PINEWOOD

Est. 1875

HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION POLICY

Whole-School policy including the EYFS

Introduction

1. The aim of the employer in relation to health, safety and environmental protection is to provide and maintain a **safe** and **healthy** workplace for employees, pupils and visitors. The employer notes the provision of the Health and Safety at Work etc Act 1974 and the Environmental Protection Act 1990[1]. This policy should be read in conjunction with the Chair of Governor's HSEP and Fire - Statement of Intent and includes the management of Fire (for policy see separate Fire Policy).

2. The arrangements outlined in this policy, and the various other safety provisions made by the employer, cannot by themselves prevent accidents or ensure safe and healthy working conditions. The employer believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The employer will take all reasonable steps to identify and reduce hazards to a minimum, but all staff, pupils and visitors must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

3. The employer recognises the importance of providing sufficient information and training for employees. To this end Pinewood will, to the best of its ability and resources, make freely available to all employees such information and training as is necessary.

Organisation and Responsibilities

4. Health, Safety, Environmental Protection (EP) and Fire is overseen by the Governance Committee. For the role of the Governance Committee see its relevant Terms of Reference.

5. It is the responsibility of the HSEP Officer, Heads of Department and all staff to execute this Policy and ensure information is properly channelled. The Policy is further co-ordinated through the Governance Committee and the HSEP and Fire Management Committee[2]. The HSEP (and Fire) Management Structure within the School is at Annex A.

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[1] https://www.legislation.gov.uk/ukpga/1990/43/contents

[2] Following a review led by the Bursar in Oct 22 it was decided to combine the Management Committee and Working Group into one committee.

6. The Terms of Reference detailing the role of the HSEP and Fire Management Committee are at Annex B.

The Duties of the Chair

7. As Head [of establishment] to assume overall responsibility for HSEP and Fire matters and to implement the Chair of Governors HSEP and Fire Statement of Intent. To Chair the HSEP and Fire Committee and to report to the Governance Committee matters arising and/or issues warranting escalation.

The Duties of the HSEP Officer (and HSEP and Fire Coordinator)

8. Overall responsibility of HSEP[3] at the School rests with the Bursar as the HSEP Officer, on behalf of the Headmaster.

9. Day to day maintenance and development of safe working practices and conditions for employees, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school is delegated to the Estates Manager as the HSEP and Fire Coordinator for the School. In conjunction with the HSEP Officer he will take all reasonably practicable steps to achieve this end through the Head, Heads of Departments, Teachers and others as appropriate.

10. The HSEP Officer will take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met, in full, at all times.

11. In particular the HSEP Officer will:

- Be aware of the basic requirements of the Health and Safety at Work etc Act 1974 and Environmental Protection Act 2021, any other health and safety legislation or codes of practice relevant to the work of the school.

- Monitor the health, safety and welfare of staff, pupils and others using the school premises or facilities or attending or taking part in school-sponsored activities.

- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.

- Advise on working practices and procedures throughout the school, so that each task is carried out to the required standards and so that all risks are controlled.

- Consult with members of staff on health, safety and EP issues, hence the HSEP and Fire Management Committee.

- Arrange systems of risk assessment to allow prompt identification of potential hazards.

- Carry out periodic reviews and safety audits on the findings of the risk assessments.

[3] The responsibility for Fire rests with the Deputy Head (see Fire Policy).

- Advise and assist when required the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.

- Encourage staff and pupils to promote health, safety and EP.

- Ensure that any defects in the premises, its plant, equipment or facilities, which relate to, or may affect the health and safety of staff, pupils and others are made safe without delay through the maintenance helpdesk system or contact the HSEP&F Coord (Estates Manager) directly.

- Encourage all employees to suggest ways and means of reducing risks.

- Collate accident and incident information and, when necessary, carry out accident and incident investigations.

- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and report those who consistently fail to consider their own well-being and the health and safety of others to the HSEP and Fire Management Committee.

The Duties of the Fire Officer

12. The Designated Fire Officer (and Estates Manager, Deputy Head of Pre-Prep and Heads of Department) will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials;

- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

- Maintain awareness through training and refresher training of the preventative steps that need to be taken;

- Consult on a termly basis with the Fire Wardens;

- Include fire prevention and evacuation procedures during the induction process with all new starters;

- Pay close attention to the activities of contractors as appropriate including Hot Working procedures;

- Ensure all purchases of furniture and soft furnishings should comply with the Furniture and Furnishings Fire Safety Regulations 1988 (amended 1989, 1993 & 2010).

The Duties of the Deputy HSEP Officers

13. The HSEP Officer is supported by three deputies; Deputies HSEP Prep, Pre-Prep and Support Staff (see Annex A for relevant appointments).

14. They must make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 ('Health and Safety and Welfare at Work' booklet issued to all staff) and Environmental Protection Act 1990, and any other health and safety legislation and codes of practice, that are relevant to the work of their area of responsibility.

15. In addition to the general duties which all members of staff have (see 3.5), they will be directly responsible to the HSEP Officer for the implementation and operation of the School's HSEP Policy within their relevant departments and areas of responsibility, and in helping members of staff, pupils and others to comply with its requirements.

16. As part of their day-to day responsibilities Deputy HSEPs will ensure that:

- Safe methods of work exist and are implemented through their department.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively by staff, pupils and all other persons working in their Department or under their control.
- Staff, pupils and others under their supervision are instructed in safe working practices.
- New employees working within their department are given instruction in safe working practices. Induction of all new staff to happen at start of employment and includes child protection, Health and Safety issues, fire evacuation and safety procedures.
- Regular safety inspections are made of their area of responsibility as required.
- Positive correct action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- Plant, machinery and equipment in the department in which they work are adequately guarded and secured and records of use kept.
- All plant, machinery and equipment in the department in which they work are in good and safe working order.
- All reasonable and practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Appropriate protective clothing and equipment, first-aid and fire appliances are provided and readily available in the department in which they work.
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest standards of health and safety, and discipline those who consistently fail to consider their own

well-being and the health and safety of others. Reporting of accidents through the Surgery.

- All the signs used meet the statutory requirements.

- All health, safety and EP information is communicated to the relevant person.

- They report, as appropriate, any health, safety concerns by email direct to the Health and Safety Officer or submission of a Risk Assessment ticket through the Help Desk facility.

The Duties of Responsible Persons (see Annex A) and all Members of Staff

17. All staff will make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 ('Health and Safety and Welfare at Work' booklet issued to all staff) and Environmental Protection Act 1990, and any other health and safety legislation and codes of practice that are relevant to the work of the department in which they work.

18. Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

19. As regards any duty or requirements imposed on their employer by or under any of the relevant statutory provisions, co-operate with them so far as necessary to enable that duty or requirement to be performed or complied with.

20. Familiarise themselves with the health and safety aspect of their work and to avoid conduct which would put them or others at risk.

21. In particular, all members of staff will:

- Be familiar with the HSEP policy and any other safety regulations as laid down by the employer.

- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by themselves, as well as pupils and all other persons working under their control.

- See that all plant, machinery and equipment are adequately guarded.

- See that all plant, machinery and equipment are in good and safe working order.

- Not make unauthorised or improper use of plant, machinery or equipment.

- Use the correct equipment and tools for the job and any protective clothing, equipment or safety devices that may be supplied.

- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.

- Report any defects in the premises, plant, equipment and facilities which they observe by way of email direct to the HSEP Officer or submission of a Risk Assessment ticket through the Help Desk facility.

- Take an active interest in promoting health and safety and suggest ways of reducing risks.

All members of staff are required to read, understand and observe the following related policies:

- Asbestos Policy
- Control of Pupils to Risky Areas
- Disaster Recovery Plan
- First Aid Policy
- Fire Policy
- Fire Risk Assessments
- HSEP Statement of Intent
- Minibuses
- Occupational Stress Policy
- Pool Safety Operating Procedure
- Risk Assessment Policy and Risk Assessments
- Safety and Supervision of Pupils on School Trips
- Security, Access Control, Workplace Safety and Lone Working Policy
- Working at Height

Risk Assessment

22. The HSEP Officer will ensure that a risk assessment survey of the premises, working practices and all school-sponsored activities is periodically reviewed (see Risk Assessment Policy). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of this survey is reported annually to the Governance Committee.

Training

23. Induction Training. Induction Training for all new staff takes place at the start of employment and includes health and safety, fire evacuation and safety procedures. This Induction Training is provided by the HSEP Officer and Fire Officer. Additional Manual Handling Training is provided to those staff that are in appointments that carry out manual handling.

24. On-Going Training. Regular HSEP Training sessions for staff are carried out at InSet as well as updates provided at weekly staff meetings as required. In addition, staff will receive the minutes of the HSEP and Fire Management Committee. Further awareness training can be accessed through Educare - https://www.myeducare.com/course/view.php?id=228

25. Training for the HSEP Officer and Deputies. The HSEP Officer and Deputies are trained in Risk Assessments and should attend the online training for Senior Leadership and Management through Educare - https://www.myeducare.com/course/view.php?id=222

Consultation Arrangements with Employees

26. Staff are encouraged to give feedback on HSEP arrangements through the Deputies as required, or direct to the HSEP Officer.

Recording and Reporting Accidents

27. Accidents. Accidents are reported to Surgery and the details of which are then recorded in the Accident Book which is maintained in Surgery by the Nurses. See First Aid Policy.

28. RIDDOR. The Bursar is to be notified of any accidents requiring RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) so that they can be actioned in accordance with RIDDOR requirements.

Policy and Procedures for Off-Site Visits

29. See safety and supervision of Pupils on School Trips Policy.

Dealing with HSEP Emergencies

30. See the Disaster Recovery Plan, which includes what happens in the case of an overnight emergency where the premises need to be evacuated (Boarding National Minimum Standard Part E Health and Safety, Standard 9.4).

First Aid and Supporting Medical Needs

31. See First Aid Policy.

Occupational Health Services and Managing Work-Related Stress

32. See Occupational Stress Policy.

Violence

33. The Code of Behaviour for Pupils provides guidance to pupils however should violence occur a member of staff should follow the Behaviour Policy and Restraints Policy as necessary.

Manual Handling

34. The HSEP & Fire Coord (Estates Manager) will provide Manual Handling Training as part of the Induction Training to those staff who require it for their role. This may include Estates, Maintenance, Domestic, Catering, Matrons, Nurses and Gaps.

Slip and Trips

35. Areas where people walk such as paths and corridors are kept clear and well maintained in order to prevent slips and trips. When floors are cleaned and remain damp then signs are erected to provide warning to those entering the area concerned.

On Site Vehicle Movement

36. See the Vehicle Movement on Site Risk Assessment. The School operates a one-way system for vehicle movements. Along the main School Drive appropriate Highway warning signage is prominently displayed and there is a speed limit in place. Three zebra crossings are located on the Drive to allow for the safe passage of pupils between school buildings. These are lit when the light levels are low such as winter evenings.

37. Parking. Sufficient parking is in place for the safe alighting of passengers from vehicles. Parking arrangements for large school events are coordinated by the Estates Team to ensure safe parking.

38. Delivery Vehicles. Daily deliveries of food supplies and goods are managed so that they avoid pupil drop off and pick up times. This is also the case when Contractors are working on the site to complete major building projects.

Management of Asbestos

39. The Asbestos Register is held and maintained by the Estates Manager. If the School plans to complete intrusive infrastructure works then further asbestos surveys are carried out and reports assessed. See Asbestos Policy for further details.

Management of Legionella

40. An external company completes Legionella testing within the School and records are held by the Estates Manager.

Portable Electrical Apparatus

41. Apparatus used in the school must be registered. Portable electrical apparatus should be registered and cleared for use by the Estates Manager. Testing of portable equipment is carried out annually and records are held by the Estates Manager.

Control of Hazardous Substances, including Use and Storage of Chemicals

42. Staff using toxic, hazardous and highly flammable substances in their role are trained to ensure that they are used correctly in accordance with the COSHH regulations. Such substances are stored and labelled in accordance with the COSHH regulations. COSHH leaflets are kept within the relevant department and in the COSHH File held in the Surgery.

Working at Height

43. See Working at Heights Policy.

Selecting and Managing Contractors

44. Contractors are selected after a tender process which considers their suitability to work in the School. Wherever possible maintenance works will be completed when the School is not in

session but when this is not possible then they are managed in accordance with the Security, Access Control, Workplace Safety and Lone Working Policy.

Maintenance, Examination and Testing of Plant and Equipment

45. External companies complete the required maintenance examinations and testing of plant and equipment within the School and records are held by the Estates Manager.
Swimming Pool testing is carried out in accordance with the Pool Safety Operating Procedures.

Fire Safety

46. See the Fire Policy (Fire Policy). Fire equipment and alarm servicing and maintenance checks are completed by an external contractor and records are held by the Estates Manager.

Security

47. See Security, Access Control, Workplace Safety and Lone Working Policy.

Visitors

48. See Security, Access Control, Workplace Safety and Lone Working Policy.

Smoking and Vaping

49. Pinewood operates a no smoking and vaping policy in any building or grounds of the school.

Reviewed by: Simon Mason, Bursar and HSEP Officer
Review Date: September 2026
Next Review Date: September 2027

ANNEX A

PINEWOOD SCHOOL
HEALTH, SAFETY, ENVIRONMENTAL PROTECTION and Fire MANAGEMENT STRUCTURE

Council of Governors

Governance Committee

Health, Safety, Environmental Protection and Fire Management Committee[4]

Headmaster (Chair)
Bursar (HSEP Officer)
Deputy Head (Fire Officer)
Estates Manager (HSEP & Fire Coord)
Head of Middle School (Deputy HSEP Prep & Secretary, DSL)
Deputy Head of Pre-Prep (Deputy HSEP Pre-Prep)
Operations Manager (Deputy HSEP Support Staff)

Responsible Persons
(co opted to the Management Committee as required)

Sports and Activities – Director of Sport
Science – Head of Science (already a member)
Music – Head of Music
Design Technology – Head of Design Technology
Art – Head of Art
Computer Science – Head of Computer Science
Pre Prep – Deputy Head of Pre-Prep (already a member)
Boarding – Head of Boarding
IT – IT Network Manager
Surgery – Nurse
Catering and Cleaning – Operations Manager (already a member)

[4] Following a review led by the Bursar in Oct 22 it was decided to combine the Management Committee and Working Group into one committee.

ANNEX B

PINEWOOD SCHOOL
HEALTH, SAFETY, ENVIRONMENTAL PROTECTION and Fire
MANAGEMENT COMMITTEE
TERMS OF REFERENCE

Introduction

1. The Governors consider the management of Health, Safety, Environmental Protection and Fire (HSEP and Fire) within Pinewood School to be of significant importance. Accordingly, it has delegated the responsibility of monitoring compliance to the Governance Committee which in turn requires the management of HSEP and Fire to be undertaken by a committee formed from School Staff.

Aim

2. The aim of the Pinewood School HSEP and Fire Management Committee is to implement policy approved by the Governance Committee on behalf of Council, and monitor and review standards set by the Headmaster.

Objectives

3. The HSEP & Fire Management Committee objectives are:

- Ensure that the School has suitable structures in place to manage HSEP and Fire.
- Formulate and disseminate policies and procedures to meet its statutory and other legal obligations and that these are appropriately monitored for compliance.
- Appoint and brief members of staff in their duties towards achieving a healthy and safe environment in which to conduct the business of the School.
- Ensure all members of staff are appropriately trained to discharge their duties.
- Prepare, update and maintain appropriate policy schedules.
- Conduct HSEP and Fire audits and take whatever remedial action is required.
- Conduct regular risk assessments and/or ensure mitigation plans/works to reduce risks are in place.
- Ensure risk assessments have been recorded and ensure plans to manage identified risks are actively monitored.
- Bring to the attention of the Buildings and Estates Committee any outstanding building requirements which contravene HSEP and Fire legislation.
- Report to the Governance Committee.

Composition

4. The Committee shall comprise:

- Headmaster as Chair
- The Bursar as HSEP Officer
- The Deputy Head and Fire Officer

- Estates Manager (HSEP & Fire Coord)
- Head of Middle School (Deputy HSEP Prep & Secretary, DSL)
- Deputy Head of Pre-Prep (Deputy HSEP Pre-Prep)
- Operations Manager (Deputy HSEP Support Staff)
- Members of staff co-opted members as required

5. With the approval of the Governance Committee the H&S Management Committee may seek professional advice as required.

Frequency of Meetings

6. The HSEP and Fire Management Committee is to meet twice a term.

Agenda

7. The agenda shall consist of the following standing items:

- Minutes of the previous meeting and matters arising
- Urgent issues
- Risk management
- Health and Safety
- Environmental Protection
- Fire
- Training

Reporting

8. The following procedures shall be applied:

- Draft minutes of meetings will be prepared for approval by the Chair and circulated, in draft to Committee Members. Minutes will be ratified at the next Committee Meeting and sent to all members of staff.
- The Chair of the HSEP and Fire Management Committee will make an oral report of the Committee's activities and work to all Governance Committee meetings.
- The HSEP Officer will provide an annual brief to the Governance Committee.