



QUEEN ETHELBURGA'S COLLEGIATE

HEALTH AND SAFETY POLICY

WITH

GENERAL STATEMENT AND ANNEXED POLICIES FOR RISK ASSESSMENT

Authorised by	The Collegiate Board
Signed Chair of the Collegiate Board
Date	
Effective date of the policy	13 June 2024



QUEEN ETHELBURGA'S COLLEGIATE

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GENERAL STATEMENT AND ANNEXED POLICIES FOR RISK ASSESSMENT

<p>Review period: 01 April to 31 May 2024</p> <p>Due for Review: April 2025</p>	<p>This policy and General Statement of policy have due regard to all relevant legislation and statutory guidance including, but not limited to, the following:</p> <p>Education (Independent College Standards) Regulations 2014, Part 3, paragraph 16 which requires the proprietor to ensure that the welfare of pupils at the College is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.</p> <p>Keeping children safe in education (DfE, September 2023)</p> <p>Keeping children safe in education 2024 (Draft version issued May 2024, does not come into force until September 2024)</p> <p>Working together to safeguard children (DfE, 26 March 2015, updated 23 February 2024)</p> <p>National minimum standards for boarding schools, in force from 5 September 2022</p>	<p>To be viewed alongside the following related policies and documentation:</p> <p>Compendium of Health and Safety Policies</p> <p>CCTV Policy</p> <p>Child Protection and Safeguarding Policy</p> <p>Educational Visits Policy</p> <p>Emergency procedures – see appendices.</p> <p>Fire Precautions and Evacuation Procedures</p> <p>First Aid Policy</p> <p>Health and Safety Code of Conduct (including reference to COSHH) – see appendices.</p>	<p>Publication and availability for Staff, Parents, Carers and Prospective Parents:</p> <p>This policy is published on the QE website and on the Parent Portal. It is available to staff on SharePoint.</p>
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	<p>Statutory framework for the Early Years Foundation Stage (DfE, 31 March 2014, updated 19 January 2024) Applies from 04 January 2024</p> <p>Children Act 1989</p> <p>Childcare Act 2006</p> <p>Equality Act 2010</p> <p>Data Protection Act 2018 and General Data Protection Regulation (UK GDPR)</p> <p>Regulatory Reform (Fire Safety) Order 2005.</p> <p>The Health and Safety at Work etc. Act 1974</p> <p>This policy has regard to the following guidance and advice:</p> <p>The Independent College Standards Guidance for independent Colleges (DfE, April 2019)</p> <p>Health and safety: advice for schools (DfE, 3 June 2013, updated 5 April 2022)</p> <p>Incident reporting in schools (accidents, diseases, and dangerous occurrences): Guidance for employers (HSE)</p> <p>Prevent duty guidance: England and Wales (2023) (Home Office, updated 06 March 2024)</p>	<p>Major Incident Policy</p> <p>Medical Policy</p> <p>Pool Operating Procedure</p> <p>Premises and Security Policy</p> <p>Procedure for Reporting Accidents</p> <p>Response Plan for Off-Site Incidents</p> <p>Risk Assessment Policy for Student Welfare</p> <p>SEND Policy</p>	
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QUEEN ETHELBURGA'S COLLEGIATE

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

1. Introduction

- 1.1. This policy statement applies to Queen's Kindergarten and Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College, The Faculty of Queen Ethelburga's and Queen Ethelburga's Services (QES) - hereafter referred to as "**the Collegiate**". Staff from across the Collegiate are collectively known, and will be referred to, as "Team QE". This policy statement also applies to Queen Ethelburga's holiday programmes, including Holidays@QE; QE Short Courses and International Summer School; and Camp QE.
- 1.2. The General Statement of Health and Safety Policy is part of a compendium of specific policies, covering aspects of Health and Safety, and prepared for the benefit of all staff, students, and visitors.
- 1.3. This General Statement of Health and Safety Policy confirms that the commitment of the Collegiate Board is to ensure that the Collegiate complies with all current legislation, responsibilities, and arrangements, together with the monitoring thereof. It provides such information as is necessary to assist those people using it, to fulfil their obligations.
- 1.4. The General Statement of Health and Safety Policy is available on the Collegiate website. Individual policies are either available on the website or available on request e.g. First Aid, Medical, Educational Visits.



2. Aims

- 2.1. We aim to ensure that the working environment is safe, without significant risks and meets the appropriate statutory requirements. It is recognised that **all levels of management and employees** have a vital role in the implementation and maintenance of our Health and Safety programme.
- 2.2. It is our policy to reduce accidents, injuries, and work-related ill health to the lowest level practicable. Where hazards exist, we will evaluate, control, and bring these to the attention of our employees.

3. Purpose and Duty

- 3.1. We all have a **legal duty** to co-operate in all safety-related matters, not to endanger ourselves or others and not to misuse anything provided for safety. All persons are to ensure that appropriate safety rules are followed.
- 3.2. In a school environment, it should be noted that particular care must be exercised in the sphere of Health and Safety, because so many aspects of the work involve not only employees, but the Health and Safety of the children and visitors as well.
- 3.3. Within the Health and Safety Policies, specific duties have been assigned for the coordination and compliance with safety legislation appropriate to our business.
- 3.4. Whilst on our premises, visitors are to be accounted for, escorted, and protected from workplace hazards. Contractors will be supervised and controlled.

4. Responsibilities

- 4.1. Queen Ethelburga's Collegiate Board fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our employees, students, contractors, visitors (including parents) and others who could be affected by our activities.
- 4.2. The Collegiate is committed to promoting the welfare of all in our community so that effective learning can take place. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner.



- 4.3. The ultimate responsibility for Health and Safety lies with the **Chief Executive Officer/Chair of the Board**, who will ensure that it is given equal priority with other major business objectives.
- 4.4. The Collegiate Board has overall responsibility for the effective operation of the Collegiate's **Health and Safety Policies** and for ensuring compliance with the relevant statutory frameworks and requirements. A Board member with responsibility for Compliance oversees Health and Safety. The Principal and Queen Ethelburga's Leadership Team (QELT) lead in promoting, encouraging and embedding a positive health and safety culture.
- 4.5. The Collegiate Board ensure that a clear framework for managing health and safety is in place.
- 4.6. The Collegiate Board has delegated to the Principal responsibility for ensuring implementation of this policy, with the day-to-day responsibility for operating the policy and ensuring its accessibility, availability, maintenance and review, lying with the Health, Safety and Environment Manager (HSEM). The primary responsibility for the implementation of safety policy rests with the Health and Safety Team.
- 4.7. The Health, Safety and Environment Manager chairs the **Health and Safety Committee** and reports to the Business Manager, Head of Regulation, and Collegiate Board member with Health and Safety responsibilities
- 4.8. Employees have a statutory duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, not to interfere or misuse anything provided in the interest of Health and Safety and to cooperate in fulfilling their statutory duty.
- 4.9. All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Principal, QELT and the Health, Safety and Environment Manager to enable the Collegiate Board to comply with health and safety duties. All members of staff are responsible for reporting any significant risks or issues to the Health and Safety team.
- 4.10. Protecting the health, safety and wellbeing of all members of our community and visitors is a fundamental objective. We will continue to monitor and maintain the integrity of our health and safety standards, policies, and procedures to reflect the requirements of relevant legislation.



5. Health and Safety Obligations

5.1. To meet our health and safety obligations, we will:

- 5.1.1. Provide a written Collegiate **Health and Safety Policy** and **Health and Safety Compendium** that will be reviewed and implemented each year, and which details the responsibilities and safety arrangements.
- 5.1.2. Endeavour to comply with all our relevant **fire and health and safety legal duties**;
- 5.1.3. Undertake **regular reviews of fire and health and safety performance of all operational areas**, including **monitoring and investigating all accidents, incidents, and work-related health issues**, learning lessons from these, and taking remedial action where required to prevent avoidable recurrences;
- 5.1.4. Undertake **regular review of fire risk assessments**, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The **Health and Safety Committee** should review this risk assessment every time it is amended.
- 5.1.5. Ensure the **working environment of all employees is safe**, including access and egress, and without risks to health, and that adequate provision is made regarding the facilities and arrangements for their welfare at work;
- 5.1.6. Ensure **safe systems** of work are provided, maintained, and without risks to health. Where appropriate, health surveillance will be provided for employees;
- 5.1.7. Ensure the Collegiate adheres to **health and safety regulation in catering and cleaning of the food preparation and eating areas**. This is subject to external inspection by the Environmental Health Officer (EHO).
- 5.1.8. Ensure that the Collegiate has a **competent person** undertake a risk assessment for legionella, and that a regular water sampling and testing regime in place.
- 5.1.9. Undertake **risk assessments, audits, and general inspections** at regular intervals, by competent professionals, implement the necessary actions and improvements, to mitigate risk and continuously improve health and safety performance;
- 5.1.10. Provide the Collegiate Board with the Health and Safety Manager's report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures.



- 5.1.11. Make readily available to the Collegiate Board, Principal, senior leaders and managers, the minutes of the **Health and Safety Committee's** discussion on health and safety.
 - 5.1.12. Ensure the provision and maintenance of all machinery and equipment is safe and without risk to health;
 - 5.1.13. Engage, consult, and communicate regularly providing employees with sufficient information, instruction and training where needed to enable all to carry out their work safely;
 - 5.1.14. Provide adequate levels of supervision, information and training that allow for the effective management of fire and health and safety;
 - 5.1.15. Allocate adequate and competent resources to implement, monitor and review the requirements of our **Health and Safety Policy**;
- 5.2. To further assist in meeting our obligations there are effective established and maintained procedures for consultation and communication between all levels of management and employees in relation to health, safety, and welfare.
- 5.3. The Collegiate has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and Safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training.
- 5.4. All employees are briefed on where copies of this statement and related **Health and Safety Policies** can be obtained on the Collegiate SharePoint site. They will be advised as and when they are reviewed, added to or modified.

6. Legislation

- 6.1. This **General Statement of Health and Safety Policy** and related **Health and Safety Policies** are based on advice from the Department for Education on [health and safety: advice for schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), including, but not limited to, the following legislation:
- 6.1.1. [Health and Safety at Work etc. Act 1974](#) which sets out general duties' employers have towards employees and duties relating to lettings.
 - 6.1.2. [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees.
 - 6.1.3. [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments,



make arrangements to implement necessary measures, and arrange for appropriate information and training.

- 6.1.4. [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- 6.1.5. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- 6.1.6. [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlements.
- 6.1.7. [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- 6.1.8. [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- 6.1.9. [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

7. Health and Safety Policies

- 7.1. We have established comprehensive **Health and Safety and Welfare Policies** in compliance with current legislation.
- 7.2. Within the policies, all levels of management have general responsibilities and where applicable, specific duties for hazardous activities. Of necessity, the **compendium of policies** constitutes a large working document, and as such it is impractical and unnecessary for everyone to possess individual copies. However, all the relevant sections for ensuring Health and Safety will be communicated and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.
- 7.3. Within the working environment, the **Health and Safety Law** poster will be displayed. The poster outlines British health and safety laws and includes a straightforward list that tells employees what they and their employers need to do. This is required for compliance with Health and Safety legislation.



It is very important that all employees understand and comply with the requirements. The certificate of insurance for employers' liability will also be displayed.

8. Accident and Accident Monitoring

- 8.1. All accidents to employees must be recorded as soon as possible. Accidents to non-employees that occur on the premises must also be recorded, in line with the procedure for Reporting Accidents.
- 8.2. The notification and reporting of injuries and dangerous occurrences as laid down in "**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**" is the responsibility of the Health and Safety Team.
- 8.3. Telephone numbers and addresses for the reporting of injuries, diseases and dangerous occurrences RIDDOR is:

Health and Safety Executive:

HSE (Health and Safety Executive) Office (North and West Yorkshire)

The Lateral

8 City Walk

LEEDS

LS11 9AT.

Telephone Number: 0113 2834200 or 0845 300 9923 (03453009923)

Note – reporting is now done via the HSE web site [How to make a RIDDOR report - RIDDOR - HSE](#)

- 8.4. The Health and Safety Team will investigate extensively all accidents. If a change to working practices or training is required to prevent a similar occurrence, this will be implemented immediately.

Signed Chair of the Collegiate Board, for and on behalf of the Board

Date: **12 June 2024**



QUEEN ETHELBURGA'S COLLEGIATE

HEALTH AND SAFETY POLICY

WITH

ANNEXED POLICIES FOR RISK ASSESSMENT

1. Introduction

- 1.1 This policy applies to Queen's Kindergarten and Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College, The Faculty of Queen Ethelburga's and Queen Ethelburga's Services (QES) - hereafter referred to as "**the Collegiate**". Staff from across the Collegiate are collectively known, and will be referred to, as "Team QE". This policy also applies to Queen Ethelburga's holiday programmes, including Holidays@QE; QE Short Courses and International Summer School; and Camp QE.
- 1.2 The Collegiate has a responsibility to protect the health, safety, and welfare of individuals on the Collegiate site as well as those engaged in activities for which the organisation has legal responsibility.
- 1.3 This policy recognises and interprets the Collegiate's responsibilities for the health, safety and wellbeing of staff, students, visitors, and contractors.



2. Purpose

- 2.1 The Collegiate is committed to achieving high standards of Health and Safety across its respective areas of activity and is committed to providing sufficient resources to facilitate the achievement of the goals in this policy.
- 2.2 The **General Statement Health and Safety Policy** confirms the commitment of the Collegiate Board to ensure that the Collegiate complies with all current legislation, responsibilities, and arrangements, together with the monitoring thereof. It provides such information as is necessary to assist those people using it, to fulfil their obligations.

3. Health and Safety Rules

- 3.1 A list of health and safety rules are set out in **Appendix 1** of this policy. These rules are drawn to the attention of all staff at induction.
- 3.2 All policies and procedures are available to all staff on the Home SharePoint site, in the [Policies and Procedures 2023-25](#) and [Health and Safety](#) folders. The [Health and Safety Compendium](#) is located in the Health and Safety folder.
- 3.3 We require all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, students, contractors, and visitors and, where applicable, may lead to disciplinary action.
- 3.4 If staff do not understand what is expected of them, or are unsure about any aspect of these rules, they must speak to their line manager or the Health and Safety team.

4. Roles and Responsibilities

- 4.1 In order that the Collegiate **Health and Safety Policy** can operate effectively, it is essential that all staff are aware of, understand and accept their responsibilities to conform to the policy and legislation affecting Health and Safety.
- 4.2 To give further assistance the individual and collective responsibilities for health and safety have been defined and are set out as follows:
 - 4.2.1. The Collegiate Board has overall responsibility for the implementation of health and safety across all areas. The Board receive termly reports and regular updates on performance from the **Health, Safety and Environment Manager (HSEM)**.
 - 4.2.2. **The CEO** has responsibility for ensuring that the Health and Safety Policy standards are met. Operational responsibility for the competent management and resourcing of health and safety practice is delegated through the published management structure.



- 4.2.3. **The Principal** has overall responsibility across the schools, including accommodation, ensuring health and safety in the Collegiate is in line with the **National Minimum Standards for Boarding (NMS)** and the **Education (Independent School Standards) Regulations 2014 (ISSR)**.
- 4.2.4. **The Business Manager** and **Head of Regulation** assist the **Principal** in ensuring that the requirements of Health and Safety compliance and the management of health and safety at the Collegiate are met.
- 4.2.5. **The HSEM** is the Collegiate's accredited and professional advisor on all matters of operational health and safety and leads on, advises, guides, and monitors all matters relating to Health Safety.
- 4.2.6. **The HSEM** chairs the **Health and Safety Committee** and reports to the QE Leadership Team (QELT) and the Collegiate Board. The HSEM is supported by the Health and Safety Officer and the Fire Officer, both are NEBOSH accredited. The HSEM liaises with and is supported by several Health and Safety Leads, from departments across the site to ensure the adoption of all aspects of health and safety at work.
- 4.2.7. **The Health and Safety Management Committee** oversees the management of health and safety across the Collegiate. The Committee comprises of staff from departments across the site.
- 4.2.8. **The Committees terms of reference are:**
- To review all Health and Safety policies and procedures;
 - To receive reports from the HSEM that confirm the operation of policies and procedures;
 - To ensure staff are being trained and informed in the management of health and safety (training provision is regularly reviewed);
 - To support the review work of the HSEM so there is an effective process in place;
 - To support the development of a positive Health and Safety culture;
 - To help identify areas of concern / special attention.
- 4.2.9. **Operations Managers** are responsible for the management of fire and health and safety within their area of authority. They are required to ensure that their staff act in accordance with the requirements of this policy and other health and safety documentation relevant to their area.
- 4.2.10. **The Boarding Health and Safety Lead** is responsible for the management of health and safety within boarding houses and is supported by the Boarding Management Team (BMT). They are



required to be aware of, and act in accordance with, the requirements of this policy and other documentation relevant to their roles, ensuring Health and Safety standards are in line with National Minimum Standards for Boarding.

4.2.11. **Heads of Departments** are responsible for the management of health and safety within their area of authority. They are required to be aware of, and act in accordance with, the requirements of this policy and any other documentation relevant to their role.

4.2.12. **The Educational Visits Co-ordinator** is responsible for overseeing the quality and risk management aspects of trips. The Educational Visits Co-ordinator will:

- Seek to ensure all educational visits meet the Health and Safety requirements of the College;
- Assess competence of prospective leaders and staff;
- Ensure risk assessments are suitable and sufficient;
- Ensure where necessary, arrangements exist for obtaining specific parental consent;
- Assess the effectiveness of contingency plans and emergency arrangements;
- Monitor records and accident/incident reports of educational visits;
- Review systems and practice.

4.2.13. The Medical Centre's **Operations Manager and GP** is responsible for identifying the health needs of the students within the Collegiate and to work within all medical guidelines.

The **Operations Manager and GP** will:

- Maintain appropriate records, treatments, referrals, confidential medical forms for students;
- Ensure stock control, documentation and dispensing of prescription and non-prescription medication to students;
- To be responsible for infection control within the Medical Centre and wider Collegiate;
- Advise on medical and health care legislations change;
- Ensure first aid kits are fully stocked;
- Implement a programme of testing and maintenance for the Collegiate defibrillators.

4.2.14. **First Response Emergency Care and First Aiders** provide immediate, lifesaving, medical care before the arrival of further medical help.



First Response Emergency Care and First Aiders will:

- Provide an immediate response to an accident/injury. First aid includes treatment of minor injuries, which will not always need the services of medical or nursing personnel;
- Hold an appropriate First Aid certificate and be prepared to receive approved refresher training every three years and to attend annual refresher courses where possible;
- Ensure any medical intervention is recorded on the Accident/Incident Form.

4.2.15. **The Radiation Protection Supervisor** is responsible for ensuring the use and storage of radioactive sources are in accordance with the Ionising Radiation Regulations.

4.2.16. **All Staff**, including those more specifically identified in this policy, are responsible for:

- Complying with the health and safety policies and procedures, including the policy for Educational Visits.
- Co-operating on all health and safety matters;
- Reporting all accidents or incidents in line with the Collegiate policy;
- Taking care of their own and others' health and safety and report any Health or Safety concerns as soon as possible;
- Ensure that they only use equipment or machinery that they are competent and have been trained to use.
- Identifying and report any hazards associated with their work, buildings, and activities, removing these hazards where possible;
- Setting a positive example and providing support and guidance to their staff and other workers to enable them to maintain good standards of fire and health and safety practice;
- Assisting the Health and Safety Manager in investigations of accidents and incidents within their area of responsibility.

4.2.17. **Students** are responsible for:

- Co-operating and maintaining a tidy and safe working environment;
- Observing College Health and Safety rules and regulations;
- Using the appropriate safety equipment and clothing as directed;
- Using in a safe manner and not wilfully misusing, neglecting, damaging, or interfering with apparatus, equipment, premises, or services;
- Reporting any hazard, dangerous equipment, or service to the Staff in charge of their class, or to any other member of staff;
- Reporting an accident immediately to a member staff.



4.2.18. **Visitors** to the College will adhere to the Collegiate **Health and Safety Policy** and Collegiate **Visitor Policy**.

5. **Arrangements for the Management of Health and Safety**

This section explains the systems and procedures that will be used to form the basis of the Collegiate's management of Health and Safety.

5.1 **Allergens**

5.1.1. There is an **Allergen Policy** in place to ensure students are not exposed to anything that could cause an allergic reaction or anaphylactic shock.

5.1.2. The Medical Centre maintain records of the students and maintain an up-to-date allergen register which is shared with staff.

5.1.3. Catering staff have a register of all students with a known food allergy, along with a photograph of students who are **Adrenaline Auto-Injector (AAI)** users. Food is prepared in a separate area for those with severe allergies and collected from **Counter 4**. Food prepared on site is labelled with the ingredients.

5.2 **Control of Substances Hazardous to Health (COSHH)**

5.2.1. We may use a few potentially hazardous substances. Such substances are used in such small quantities that they present no risk to health unless deliberately misused.

5.2.2. **Control of Substances Hazardous to Health (COSHH)** folders are made available within relevant departments.

5.2.3. Where there are potential risks, suitable control measures are implemented, and clear instruction and information are provided to staff to ensure compliance with **Control of Substances Hazardous to Health (COSHH) 2002 Regulations**.

5.3 **Contractors**

5.3.1. Where we employ contractors to work for us, or to do work on our behalf, we expect them to comply with our **Contractors Code of Practice**, which sets out Health and Safety procedures and arrangements.

5.3.2. Before a contractor is employed, we ask them to provide copies of their insurance details and risk assessments and assess their competence and ability to work safely. A site induction is also carried out on arrival.



5.4 **Display Screen Equipment (DSE)**

- 5.4.1. Some employees are users of display screen equipment. We provide standard equipment, and all users are given information about the correct adjustment of the workstation and the correct posture.
- 5.4.2. All display screen users can request a DSE assessment with the HSEM and if issues are identified then the Health and Safety team work to resolve them.
- 5.4.3. We recognise our obligation to provide employees with eyesight tests and corrective spectacles for DSE work, if necessary.

5.5 **Educational Visits**

- 5.5.1. We recognise the value to students of the full range of educational visits available to them, which include overseas visits, university visits, visits to commercial premises, life skills activities, as well as cultural and social outings.
- 5.5.2. We also recognise and accept that such visits may present challenges to the health and welfare of students and all visits will be undertaken in line with the **Educational Visits Policy**.
- 5.5.3. All educational visits are added to Evolve with the relevant documentation for approval.

5.6 **Equipment**

- 5.6.1. We ensure that all equipment used is maintained, serviced to manufacturer's schedules and is safe to use.
- 5.6.2. Staff are provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been trained in its use, including any safety related devices, and guarding.
- 5.6.3. Staff have been given responsibility for ensuring that equipment issued to, or used by them, is maintained in good order. All defects or problems should be reported to their line manager.
- 5.6.4. It is our policy that defective equipment will be withdrawn from use until repaired or replaced. All equipment which requires statutory examination at specified frequencies is undertaken by **specialist contractors** with relevant records held by Estates.

5.7 **Fire**

- 5.7.1. Detailed fire safety procedures are in place in accordance with the **Regulatory Reform (Fire Safety) Order 2005**.



- 5.7.2. **Fire risk assessments** are carried out by an **external specialist** on all buildings and any remedial measures implemented to ensure compliance with the requirements of the fire regulations.
- 5.7.3. The assessments are reviewed periodically or when there are significant changes. Details of fire arrangements can be found within the Collegiate's **Fire Risk (Prevention) Policy**.
- 5.7.4. A designated Fire Officer oversees responsibility for fire safety site wide.
- 5.7.5. Periodic fire evacuation drills are carried out, and fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked regularly.

5.8 **First Aid**

- 5.8.1. Adequate and appropriate equipment, facilities and personnel are made available to ensure our students, staff and visitors receive immediate attention if they are injured or taken ill at work.
- 5.8.2. We have taken action to provide suitable first aid arrangements for our staff and students whilst at work, and visitors in accordance with the **Health and Safety (First Aid) Regulations 1981**.
- 5.8.3. First aid training is given to staff where their role requires it. Details of First Aid arrangements can be found within the Collegiate **First Aid Policy**.
- 5.8.4. **Defibrillators** are available and are maintained as per recommended guidelines. A supply of **AAIs** are located at key areas of the site, including all catering areas.

5.9 **Lone Working**

- 5.9.1. We employ people who may at times work alone for all or part of the working period.
- 5.9.2. We identify the risks to which these employees are exposed with the aim of eliminating these risks, wherever reasonably practicable, and reducing lone working activities to a minimum.
- 5.9.3. Where lone working is unavoidable, we identify and implement systems to ensure that safe working and communication exists between the lone worker and their line manager.



5.10 **Major Incident**

5.10.1. Detailed information relating to major incidents can be found within the Collegiate **Major Incident Policy**.

5.11 **Manual Handling Operations**

5.11.1. Where possible we have eliminated the need for manual handling by providing mechanical handling equipment or introducing alternative processes.

5.11.2. Where we have been unable to do this, we have assessed the risks to employee's health from this type of work and provided work related training in accordance with the **Manual Handling Operations Regulations 1992**.

5.12 **Monitoring Health and Safety**

5.12.1. Regular inspections and monitoring of facilities and processes are undertaken by suitably competent staff.

5.12.2. Audit reports are published showing good practices and highlighting required actions. Actions are logged and recorded on completion.

5.12.3. In addition, there is ongoing review of risk assessment, investigation of issues brought to the Health and Safety team's attention, continued professional development of staff and thorough investigation of accidents, incidents and near misses.

5.13 **Movement of Vehicles (including Buggies & All-Terrain Vehicles)**

5.13.1. We ensure that staff required to drive any type of vehicle on site hold the necessary licence, are competent, appropriately trained and adhere to all relevant risk assessments and other documentation.

5.13.2. Drivers are expected to adhere to the driving restrictions in place and speed limits.

5.13.3. Designated vehicle routes and suitable means of segregation from pedestrians are to be always in place. Machinery should be banked where necessary, especially in school areas.

5.13.4. All vehicles are insured, inspected, and maintained.

5.14 **New and Expecting Mothers**

5.14.1. Should any of our staff become a new or expectant mother we will take steps to ensure their continued health and safety at work.



5.14.2. We use a risk assessment, and return to work interviews, to assess and guide the measures we need to consider and make reasonable adjustments, as and where necessary.

5.15 **Personnel Protective Equipment (PPE)**

5.15.1. Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary.

5.15.2. Information, instruction and training on the use and care of personal protective equipment is provided when required. We instruct and expect our employees to use any PPE identified, as necessary.

5.15.3. Employees are responsible for the day-to-day care of the PPE issued to them and are expected to report damage and to request replacements as and when necessary.

5.16 **Purchases**

5.16.1. When we purchase or hire new work equipment and materials, we consider the health and safety implications of its use.

5.16.2. We always look to obtain the safest available equipment from reputable suppliers, considering new technologies and sustainability.

5.16.3. We consider the hazard and risk data that is provided, and inform and train our employees, as necessary.

5.17 **Risk Assessments**

5.17.1. In line with statutory regulations and the Collegiate Risk Assessment Policy, we undertake risk assessments to identify significant risks associated with buildings, activities, and people.

5.17.2. Wherever possible we will eliminate these risks, and where we cannot achieve this, we implement suitable and sufficient control measures to reduce and manage, so far as is reasonably practicable, the risks to employees and others.

5.17.3. All risk assessments are reviewed annually and updated as required.

5.17.4. Staff who undertake risk assessments are competent and have received risk assessment training. On-site events, activities, and trips are logged and approved using Evolve software.

5.18 **Smoking**

5.18.1. Smoking or vaping is prohibited in all buildings and vehicles.



5.19 **Stress/Wellbeing**

- 5.19.1. We recognise that we have a duty to take action to reduce and, where reasonably practicable, to eliminate ill health which is caused by work related stress.
- 5.19.2. Where we believe an employee is showing signs of work-related stress, we have in place systems to discreetly monitor and assess individual needs.
- 5.19.3. Where appropriate we seek to provide the necessary occupational health assistance and counselling programmes where required.
- 5.19.4. Staff must inform Human Resources of any medical condition, medication, or other factors, such as fatigue, which could affect their ability to undertake their work safely. If appropriate, a risk assessment must be written and agreed, with appropriate mitigating controls or amendments to ensure the staff member can continue to carry out their role safely.
- 5.19.5. The Collegiate has representatives from various departments who are trained '**Wellbeing Champions**'.

5.20 **Training**

- 5.20.1. To operate efficiently and effectively we need to have trained and competent staff. To demonstrate this, we have our own **QE Training Academy**.
- 5.20.2. We recruit employees with the specific skills and qualifications appropriate for their job.
- 5.20.3. On starting employment, they are given induction training and will also be provided with any additional training that may become necessary. Training is recorded on the Collegiate Training Record (CTR) held by the QE Training Academy.

5.21 **Working at Height**

- 5.21.1. When it is not possible to avoid working at height, we consider the risk to our staff ensuring that we train and instruct them to plan, organise and conduct the work in a safe manner. Working at height equipment is assessed as per recommended guidelines.

5.22 **Young Persons and Vulnerable Adults**

- 5.22.1. When we employ young people (under 18 years old) or vulnerable adults, we use a risk assessment to assess and guide the measures we need to take to ensure their health and safety at work.



5.22.2. Formal training and tasks relating to qualifications are completed under close supervision.

6. Incident and Accident Reporting

- 6.1 All injuries, accidents and cases of work-related illness must be reported, they are recorded, and will be investigated, as appropriate.
- 6.2 Where possible additional control measures or a safer system of work are implemented.
- 6.3 If required accidents and incidents are reported under statutory regulations within the appropriate timescales. All accident data is stored on the accident spreadsheet and is analysed to identify key trends.

7. Safety awareness, induction, and information

- 7.1 We have a duty to consult with our staff on matters affecting their health, safety, and welfare whilst at work. To meet this obligation, managers regularly consult with employees about work-related health, safety, and welfare issues. We also use this system to deliver simple safety messages through department meetings, bulletins, and newsletters.
- 7.2 A copy of the **Health and Safety Policy** is available on the Home page of the Collegiate SharePoint site and distributed in staff areas.
- 7.3 Induction training is provided for new staff (including any temporary staff), and ongoing safety information, instruction and online training is provided where required. This training is documented.
- 7.4 The statutory **Health and Safety Poster** and the current **Employer's Liability Compulsory Insurance Certificate** are displayed in staff areas.
- 7.5 All policies and procedures are available to all staff on the Home page of the Collegiate SharePoint site, in the [Policies and Procedures 2023-25](#) and [Health and Safety](#) folders. The [Health and Safety Compendium](#) is located in the Health and Safety folder.

8. Security and Safeguarding

- 8.1 We are committed to promoting the highest standards of safeguarding of children.
- 8.2 The Collegiate has a comprehensive **Child Protection and Safeguarding Policy** and a **Premises and Security Policy** which must be adhered to by all staff.



9. Premises Management Arrangements

9.1 **Asbestos:**

We have surveyed all areas of the premises to establish the location and condition of asbestos containing materials in accordance with the **Control of Asbestos Regulations 2012**.

An asbestos management plan exists to manage the risk of exposure to asbestos. Where employees may be exposed to asbestos containing materials, asbestos awareness training is carried out and refreshed.

We check regularly to ensure the condition of any asbestos remaining in the premises is maintained. Contractors coming to work for us are informed of its presence.

9.2 **Construction:**

We recognise that as a client for construction work (including building maintenance, refurbishment, and demolition) we have specific responsibilities under the **Construction (Design and Management) Regulations 2015**. We ensure arrangements comply with our legal responsibilities by appointing a competent person to take responsibility for managing each specific Construction, Design and Management (CDM) project.

9.3 **Electricity:**

Electrical installations and portable electrical appliances are inspected and maintained. Any unsafe electrical equipment is repaired or removed from use as soon as it is identified.

Staff are instructed to make a visual safety check of portable electrical equipment each time that it is used. Staff report defects to Estates for repair or replacement.

9.4 **Gas:**

Gas appliances and supply pipes are subject to an annual safety check by a Gas Safe registered engineer. Main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

9.5 **Parking:**

All vehicles parked on the Collegiate premises must be registered with Human Resources. It is the driver's responsibility to ensure that their vehicle is safely parked in a designated space, displaying a relevant Collegiate parking sticker.

9.6 **Plant and Equipment:**

All plant and equipment are inspected and maintained in line with relevant regulations and records are kept.



9.7 Premises:

We manage our premises to provide a safe place of work. We maintain the means of access and egress, the fabric of the building, ensure good housekeeping and provide suitable welfare arrangements that include hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and adequate heat, light, and ventilation. The workplace is regularly cleaned and maintained.

9.8 Swimming Pool:

The swimming pool is operated in accordance with the requirements of **Pool Water Treatment Advisory Group** and **Royal Life Saving Society**.

9.9 Violence to staff:

We adopt a '**zero tolerance**' approach to violence or challenging behaviour towards staff. Staff who may be exposed to this are able to contact Security, who are trained in how to manage the situation.

9.10 Waste:

Several designated waste streams are in place for the collection and disposal of our waste to comply with **The Environment Act 2021**.

9.11 Water Safety:

Approved contractors manage our water hygiene and are registered under the Legionella Control Association. Their works are carried out in accordance with the regulations **L8 / HSG274 (Part 2)**.



Appendix 1 - Health and Safety Code of Conduct

Please report:

- **ANYTHING** which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any extinguisher **or** faults in equipment/storage.
- Any medical condition which may affect your safety while using equipment or which may be hazardous to other persons.
- **ALL** accidents to staff, pupils or visitors and ensure they are reported to healthandsafety@qe.org using an electronic accident form.
- **ALL** incidents (near-misses) regardless of any lack of damage or injury.
- **ALL** accidental or otherwise damaged equipment.

Please ensure that you:

- Comply with safety signs and follow the warning given.
- Ensure your workplace is kept clean and tidy.
- Pick up litter, mop up or report spills using due care e.g., wearing of gloves.
- Lift correctly or where applicable use a mechanical means.

Please do not:

- Leave equipment in a condition or position where it may later injure you or someone else.
- Lift anything which may cause you injury to your health – ask for assistance.
- Let any person operate or touch equipment for which only you have been trained and have responsibility for its safe use.
- Empty any hazardous substance or anything that could cause a blockage down the drains.

Machinery, Plant and Tools

Please do not:

- Operate, clean, modify, maintain, or repair **ANY** equipment, plant, or item unless you have been trained and authorised to do so.
- Use tools that are damaged or incorrect for the task.
- Use any equipment without the use of the appropriate eye, hand, head, body, or hearing protection.

Electrical

Please ensure that you:

- Know the location of your equipment's electrical switches.
- Inspect the cable, plug and equipment for signs of misuse, damage, or wear prior



to using it.

- Unplug/switch off electrical equipment when not in use.
- Do not use faulty equipment.

Please do not:

- Bring any personal electrical or portable radio equipment onto the premises unless authorisation has been given by management and it has been PAT (Portable Appliance Testing) tested by Estates.
- Leave trailing cables which you or others may trip over.
- Use 240 Volt equipment in the wet.
- Remove or open equipment casings which will expose mains voltages or attempt to repair, modify, or maintain any equipment for which you are not authorised and trained to do so.

Substances

Please ensure that you:

- Return unused equipment/substances or other items to their correct and safe storage area.
- Follow the safe use, transportation, handling, and storage of chemicals from the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Wear all safety equipment i.e., protective head gear and safety goggles.

Personal Protective Clothing

Please ensure that you:

- Wear items of protective clothing/equipment provided.
- Dispose of all protective clothing properly.
- Ensure correct storage of all protective clothing provided and do not remove it from the premises unless authorised to do so.

Hygiene

Please ensure that you:

- Maintain good hand hygiene before eating, and especially when you have been in contact with substances.
- Ensure removal of soiled and / or protective clothing.

Please do not:

- Eat, smoke or drink in any area where unauthorised to do so.
- Leave toilets, washbasins or eating areas in an unclean, untidy, or dirty condition.



Safe Access

Please do not:

- Block any corridors or exits always ensuring safe access.
- Climb any structure or stand on chairs or other unsuitable equipment or surfaces.
- Store items on top of cupboards or other inappropriate places.

First Aid

Please ensure that you:

- Know who the first aiders are and know where the nearest first aid kit and defibrillator are stored (see First Aid Policy).
- Report anything that you suspect may cause an injury.
- Report any accident to the Health and Safety Team, on the appropriate accident form.
- Ensure First Aid Kits are replenished after use by emailing nurse@qe.org
- Check with the first aider before using anything from the first aid kits.

Please do not:

- Use first aid cabinets to store any medicines, ointments, tablets etc.
- Use the pins, bandages, plasters etc. for any other purpose.

Fire

Please ensure that you:

- Know your fire escape routes and the fire procedures (see Fire Risk (Prevention) Policy).
- Know where designated “**places of safety**” are.
- Know where the extinguishers are, the correct type for your use, and how to use them (if trained).
- Sound the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Health and Safety Team or Fire Officer.
- Know your fire contacts.

Please do not:

- Smoke on the campus.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others.
- Re-enter a building after a fire until authorised to do so.



If you do not understand any of the **Health and Safety Code of Conduct**, please contact your Line Manager.

Remember - You must accept responsibility for your own Health and Safety whilst at work by co-operating with Collegiate Management. This code of conduct is to be kept at work for your reference.



QUEEN ETHELBURGA'S COLLEGIATE

ANNEX: Health and Safety Risk Assessment Policies

Collegiate General Policy for Risk Assessment of Health and Safety and Risk Assessment Policy for Student Welfare



COLLEGIATE GENERAL POLICY FOR RISK ASSESSMENT OF HEALTH AND SAFETY

<p>Review period: 01 April to 31 May 2024</p> <p>Due for review: April 2025</p>	<p>This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:</p> <p>The Education (Independent School Standards) Regulations 2014</p> <p>Keeping children safe in education (DfE, September 2023)</p> <p>Keeping children safe in education 2024 (Draft version issued May 2024, does not come into force until September 2024)</p> <p>Working together to safeguard children (DfE, 26 March 2015, updated 23 February 2024)</p> <p>National minimum standards for boarding schools, in force from 5 September 2022</p> <p>Statutory framework for the Early Years Foundation Stage (DfE, 31 March 2014, updated 19 January 2024) Applies from 04 January 2024</p> <p>Equality Act 2010</p> <p>Health and Safety at Work etc. Act 1974</p> <p>The School Premises (England) Regulations 2012</p> <p>Health and safety: responsibilities and duties for schools (DfE, updated 5 April 2022)</p> <p>Fire safety (England) Regulations 2022</p> <p>Fire Safety Act 2021</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>To be viewed alongside the following related policies and documentation:</p> <p>CCTV Policy</p> <p>Health and Safety Compendium</p> <p>Educational Visits Policy</p> <p>First Aid Policy</p> <p>Medical Policy</p> <p>Response Plan for Off-Site Incidents</p> <p>Risk Assessment Policy for Student Welfare</p> <p>Premises and Security Policy</p> <p>SEND (Special Educational Needs and Disability) Policy</p>	<p>Publication and availability for Staff, Parents, Carers and Prospective Parents:</p> <p>This policy is available to staff on SharePoint.</p>
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	<p>Regulation 4 of the Control of Asbestos Regulations 2012</p> <p>Regulation 6 of The Control of Substances Hazardous to Health Regulations 2002</p> <p>Regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992</p> <p>Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005</p> <p>Department for Education first aid guidance</p> <p>Regulation 4 of The Manual Handling Operations Regulations 1992 and Schedule 1 of the regulations</p> <p>Regulation 6 of the Work at Height Regulations 2005</p> <p>Statutory guidance on the Prevent duty</p> <p>This policy has regard to the following guidance and advice:</p> <p>Managing risks and risk assessment at work – Overview -HSE</p> <p>Guidance from the HSE on swimming pool management</p>		
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1. Introduction

- 1.1. This policy applies to Queen's Kindergarten and Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College, The Faculty of Queen Ethelburga's and Queen Ethelburga's Services (QES) - hereafter referred to as "**the Collegiate**". Staff from across the Collegiate are collectively known, and will be referred to, as "Team QE". This policy also applies to Queen Ethelburga's holiday programmes, including Holidays@QE; QE Short Courses and International Summer School; and Camp QE.
- 1.2. The Collegiate has a responsibility to protect the health, safety, and welfare of individuals on the Collegiate site as well as those engaged in activities for which the organisation has legal responsibility.
- 1.3. The Collegiate is committed to achieving high standards of Health and Safety across the Collegiate's respective areas of activity and committed to providing sufficient resources to facilitate the achievement of the goals set out in this policy.

2. Aims

- 2.1. As detailed in the **General Statement of Health and Safety Policy**, it is our policy to reduce accidents, injuries, and work-related ill health to the lowest level practicable. Where hazards exist, we will evaluate, control, and bring these to the attention of our employees.

3. Purpose and Duty

- 3.1. We all have a **legal duty** to co-operate in all safety-related matters, not to endanger ourselves or others and not to misuse anything provided for safety. All persons are to ensure that appropriate safety rules are followed.



3.2. In a school environment, it should be noted that particular care must be exercised in the sphere of health and safety, because so many aspects of the work involve not only Employees, but the health and safety of the children and visitors as well.

4. Arrangements

4.1. In line with statutory regulations and the **Collegiate Health and Safety Policy**, we undertake risk assessments and regular audits to identify significant risks associated with buildings, activities, and people.

4.2. Wherever possible we will eliminate these risks, and where we cannot achieve this, we implement suitable and sufficient control measures to reduce and manage, so far as is reasonably practicable, the risks to employees and others.

4.3. All risk assessments are reviewed annually and updated as required.

4.4. Staff who undertake risk assessments are **competent** and have received risk assessment training. Termly checklists are completed by Heads of Department, with any identified hazards or issues collated by the Health and Safety Team, in order that appropriate action can be taken. On-site events, activities, and trips are logged and approved using Evolve software.

5. Risk Assessment

5.1. Risk assessments, audits and general inspections will be undertaken at regular intervals. This will enable management to identify significant hazards and plan for their elimination, reduction, and control. The Health and Safety Team oversees risk assessments, which are reviewed at least annually. Termly checklists are completed by Heads of Department, with any identified hazards or issues collated by the Health and Safety Team, in order that appropriate action can be taken.

5.2. Security measures are set out in the **Premises and Security Policy**, which addresses potential risks from members of the public. The risk of exposure to radicalism is addressed in the **Risk Assessment Policy for Student Welfare**.

6. Security

6.1. Security measures are set out in the **Premises and Security Policy**, which addresses potential risks from members of the public. The risk of exposure to radicalism is addressed in the **Risk Assessment Policy for Student Welfare**.

7. Training

7.1. As part of the annual of the annual INSET, all staff are trained in **Health and Safety and Fire Safety**, and the need for, and the approach to, risk assessment. Specific risk assessment training is available to all staff.



8. Supervision

- 8.1. To minimise risk outside the classroom, day staff are allocated supervision duties during break and lunchtime, covering the indoor and outdoor areas of the campus.
- 8.2. Boarding staff supervise students outside the normal school day. All staff are encouraged to report any perceived hazard.
- 8.3. Leisure assistants supervise students in leisure facilities e.g., gym, atrium, with support from other staff as appropriate.

9. Premises and Grounds

- 9.1. All new premises will be subject to current building regulations and any specific requirements of NMS (National Minimum Standards) for boarding or Standards for schools.
- 9.2. All areas of construction will be overseen by Estates and subject to building risk assessment and regulations.
- 9.3. Any newly-handed-over premises will be further checked by the Health and Safety Team and Fire Officer, before being used.
- 9.4. Fire risk assessments are carried out by an external specialist company and are the responsibility of the Estates department.
- 9.5. Specialist checks will be done on EYFS outdoor play areas, and such areas regularly checked by EYFS staff. Chapter House and Kindergarten undertake risk assessment of their premises, taking account of any appropriate regulations.
- 9.6. A risk assessment of the use of cameras and CCTV on the premises is carried out, to ensure sufficient control measures are always in place. This is reviewed at least annually.
- 9.7. Risk assessments for other play areas are renewed annually.
- 9.8. General formal risk assessment of the grounds and buildings will be carried out by the Health and Safety Team at the beginning of each academic year, but this will be an on-going process, updated as necessary and taking account of any changes or severe weather conditions.
- 9.9. Each academic department will risk assess their teaching area annually, this is overseen by the Health and Safety Team. Termly checks will be carried out, in addition to these risk assessments, completed by the Head of Department or person in charge of a particular area, and submitted to the Health and Safety Team for collation and action.

10. Radiation, COSHH and Facilities

- 10.1. Radiation risk assessment is carried out in accordance with requirements of IRR2017, by a professional advisor.



- 10.2. COSHH risk assessments will be carried out where relevant. Science subjects use CLEAPSS, and the Estate office holds COSHH assessments for substances used in maintaining the site. Other relevant departments are required to assess storage of any potentially hazardous material e.g., paint, detergents.
- 10.3. Thorough risk assessments will be conducted by the Leisure Team for specialist facilities e.g., pool, gym, pitches. Safe operating procedures are in place for the pool and gym.

11. Risk Assessment of Activities

- 11.1. All on-site and off-site activities will be assessed for risk. A generic risk assessment is available, for adaptation for any specific activity, including transport to and from off-site venues.
- 11.2. All off-site activities must have their risk assessment approved by the **Co-Curricular Team/Educational Visits Coordinator** before the trip can take place (see policy for **Educational Visits**). Software used for all educational visits, trips or fixtures prompts the need for a risk assessment and the need for approval.
- 11.3. All external providers of activities are expected to provide a risk assessment for their activity, and any adventure activities centres will be required to have the appropriate licences, staffing, and insurance.
- 11.4. Each department will be required to include in its annual risk assessment, and in any schemes of work, reference to activities that involve risk and control measures to be implemented.
- 11.5. Each department will be required to have risk assessments for activities they organise.
- 11.6. Activities organised by Estates staff are subject to the procedures of the Estates Department. The Health and Safety Team consult with Estates where any activities may impact on the safety of students or staff.
- 11.7. Where activities of others impact upon the safety of the students, they will be risk assessed in that context e.g., cleaning/storage of materials.

12. Risk Assessment for those with Special Needs or Disabilities

- 12.1. Where students have a disability that may mean they encounter risks not applicable to all students, specific risk assessments will be carried out. This will also apply to students or staff temporarily at greater risk through injury, illness, or pregnancy. Anyone with compromised mobility, whether permanent or temporary, will have a **PEEP (Personal Emergency Evacuation Plan)**, in case of fire.

13. Risk assessment – Student Welfare

- 13.1. The Collegiate's specific arrangements for safeguarding and promoting students' welfare is set out in a separate **Risk Assessment Policy for Student Welfare**.



14. Storage of Risk Assessments

- 14.1. Fire risk assessments and any assessments involving building works will be held by Estates.
- 14.2. Fire risk assessments are stored in the Health and Safety Compendium on SharePoint.
- 14.3. All risk assessments for trips are stored on the trips/events software used.
- 14.4. All risk assessments for areas used by Chapter House and Kindergarten will be held by the Head of Chapter House and stored on the Health and Safety Compendium.
- 14.5. All departmental risk assessments will be held by the Head of Department and stored on the Health and Safety Compendium,
- 14.6. Individual Staff Risk Assessments will be stored with Human Resources.

15. Health issues

- 15.1. Where these involve student welfare, see the **Risk Assessment Policy for Student Welfare**.
- 15.2. Where there is a risk of contact with contagious or highly infectious diseases, the Collegiate's medical provision is set out in the **Medical Policy**.
- 15.3. Any disease that may put at risk a member of staff will be notified e.g., where there may be potential risk to an unborn child, and all necessary precautions taken.
- 15.4. The Collegiate has previously established contingency plans for dealing with pandemics, and any future risks will be assessed as and when they arise. The risk of the spread of flu is assessed as high in a boarding environment, and all students and staff are provided with the opportunity for vaccination.



Appendix 1 - Guidance on Risk Assessment

Risk assessment methods are used to decide on priorities and to set objectives for eliminating hazards and reducing risks.

Where practicable risks are eliminated through selection and design of facilities, equipment, and processes. If risks cannot be eliminated, they are minimised using physical controls, systems of work, and personal protective equipment (PPE).

Risk Assessments focus on the prevention of harm and loss, in identifying sensible measures to control risks 'so far as reasonably practicable'.

When thinking about your risk assessment, remember:

- **A Hazard is the potential of a substance, activity, or process to cause harm.**
- **A Risk is the likelihood of harm being caused.**

There are 5 steps to producing a Risk Assessment

Step 1: Identify the hazards

Hazard identification is the first step of risk assessing. Significant hazards, which could result in serious harm should be identified.

Step 2: Decide who might be harmed and how

Identify groups of people who may be harmed and how – this includes employees, students, visitors, and contractors.

Step 3: Evaluate the risks and implement control measures

Identify the current control measures in place and add any further control measures required.

When controlling risks:

- Elimination where possible
- Substitution - less risky alternative
- Engineering Controls - redesign the process or isolate the hazard
- Signage/Warnings/Administrative Control Measures: such as good housekeeping, limiting exposure, training, and information.
- PPE (Personal Protective Equipment)
- Provide welfare facilities
- Involve or consult with workers

Step 4: Record your findings and implement them

Make a record of your significant findings on a risk assessment template. The risk assessment must be shared, and easily accessible, with the relevant people.

Step 5: Monitoring and Review

Risk Assessments must be reviewed annually or/if

- there have been any significant changes
- further improvements need to be made
- lessons learned from an accident, incident or near miss



Appendix 2 – Health and Safety Termly Department Checklist

DEPARTMENT/AREA

DATE

COMPLETED BY

ITEM	YES √	NO x	COMMENTS/ACTION
FIRE			
Are the fire escape routes free from obstruction?			
Are the evacuation notices still in place?			
Are escape route signs still in place?			
Are fire doors easy to open from the inside, or unlocked?			
Are fire extinguishers intact and properly mounted?			
Are all staff and students familiar with the evacuation procedure and muster points?			
VENTILATION AND HEATING			
Can a reasonable working temperature be maintained in the area? If no, why not?			
Is there natural ventilation and/or working aircon.?			
Are blinds and curtains, where present, in working order?			
ELECTRICAL EQUIPMENT/SERVICES			
Have all items of portable electrical equipment been tested within a reasonable amount of time?			
Are fixed switches and sockets in good repair, with no sockets overloaded?			
Is electrical equipment e.g., cables and plugs free from damage?			
Are all cables and leads tidied wherever possible, so that they do not present a tripping hazard?			
Is lighting adequate, secure, and working properly?			
MACHINERY/FUME CUPBOARDS			
Is all maintenance of machinery and fume cupboards up to date? Do you have departmental records?			Use N/A if not applicable to your department.
FURNITURE AND FITTINGS			
Is furniture stable and fit for purpose?			
Are carpets free from tripping hazards?			
Are window stays in place and working effectively? (Not applicable in the listed building of the Hall).			
Are heaters/radiators protected where necessary, to avoid burns?			
Is there a suitable aid to climbing, to avoid climbing on furniture e.g., a hop-up for putting up displays?			
HAZARDOUS SUBSTANCES			
Where applicable, are hazardous substances e.g., glue, paint, chemicals stored safely and correctly?			



Where applicable, are liquids stored away from electrical equipment and vice versa?			
Where applicable, are there procedures in place to deal with spillages e.g., water, blood from cuts?			
FIRST AID			
Do staff know where the nearest first aid kit is?			
Is the nearest first aid kit adequately stocked? If not, give location, please, and what is missing.			
Do staff know where the nearest first aider is?			
Are the nearest toilets in good repair?			
AOB: (Add anything unique to your area or activity)			

When completed, please email to healthandsafety@qe.org

Please put maintenance issues on the relevant fault reporting site and record that here.

Queen Ethelburga's Collegiate 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 children fulfil their potential *to become the best that they can, with the gifts that they have.*



QUEEN ETHELBURGA'S COLLEGIATE

RISK ASSESSMENT POLICY FOR STUDENT WELFARE

<p>Review period: 01 April to 31 May 2024</p> <p>Due for review: April 2025</p>	<p>This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:</p> <p>Education (Independent School Standards) Regulations 2014: Part 3 obligations to implement a written risk assessment policy Part 8 obligations of those with leadership and management responsibilities to actively promote the wellbeing of students.</p> <p>Keeping children safe in education (DfE, September 2023)</p> <p>Keeping children safe in education 2024 (Draft version issued May 2024, does not come into force until September 2024)</p> <p>Working together to safeguard children (DfE, 26 March 2015, updated 23 February 2024)</p> <p>National minimum standards for boarding schools, in force from 5 September 2022</p> <p>Statutory framework for the Early Years Foundation Stage (DfE, 31 March 2014, updated 19 January 2024)</p> <p>Equality Act 2010</p> <p>Health and Safety at Work Act 1974</p> <p>The Serious Crime Act 2015: Section 74 – mandatory reporting of female genital mutilation)</p>	<p>To be viewed alongside the following related policies and documentation:</p> <p>Child Protection and Safeguarding Policy</p> <p>Anti-bullying Policy</p> <p>Staff Code of Conduct</p> <p>Behaviour and Discipline Policy</p> <p>Risk Assessment - Health and Safety</p> <p>First Aid Policy</p> <p>Medical Policy</p>	<p>Publication and availability for Staff, Parents, Carers and Prospective Parents:</p> <p>This policy is available upon request to Parents and to staff on SharePoint.</p>
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	<p><u>Prevent duty guidance - England and Wales (2023) (Home Office, 31 December 2023)</u></p> <p>This policy has regard to the following guidance and advice:</p> <p>The Prevent duty: an introduction for those with safeguarding responsibilities (Home Office, 07 September 2023)</p> <p>Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (DfE, 26 March 2015, 01 May 2024)</p>	<p>Mental Health and Wellbeing Policy</p> <p>E-safety – Digital Wellbeing Policy</p> <p>Educational Visits Policy</p>	
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1 Introduction

- 1.1 This policy statement applies to Queen's Kindergarten and Chapter House Preparatory School, King's Magna Middle School, Queen Ethelburga's College, The Faculty of Queen Ethelburga's and Queen Ethelburga's Services (QES) - hereafter referred to as "**the Collegiate**". Staff from across the Collegiate, are collectively known, and will be referred to as "Team QE". This policy also applies to Queen Ethelburga's holiday programmes, including Holidays@QE; QE Short Courses and International Summer School; and Camp QE.
- 1.2 **Purpose:** The purpose of this policy is:
- 1.2.1 to actively promote the wellbeing of students of the Collegiate;
 - 1.2.2 to ensure that all employees of the Collegiate are aware of and follow the Collegiate's approach to student wellbeing; and
 - 1.2.3 to implement a framework for the assessment of risk(s) to student wellbeing.
- 1.3 It is drawn up and implemented in accordance with the **Education (Independent School Standards) Regulations 2014 (SI 2014/3283)** (the **ISSRs**) and has regard to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of students at the Collegiate by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management responsibilities to actively promote the wellbeing of students. It has regard to the **National Minimum Standards for Boarding Schools (DfE, September 2022)** (the **NMS**).

2 Responsibilities

- 2.1 The Collegiate Board oversees student welfare and wellbeing issues.
- 2.2 At an operational level, the Health, Safety and Environment Manager, The Head of Student Welfare and Personal Development (DSL), The Head of Student Wellbeing and the Head of Co-Curricular will:
- 2.2.1 ensure that students' health, safety and well-being is adequately protected;
 - 2.2.2 ensure that all staff are aware of, and adhere to, the Collegiate policies and procedures on student health, safety and welfare;
 - 2.2.3 ensure that key staff have clearly established roles and responsibilities;
 - 2.2.4 ensure that staff are appropriately trained to deal with student welfare issues;
 - 2.2.5 ensure that where concerns about a student's welfare are identified, the risks are appropriately managed;
 - 2.2.6 consult with staff, students, parents and others, where appropriate, to find practical solutions to welfare issues;
 - 2.2.7 ensure that standards of student welfare at the Collegiate are regularly monitored both at an individual level and across the whole school community to identify trends and issues of concern and to improve systems to manage these.

2.3 Those named in paragraph 3.5 are responsible for carrying out risk assessments in relation to the specific matters of student health, safety and welfare covered in those policies.

3 **Student welfare**

3.1 The Collegiate recognises its responsibility to safeguard and promote the welfare of students in its care. This responsibility encompasses the following principles:

3.1.1 to support students' physical and mental health and emotional well-being (as well as their social and economic well-being);

3.1.2 to protect students from the risk of harm and/or neglect;

3.1.3 to recognise that corporal punishment can never be justified;

3.1.4 to provide students with appropriate education, training and recreation;

3.1.5 to encourage students to contribute to society;

3.1.6 to protect students from the risk of radicalisation, extremism and being drawn into terrorism;

3.1.7 to build students' resilience to radicalisation by actively promoting fundamental British values, enabling students to challenge extremist views;

3.1.8 to assess the risk of children being drawn into terrorism and to provide appropriate support for those identified as being at risk;

3.1.9 to ensure that students are provided with a safe and healthy environment so far as reasonably practicable; and

3.1.10 to manage welfare concerns effectively.

3.2 The Collegiate recognises that individual students may have needs which arise from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision additional to or different from that generally required by children of the same age in mainstream schools.

3.3 The Collegiate is committed to promoting and safeguarding the welfare of all its students having regard to the special requirements of individual students, but, where appropriate or necessary, balancing the special requirements of individual students against the Collegiate's responsibilities to promote and safeguard the welfare of all its students.

3.4 The Collegiate addresses its commitment to these principles through:

3.4.1 **Prevention** - ensuring that all reasonable measures are taken to minimise the risk of harm to students and their welfare by:

(a) ensuring through training that all staff are aware of and committed to this policy and the values set out;

(b) establishing a positive, supportive and secure environment in which students can learn and develop;

- (c) including in the curriculum, activities, and opportunities for PSHE which equip students with skills to enable them to protect their own welfare and that of others; and
- (d) providing medical and pastoral support that is accessible and available to all students.

3.4.2 **Protection** - ensuring all appropriate actions are taken to address concerns about the welfare of a student, whether of a safeguarding nature or otherwise. This includes:

- (a) sharing information about concerns with agencies who need to know and involving students and their parents appropriately; and
- (b) monitoring students known or thought to be at risk of harm and formulating and / or contributing to support packages for those students.

3.5 The Collegiate recognises that student welfare and well-being can be adversely affected by many matters whether in or away from school, including abuse, bullying, radicalisation, behavioural and health issues.

3.6 The Collegiate has developed this policy and the policies detailed in the table in section 4, which set out full details of its procedures to safeguard and promote student health, safety, and welfare in accordance with its duties under Part 3 of the ISSRs and the and details of those with overall responsibility for risk assessment.

4 Policy table

Policy	Queen's Kindergarten	Chapter House Prep School	King's Magna Middle School	Queen Ethelburga's College	Faculty of Queen Ethelburga's
Child Protection and Safeguarding	Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL)
Anti-bullying	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing
Behaviour	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing	Head of Student Wellbeing
Health and safety policy	Health and Safety Manager	Health and Safety Manager	Health and Safety Manager	Health and Safety Manager	Health and Safety Manager

First aid policy	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)
Medical Policy	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)	Head of Student Welfare (DSL)
Educational visits policy	Head of Co-Curricular	Head of Co-Curricular	Head of Co-Curricular	Head of Co-Curricular	Head of Co-Curricular

5 Risk assessment

- 5.1 Student safety and welfare at the Collegiate is paramount. The Collegiate has various systems to ensure that student welfare is safeguarded and promoted including the use of daily diaries, house meetings, link meetings and weekly report sheets. These are regularly reviewed and overseen by the Boarding Management Team.
- 5.2 Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed, appropriate action will be taken to reduce the risks identified and this will be recorded, regularly monitored, and reviewed. More guidance on risk assessment can be found in **Appendix 1**.
- 5.3 The format of any assessment of risks may vary and may be included as part of the overall response to a welfare issue. Regardless of the form used, the Collegiate's approach to promoting student welfare will be systematic and student focused. These are regularly monitored by the Complex Welfare and Safeguarding Teams.
- 5.4 The information obtained through this process and the action agreed will be shared, as appropriate, with other staff, parents and third parties to safeguard and promote the welfare of a student or of students generally.

6 Safeguarding / child protection

- 6.1 With regard to safeguarding risks, and in accordance with current statutory guidance, including *Keeping Children Safe in Education (September 2023)*, *Working Together to Safeguard Children (2023)* and Part 3 of the **ISSRs** and the **NMS**, the Collegiate has systems in place to identify students who may need extra help, or those who are suffering, or are likely to suffer significant harm. The Collegiate will take appropriate action to address and mitigate those risks by working in conjunction with social care, the police (and the Channel Police Practitioner for those identified as being at risk of radicalisation), health services and other services, where appropriate or necessary.
- 6.2 Full details of the Collegiate's safeguarding procedures are set out in the **Child Protection and Safeguarding Policy**.

6.3 Further guidance on how staff should ensure that their behaviour and actions do not place students or themselves at risk of harm, or of allegations of harm to a student, is also set out in **Staff Code of Conduct**.

7 **Protection from radicalisation and extremism**

7.1 Details of the Collegiate's procedures to prevent students and staff from becoming radicalised and/or being drawn into extremism and/or terrorism in accordance with the guidance in **Prevent Duty Guidance for England and Wales 2023** (HM Gov) and the **Departmental Advice on the Prevent Duty (DfE)** are also contained within the **Child Protection and Safeguarding Policy, Staff Code of Conduct and E-safety – Digital Wellbeing Policy**.

7.2 The Collegiate will meet these obligations by assessing the risk of students and staff being drawn into radicalisation and/or extremism and/or terrorism and putting in place control measures to support those at risk.

7.3 The Collegiate is committed to providing a safe space in which students can consider and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.

7.4 The Collegiate will ensure that the arrangements for visiting speakers, whether invited by staff, students, or parents, are suitably risk assessed before the visit takes place, and that clear protocols are in place to ensure that those visiting speakers are suitable and are appropriately supervised when on Collegiate premises.

8 **Anti-bullying**

8.1 The Collegiate has a written **Anti-bullying Policy** which covers the Collegiate's approach to the management of bullying and cyber bullying.

9 **Behaviour**

9.1 The Collegiate has a written behaviour policy, which sets out how it promotes good behaviour amongst students and the sanctions to be adopted in the event of student misbehaviour.

9.2 This policy contains further information about the Collegiate's performance of its duties under the **Equality Act 2010** (and reasonable adjustments made for students with disabilities), support systems for students and liaison between parents and other agencies.

10 **Health and safety**

10.1 In accordance with its obligations under the **Health and Safety at Work Act 1974** and with **Part 3 of the ISSRs**, Thorpe Underwood Services Limited as the employer on behalf of the Collegiate has a duty to ensure the health, safety and welfare of employees and the health and safety of students and others affected by the Collegiate's operations, so far as is reasonably practicable.

10.2 The Collegiate will meet this requirement by taking a sensible, proportionate, and holistic approach to management of health and safety issues in accordance with its obligations and

its health and safety policies and its separate policy on risk assessment of health and safety issues.

11 Reporting

- 11.1 When assessing risks to student welfare and wellbeing, all staff should also consider whether the matter should be reported to outside agencies and /or regulatory bodies, including but not restricted to, Children's Services, the Police, (including the Channel Police Practitioner in relation to those identified as being at risk of radicalisation), Ofsted, CAMHS, the Charity Commission etc.
- 11.2 Unless provided for otherwise in the Collegiate's policies or in statutory guidance, the member of staff concerned should discuss the decision to report to outside agencies and /or regulatory bodies with the Principal and/or Head of the School and/or the Designated Safeguarding Lead (where appropriate) before making such a report.
- 11.3 If, at any point, there is a risk of immediate serious harm to a student, a referral should be made to Children's Social Care immediately. Anybody can make a referral. If the student's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child.
- 11.4 If staff are concerned that their referral has not be dealt with appropriately or do not feel they can report directly through the Collegiate's safeguarding process, they can use the NSPCC Whistleblowing Helpline. Staff can call: 0800 028 0285 or email: help@nspcc.org.uk.
- 11.5 If staff suspect that an act of female genital mutilation appears to have been carried out on a girl under the age of 18, it is mandatory to report this to the Police under **section 74 of The Serious Crime Act 2015**.
- 11.6 Wherever the Collegiate proposes to share information under this policy or related welfare policies, it will have due regard to the principles set out in the DfE advice note, "**Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers**" (July 2023).

12 Monitoring and review

- 12.1 Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Principal and/or a relevant senior member of staff as set out in section 3.5.
- 12.2 This policy and related procedures will be reviewed by the Principal and/or a relevant senior member of staff as set out in section 3.5 and updated as necessary.

In undertaking the monitoring and review of relevant risk assessments and this policy (as necessary), the Principal and/or a relevant senior member of staff will seek to identify trends and understand issues of concern and take steps to improve systems to manage these.

Appendix 1 Guidance on risk assessment

A student welfare risk assessment is a careful examination of what could cause harm to student welfare and considers appropriate control measures, to assess whether the Collegiate has taken adequate precautions or should take additional steps to prevent the risk of harm.

The purpose of a risk assessment is to identify sensible measures to control real risks - those that are most likely to occur and / or will cause the most harm if they do.

When thinking about risk assessment in this context, remember:

- a welfare issue is anything that may harm a student; to include cyber-bullying, abuse and the risk of radicalisation and extremism.
- the risk is the chance that a student could be harmed, together with an indication of how serious the harm could be if it occurs.

Step 1: Identify the issue

Firstly, work out how students could be harmed. This will generally be set out in the concern raised about a student's welfare.

Step 2: Decide who might be harmed and how

Identify individual students or groups of students who might be harmed and how they might be harmed by the concern raised.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks.

Compare what action is currently taken, against what is required by law, DfE guidance or is accepted as good practice. If there is a difference, list what needs to be done to protect the student's welfare. Where appropriate consider any special requirements or protected characteristics.

Step 4: Record your findings and implement them

Make a written record of the significant findings - the concern, the issues, how student(s) may be harmed and what arrangements the Collegiate has in place to control those risks.

There is no prescribed format for this record, but any record produced should be simple and focussed on control measures and the steps the Collegiate proposes to take to manage the risk.

Step 5: Review the risk assessment and update, if necessary

Review the action taken for the students identified, and across the Collegiate generally, and monitor and review the efficacy and /or the outcome of the measures put in place on a regular basis, or as required.