Health & Safety Policy

Aspire • Believe • Achieve

Staff member responsible:	Yvonne Crundwell
Role:	Bursar
Revised On:	September 2027
Ratified by governing board:	
Review Due:	Sept 2027

Frewen College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Introduction

The overall and final responsibility for Health and Safety is that of the Governors. The day-to-day responsibility for ensuring this and other health and safety related matters are put into practice is designated to the Bursar who is the Health and Safety Officer (HSO). 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 HSO is also responsible 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(s). The main elements include:

Plan – We develop an approach that sets objectives and measures those objectives on a regular basis. The Health and Safety policy then sets a clear direction and ensures communication of Health and Safety duties and benefits.

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 Compliance Manager, with updates as required.

General Statement

The aim of Frewen College is to provide a safe and healthy working and learning environment for staff, pupils and visitors believing that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils. We recognise that the term 'health' also includes mental health. We have a dedicated policy on mental health, which takes into consideration the guidance issued by the Department for Education. In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the School/Employer 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 School, who visit or work at sites in the control of the School. The Employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. The Bursar manages the implementation and monitoring of the policy for the School

The arrangements outlined in this policy statement and the various other safety provisions made by the School cannot in itself 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 School 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 School'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 Head's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

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

- Safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure school environment, including the elimination of potential risks to 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;
- 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 adjusts 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; and
- the views of parents and carers, staff, Directors and others.

We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety along with a system for assessing risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this. Frewen College ensures arrangements are made to safeguard and promote the welfare of students at the school and that such arrangements have regard to any guidance issued by the Secretary of State.

Employer duties

The School has a duty to:

- be familiar with and ensure the school adheres at all times 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 particular 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
- with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

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 himself and of any persons who may be affected by his acts or omissions at work, and
- regards any duty or requirement imposed on him by the Bursar 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 School.
- 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 their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- take reasonable care of their own health and safety and that of any other persons (staff, 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 ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order and not interfering with or misusing anything provided for their health, safety or welfare;
- 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 and
- 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 their employer and request that it is reviewed. The Bursar will work with the employer 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: 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. Staff are informed of updates with regard to health and safety through our weekly staff meetings and in the case of immediate changes, staff are consulted individually by the Responsible Officer.

Responsible Officer duties: The School has appointed the Bursar as the on-site Responsible Officer for this school. The Responsible Officer acts as the focal point for day-to-day references on safety and gives advice;

obtaining, where necessary, external advice. The Responsible Officer 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 Responsible Officer 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 School, 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 Schools on health and safety matters.

The Bursar 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 School's safety policy to their own area of work and are directly responsible to the Bursar for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Bursar including complying to the relevant parts of this statement;

- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Bursar 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 Bursar;
- 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 Bursar or any relevant adviser appointed by the School and shall propose to the Bursar 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 digital registration system to record the arrival and departure of all 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 are registered child carers and 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 and at least one member of staff who has a current 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.
- 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 regular 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 ones.

Working Together to Safeguard Children (HM Gov: 2018*)*, 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 2026). 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 in to the day to day working practices at Frewen College we also have a separate policy that clearly states the schools 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.

Pupil Access to Risky Areas of School Buildings and Grounds: The School is committed to ensuring that all pupils, including boarding students, are protected from foreseeable risks arising from access to hazardous or restricted areas of the school buildings and grounds. Access to areas that present an increased risk to health, safety, or welfare is controlled, supervised, and managed through appropriate risk assessments, security measures, and staff oversight.

Risky or restricted areas may include, but are not limited to, maintenance and plant rooms, boiler rooms, kitchens, workshops, cleaning stores, chemical storage areas, caretaker facilities, roof spaces, designated construction or maintenance zones, vehicle access routes, car parks, water features, and any area identified through the school's risk assessment process as presenting a significant hazard.

Boarding students must not enter restricted areas unless specifically authorised and appropriately supervised by a member of staff. Physical controls such as locked doors, fencing, signage, alarms, and access control systems will be used where necessary to restrict access. Staff are responsible for challenging unauthorised access and reporting any breaches in accordance with school procedures.

Risk assessments will identify hazards associated with specific locations and activities, determine the level of supervision required, and specify control measures to reduce risks to an acceptable level. These assessments will be reviewed regularly and following any significant change, incident, or concern.

The School will ensure that boarding students receive appropriate information, guidance, and supervision regarding safe movement around the site and understand which areas are restricted and the reasons for these restrictions. Particular consideration will be given to students' age, understanding, SEND needs, mobility, behaviour, and individual vulnerabilities when determining access arrangements and levels of supervision.

Any unauthorised access, safety concern, or incident involving a risky area of the premises will be reported, investigated, and addressed promptly, with additional control measures implemented where necessary to safeguard the welfare of pupils.

This section of the policy should be read in conjunction with the schools Boarding Risk Assessments.

E-safety inclusive of the Internet: Please refer to our ICT – Online-Safety Policy including Prevent Duty. We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's teaching materials) and advice from saferinternet.org.uk. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications. We ensure that

appropriate filters and monitoring systems are in place to safeguard children from potentially harmful and inappropriate material online.

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 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 available at all times. 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 girls' and 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. Food is prepared and served by trained and suitably attired members of the catering team.
- Only safety-approved cleaning materials are used.
- We have a daily cleaning schedule 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. Any unchecked animals, such as pets, are strictly forbidden without prior consent from the Head. Dogs and other pets (excluding guide dogs) must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

Risk Assessment (Please refer to our Risk Assessment Policy inclusive of Access to Risky Areas in accordance with Boarding School National Minimum Standards (NMS): The School ensures that- (a) the welfare of students at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy in compliance with Health and Safety Work regulations 1992; 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 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 HSO 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 HSO who will prioritise issues and assign resources to undertake remedial/control measures where required.

What is a Risk Assessment? A risk assessment is a careful examination by someone of what could cause harm to them or others. The risk can be weighed up as to whether the Head has taken enough precautions or should do more to prevent harm. The Bursar is legally required to assess the risks in the workplace and, in the process, the Bursar will require the HSO to:

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

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

Looking for hazards

Hazards will be identified by:

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

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

- slipping / tripping hazards (e.g. poorly maintained floors or stairs); fire (e.g. from flammable materials);
- chemicals (e.g. floor cleaner); working at height, (e.g. from ladders);
- pressure systems, (e.g. gas systems and bottles); electricity (e.g. poor wiring);
- dust fumes (e.g. welding); manual handling; noise; poor lighting; low temperature.

<u>Who might be at risk, and how?</u>

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

Is risk adequately controlled?

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

- Has the school already provided adequate information, instruction or training; adequate systems or procedures?
- Do the precautions meet the standards set by a legal requirement?
- Do the precautions comply with a recognised industry standard?
- Do the precautions represent good practice?
- Do the precautions reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but the precautions already in place should be identified and listed as part of the process. The following will be referred to: procedures, manuals and school rules regarding how to impart this information to relevant stakeholders. If the risk is not adequately controlled, an 'action list' will be written. What further action is necessary to control the risk? The 'action list' details what more the school can reasonably do to reduce the risks identified, which were not adequately controlled at that point. Priority is given to those risks which affect large numbers of people and / or could result in serious harm. Further action will be taken in the following order, wherever possible:

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

Recording the findings

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

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

The risk assessment will be signed and dated by the person completing the form. The findings of the risk assessment will be made known to all staff and students affected by the activity assessed. A copy of all completed risk assessments will be kept within the relevant department or service area and their location made known to all staff within that area.

Review and Revision

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards. In line with best practice, risk assessments will be reviewed from time to time to ensure precautions are still working effectively. All risk assessments will be:

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

The review should be signed and dated by the person completing the form. A copy of the completed reviewed/updated risk assessment should be forwarded to the Head and Bursar.

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. Frewen College will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. 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 work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Fire Marshals are trained to perform their duties and will receive refresher training every three years.

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 Frewen College 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.

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 Bursar ensures that Frewen College complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which Frewen College 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 Bursar. Records should be stored for at least three years or if the person injured is a minor.

The Curriculum: We teach the pupils about health and safety including E-Safety, in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship; reinforcing these points in science, where children also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes the spiritual growth and welfare of the children through the Religious Education curriculum, through special events such as harvest festivals and through collective worship. Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

First Aid and Medication: Please refer to the school's separate First Aid Policy. Frewen College 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. This is determined by risk assessment (Local Authority guidance). Designated 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 Bursar. 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, Bursars, staff and governing bodies
- The Responsible Officer School trips and outdoor learning activities tackling the health and safety myths (HSE July 2011)

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;
- Having at least one qualified 'First Aider' on Off-site trips and activities;
- 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 for all staff on how to contact emergency services and when to call an ambulance.

Occupational Health Services and Managing Work-Related Stress: As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The school has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

Arrangements for Activities:

- Adults accompanying residential trips have a CRB enhanced certificate and must have made a risk assessment.
- We inform parents of plans for events on our premises.
- We insist that parents sign consent forms 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 and that they use a checklist.
- 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 and School-Led Adventure Activities: The School has an Educational Visits Co-ordinator (EVC)- Yvonne Crundwell - along with policies and procedures for Educational Visits and Off-Site Activities. These include a manual for Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident.

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 sign consent forms 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 and that they use a checklist each time to ensure nothing is forgotten.
- 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.

Adventure Activities using licensed providers: When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a licence as required by the Adventure Activities Licensing Regulations now under the purview of the Health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

Transport: We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are CRB 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.
Refer to our Minibus Policy

Drivers : Those authorised to drive any students in the party should:

- be at least of the minimum age required by the local authority and its outdoor education adviser in relation to each vehicle (and under 71);
- have a minimum of two years' driving experience;
- have acquired some experience in handling the size or type of vehicle that will be used. Regular drivers are MIDAS trained;
- hold a current driving licence valid in the country of use and never have been disqualified.

Each driver must be personally satisfied that the:

- driver is covered by insurance in respect of liability to passengers and others;
- driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health and the driver carries evidence of insurance.
- vehicle is roadworthy;
- driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle

Behaviour of any person (including a parent) on the school premises: Our School has a written Behaviour Policy setting out 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.

Theft or other criminal acts: The Bursar will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Bursar 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. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

Manual Handling: 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 Head 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.
- Estates 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. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the Bursar. Records should be stored for at least three years or if the person injured is a minor.

On-site vehicle movements

Risk assessments are carried out covering the movement of vehicles on school premises. These will cover drop off and collection of children, School minibus boarding and embarkation, parking and children having to cross or enter areas with vehicle movements during the course of the school day. Attention will be paid to the use of electric/hybrid vehicles that may not be as audible as other vehicles. Our Policy on the Use of Minibuses also refers.

Where it is unavoidable for pedestrians and vehicles to mix, clear procedures will be put in place to ensure that this is done as safely as possible and may involve the use of one-way systems, drop off zones, clear signage and instructions to vehicle users and pedestrians.

Non-Smoking: Please refer to our separate Non-Smoking Policy. 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, as we do not want to present smoking as acceptable, nor do we wish to present adult smokers as role models. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. Any member of staff wishing to smoke must leave the school site, out of view from the children, in their own time and not in the employer's time. We strongly discourage our children from smoking. We aim to help children know and understand the dangers of smoking and the harmful effects that

smoking can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip children with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

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 Frewen College. 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 by the Estates Manager. The Bursar has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Bursar which are specified in the daily routines. A separate Lockdown Policy is being produced.

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. 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 Bursar and Designated Safeguarding Lead 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.

Arrangements for the Safety and Security of 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 will the regulatory requirements for the management of asbestos.

Control of Substances Hazardous to Health: The implications to COSHH applied at Frewen College where both records and working practices reflect the seriousness in which Frewen College 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).

It is recognised that substances to which the Regulations relate will be used in the teaching of science, technology and art, in offices, maintenance, kitchens and domestic cleaning and by the grounds staff. The Estates Manager in conjunction with the HSO will establish a folder in which will be listed the data sheets for each substance, together with a written Assessment, where necessary, of the exposure of all persons who may use or be exposed to these substances.

The School will provide sufficient information to these persons so that they understand the principles of the Regulations and the precautions that need to be taken.

The School will undertake the appropriate statutory examinations of all engineering controls that are required by the Regulations.

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 Estates 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 the Estates Manager, 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 Frewen College eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school.

School Security: While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification lanyard and or 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 the Head immediately. The Head will direct any intruder that they must leave the school site straight away. If this does not occur the Head will contact the police immediately.

Our Safeguarding Policy must be followed in regard to visiting speakers: Staff must ensure that any visiting speakers who might fall within the scope of the Prevent Duty, whether invited in to school by staff or pupils, are suitable and appropriately supervised. Staff must ensure that any such speaker who comes in to school has been researched, then checked and vetted as appropriate. An internet search is advised as a first step to check suitability. Staff are then asked to speak to the DSL. If checks are required for a visiting speaker, these will be recorded on the Central Register. A risk assessment should be completed by the member of staff and be authorized by the Head.

Selecting and Managing Contractors and those hiring the premises: When the premises are used for purposes not under the direction of the Bursar then, subject to the explicit agreement of the School, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Bursar. The School note their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The School or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the School will take such actions as are necessary to prevent persons in their care from a risk or injury. The School will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions. 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.

Lettings and Hirers: The Responsible Officer is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Bursar is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment.

Hirers must comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.), adhere to the capacity figures detailed on any lettings documentation. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the School, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the School and that they do not, without the prior consent of the School: Introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises

Fire Safety: In compliance with the 'Fire Safety Order' (2005) Frewen College undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our School 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 of 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 Frewen College is undertaken by the Responsible Officer 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, Frewen College has the required details, policies, procedures and working practices in place. Additionally, documentation is in place concerning:

- Anti-bullying
- Behaviour management
- Employee Handbook
- Fire safety policy
- First aid and the administration of medicines
- Risk assessment
- Safeguarding (child protection/safer recruitment, Online-Safety and Prevent Duty)