one qualified 'First Aider' person on site when pupils are present;
- Showing how accidents are to be recorded and parents informed;
- Access to first aid kits;
- Arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- Hygiene procedures and Body Fluid kits for dealing with spillage of body fluids and
- Guidance on when to call an ambulance;

The HSO is responsible for maintaining a record of those staff who have received training and the details & expiry dates of their qualifications. A list of these personnel is contained in the first aid policy. Paediatric First Aid Training is given to all staff by a recognised training organisation.

The HSO has determined the appropriate locations and specifications of First Aid Boxes and these are listed in the First Aid policy.

The First Aid Co-ordinator will be responsible for ensuring that First Aid Boxes continue to meet laid down statutory requirements, and for checking Boxes against a stock list each term and restocking as necessary.

The First Aid Co-ordinator will be responsible for ensuring that eye wash stations meet laid down statutory requirements and are restocked as necessary.

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

All staff will receive first aid training as is by law, giving them an appropriate level of competence to care for children.

Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background.

A written record will be kept of all first aid administered either on the school premises or as a part of a school related activity.

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

- electrical equipment and installations are checked by competent persons or organisations.
- gas heating boiler and gas supply lines are regularly checked by competent persons or organisations. Access to these is strictly controlled.
- playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- external play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
- internal play equipment is assessed for safety and suitability prior to use. Only CE-marked equipment (or equipment certified for conformity) is used.
- Regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

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

Control of Substances Hazardous to Health: The implications to COSHH applied at Sinclair House where both records and working practices reflect the seriousness in which Sinclair House implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments. The School will take all necessary steps to comply with COSHH Regulations and advice given by Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

The school will ensure that all such substances are stored in an appropriate manner according to their assessment.

The COSHH Policy sets out a system whereby the HSO will be made aware of any change in purchase policy so that new substances may be effectively monitored.

Working at Height: Any situations where work may need to be carried out at height are in consultation with our Health and Safety Manager.

The school recognises that falls from height are the most common cause of fatal accidents in the workplace. The Working at Heights Regulations 2005 is in place to prevent these deaths and injuries and apply to any work where a person could be hurt by falling from heights. A simple hierarchy for managing and selecting equipment for work at height is:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where work at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

Staff are to carry out pre-use checks on access equipment before use and report any faulty equipment to Lisa Dawson, who is to ensure that:

- All work at height is properly planned and organized.
- Those involved in work at height are trained and competent.
- The place where work is done is safe.
- Equipment for working at height is appropriately inspected and maintained.
- The risks from fragile surfaces and falling objects are properly controlled.
- All work at height takes account of weather conditions that could endanger health and safety.

Workplace Safety for Teachers, Pupils and Visitors: The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of Sinclair House 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, and to wear an identification badge at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a manager immediately. The intruder must leave the school site straight away.

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 Principal will take such actions as are necessary to prevent persons in their care from a risk or injury. The Principal 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. For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

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

The procedures for the selection, appointment and monitoring of contractors working within the school premises require them to take into account: The Construction (Design and Management) Regulations 2015 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

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.

Fire Safety: In compliance with the 'Fire Safety Order' (2005) Sinclair House undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Principal 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 firefighting and evacuation),
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved) and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

The role of the 'responsible person' at Sinclair House is undertaken by the Health and Safety Manager who keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills; (vi) certificates for the installation and maintenance of fire-fighting systems and equipment.

Further Information: With reference to the following statements, Sinclair House has the required details, policies, procedures and working practices in place. Additionally, documentation is in place concerning: Anti-bullying, Behaviour management, Employment, Fire safety policy and audit and role of fire marshals, First aid and the administration of medicines, Risk assessment, Safeguarding (child protection/safer recruitment, E-Safety and Prevent Duty)

Legal Status - being prepared with regard to the:

- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) www.hse.gov.uk/riddor Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)
- <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

A list of all supporting policies and procedures is attached at the end of this policy. Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Manual. Specifically, there are details on: