

# ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

## HEALTH AND SAFETY POLICY

**St Teresa's Health & Safety Policy**  
**Approved by the Full Board – 24 June 2025**  
**Effective 1 September 2025**

## **1.0 RATIONALE**

At St Teresa's school we believe that excellence in the management of health and safety (H&S) is an essential aspect of school life. We believe that our pupils, staff and visitors are the most important asset of our Trust and therefore we aim to create an environment where pupils, staff and visitors are safe at all times. This is achieved by following procedures to minimise risk and teaching good habits so that individuals are able to take care of themselves and each other, recognizing that some activities have an element of risk and acting to reduce this to an acceptable level.

## **2.0 AIMS**

Through our Health and Safety policy we aim to:

- \* promote the safety and welfare of all members of the school community;
- \* promote good safety procedures, alertness and control and instil concern and consideration for the safety of others;
- \* teach sensible safety habits within the whole curriculum either in standalone instruction or embedded through lessons;
- \* encourage pupils to develop beneficial habits through good health and hygiene routines;
- \* teach safety as part of pupils' duties where appropriate;
- \* provide and maintain adequate welfare facilities as appropriate;
- \* formulate effective procedures for use in case of a fire or evacuating the school premises;
- \* make arrangements for ensuring safety and the reduction of risks to health in connection with the use, handling, storage and transport of articles and substances;
- \* ensure the provision of sufficient information, instruction and supervision to help all employees and pupils to avoid hazards and contribute positively to their own health and safety, as well as access to health and safety training as appropriate or as and when provided;
- \* ensure safe use of information technology at every level;
- \* maintain all areas within the school in a condition that is safe and with minimal risk to health;
- \* ensure access to and egress from St Teresa's school in a condition that is safe and with minimal exposure to risk.

## **3.0 ORGANISATION OF HEALTH AND SAFETY**

St Teresa's school is one of 3 schools in the Effingham Schools Trust (EST) but each school (Cranmore, Manor House and St Teresa's) has its own H&S policy and a separate H&S Committee, which is responsible for the delivery of H&S at each school site. Membership of the H&S Committee at St Teresa's is as follows:

### **St Teresa's H&S Committee**

Director of Operations (H&S Manager & Chair)

H&S Governor

Head of IT

Headteacher

Facilities & Estates Manager (Deputy H&S Manager)

Head of Prep School

Deputy Heads

School Nurse

Catering Manager

Head of Boarding

Head of Sport

Science Department representative

Transport Supervisor

Cleaning Manager

Equestrian Director

School Groundsman

Caretaker

## **4.0 RESPONSIBILITIES**

### **4.1 Governors and Executive Head Responsibilities**

Governors and the Executive Head of EST are responsible for implementing each school's H&S policy. They will:

- a) monitor the effectiveness of the H&S policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- b) ensure there are emergency evacuation procedures and periodic practice evacuation drills (at least once a term) and the results of these are recorded; prepare a lock-down procedure and arrange for practice drills;
- c) make arrangements to draw the attention of all staff employed within the EST to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by relevant authorities;
- d) make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school as necessary;
- e) make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
- f) ensure that appropriate health and safety inspections are undertaken for work and school activities;

### **4.2 Duties of the Person Delegated to assist in the Management of Health and Safety (known as the H&S Manager)**

The Director of Operations is the H&S Manager for the EST. The H&S Manager will:

- a) assist the Heads in the implementation, monitoring and development of the school's H&S policy;
- b) monitor general advice on safety matters given by relevant bodies and advise on its application to the schools;
- c) co-ordinate arrangements for the design and implementation of safe working practices within the schools;
- d) investigate any specific health and safety problem identified in each school and take or recommend (as appropriate) remedial action;
- e) order that a method of working ceases, on health and safety grounds, if deemed unsafe;
- f) assist in carrying out regular safety inspections of each school and its activities and make recommendations on methods of resolving any problems identified;
- g) ensure that staff with control of resources (both financial and other) give due regard to safety;
- h) co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- i) arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- j) report to the insurers any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. Make arrangements for a slips and trips register;
- k) monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- l) identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist Governors and the Headteachers in the management of health and safety within the EST. Such delegated responsibility must be defined as appropriate;

#### **4.3 Duties and Responsibilities of the on-site Deputy H&S Manager**

The Facilities & Estates Manager is the on-site Deputy H&S Manager at St Teresa's.

The Deputy H&S Manager will:

- a) maintain the premises and repair any minor H&S issues;
- b) identify and arrange for any larger issues to be remedied by outside contractors;
- c) train staff in health and safety in consultation with the H&S Manager;
- d) conduct annual risk assessments in consultation with the H&S Manager;
- e) conduct fire drills and update records accordingly;
- f) ensure security of the buildings during and outside school hours;
- g) deputise for the H&S Manager as required;
- h) organise and train staff in health and safety.
- i) ensure that heavy machinery or plant movement is controlled and supervised;
- j) oversee the management of asbestos and maintain the asbestos register and follow the Control of Asbestos Regulations 2012 and Managing and Working with Asbestos 2013.
- k) arrange annual maintenance and safety checks on all electrical, gas, water and plant equipment appropriate to meet or exceed industry standards;
- l) ensure that all glazing is safe, and any breakages made secure and repaired as quickly as practicable.

#### **4.4 Responsibilities of Staff**

All staff are responsible for the H&S arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular they will monitor their own work activities and take all reasonable steps to:

- a) exercise effective supervision over all those for whom they are responsible;
- b) be aware of and implement safe working practices and to set a good example personally;
- c) identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- d) ensure that any equipment or tools used are appropriate for that use and meet accepted safety standards;
- e) provide job instructions, warning notices and signs as appropriate;
- f) provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- g) minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- h) evaluate promptly and, where appropriate, take action on disagreement of health and safety arrangements;
- i) provide the opportunity for discussion of H&S arrangements;
- j) investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- k) provide for adequate instruction, information and training in safe working methods and recommend suitable training;
- l) ensure entries/exits are kept clear for emergency vehicles at all times;
- m) ensure pupils are supervised by staff (break duties);
- n) ensure smoking is not allowed on the school premises;
- o) complete risk assessments, where necessary, for any activity.

#### **4.5 Responsibilities of All Employees**

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE H&S MANAGER (DIRECTOR OF OPERATIONS) OR HIS ON-SITE DEPUTY H&S MANAGER (FACILITIES AND ESTATES MANAGER)**

All Employees have a responsibility to:

- a) take reasonable care for the H&S of themselves and of any person who might be affected by their acts or omissions at work;
- b) co-operate with the Governors, Headteacher and others in meeting statutory requirements;
- c) not interfere with or misuse anything provided in the interests of health, safety and welfare;
- d) make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from their line managers or the delegated person responsible for H&S;

- e) ensure that tools and equipment are in good condition and report any defects to the H&S Manager; use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- f) ensure that offices and general accommodation are kept tidy;
- g) ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the H&S Manager in the first instance who is to inform the Executive Head and Headteacher.

Please note the following:

- a) it must be realised that newly appointed employees could be particularly vulnerable to any risk, and it must be ensured that all relevant H&S policies and procedures are drawn to their attention at an early stage;
- b) whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and if possible, seek help or guidance from a person familiar with the environment and specific hazards;
- c) all volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees;
- d) all new members of staff will be trained in H&S as soon as possible within their scheduled new starter induction training.

#### **4.6 Responsibilities of Pupils**

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

- co-operate with teachers and school staff on H&S matters;
- not interfere with anything provided to safeguard their own H&S;
- take reasonable care of their own H&S, and;
- report all H&S concerns to a teacher.

The Headteacher and teachers will endeavour to make pupils (and where appropriate parents/guardians and carers) aware of these responsibilities through direct instruction and also recorded in the Pupils' Behaviour Policy and PSHE programme. In addition, information is given to all pupils in their student diary and are a key part of the annual induction programme.

#### **4.7 All Other Persons on the School Property Responsibilities**

All other persons on the school property will:

- a) observe the H&S rules and the instructions given by persons enforcing the H&S policy;
- b) not work on the premises until the relevant rules are read, understood and accepted;
- c) not work on the premises until covered by insurance against risk;
- d) keep fire and emergency exits clear at all times.

#### **4.8 Responsibilities of the Health and Safety Committee**

The H&S Committee will be responsible for:

- a) coordinating the implementation of the H&S Policy and will keep under review measures taken to ensure the health and safety of employees, pupils, staff; and visitors;
- b) meet regularly, and at least once a term, to discuss matters concerning health and safety;
- c) ensure an inspection of the school is carried out once every term;
- d) where necessary, review and update any risk assessments;
- e) discuss training requirements;
- f) review the H&S policy at least annually and update it where necessary.

#### **4.9 Heads of Department**

Heads of Department will:

- a) ensure staff and any other supervising adults are aware of any matters pertaining to H&S in their particular curriculum area;
- b) make the H&S Manager and Deputy H&S Manager aware of any concerns they may have within their areas of responsibility.

### **5.0 HEALTH AND SAFETY METHODS AND PROCEDURE STATEMENTS**

#### **5.1 Code of Safe Conduct**

Stakeholders – staff, pupils, contractors and other users - are to:

- a) conform to the H&S policy, all H&S rules and signs, fire precautions and emergency procedures;
- b) ensure that they understand and follow the safe operation of their duties; ask if they do not understand any aspect of these;
- c) report all accidents, near misses, potential hazards and damage immediately;
- d) if personal protective equipment or clothing is provided, it must be used and properly looked after;
- e) not interfere with or misuse anything provided for the H&S of employees;
- f) not act in a way that could endanger themselves or others;
- g) not run, especially on stairs or steps. Use handrails and never read while walking;
- h) keep their work area tidy and clear of obstructions; do not leave things lying around;
- i) clean up any spilt liquids, tracked in rain etc. immediately;
- j) in the event of being called upon to handle bulky or heavy objects, only lift or move what is easily manageable; follow guidance and procedures for manual handling. If in doubt assistance or advice should be sought;
- k) electrical equipment is visually inspected, but:
  - i. never touch electrical equipment with wet hands;
  - ii. always disconnect electrical equipment before moving it;
  - iii. never attempt electrical repairs unless authorized;
  - iv. always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc;
  - v. always switch off equipment if not in use;
  - vi. RCD to be used for external use.

## **6.0 ARRANGEMENTS FOR HEALTH AND SAFETY WITHIN THE TRUST**

### **6.1 Specific Hazards and Precautions**

Information on any specific hazards and precautions (e.g. COSHH, fire) will be issued as appropriate and is available from the delegated person responsible for H&S. Training in dealing with hazards will be conducted as appropriate.

### **6.2 Medical and First Aid**

#### **6.2a First Aid Procedures**

St Teresa's has a medical centre which is staffed by a school nurse between 8.15 and 5.00pm. A significant number of staff are qualified first aiders and first aid for sports is the responsibility of the supervising staff. First aiders in Boarding provide medical cover with on call access to a school nurse out of normal school hours. There are First Aid boxes in the medical centre and throughout the school and these are regularly checked by the school nurses. First Aid kits are taken to every sporting activity/trip. Whenever possible first aid should be administered by the School Nurses in the medical centre. There are 3 defibrillators available on the school site.

Refer to: The school's First Aid Policy and procedures.

#### **6.2b Administration of Medicines**

St Teresa's staff should not administer any medicines unless they have completed online training. In all cases appropriate parental/guardian/carer authority is required before trained staff will administer any medication. All medicines will be kept in a locked cabinet and administered as directed.

St Teresa's school load all pupils' medical data onto Patient Tracker and red flags are logged on iSAMS. Should there be a pupil who suffers from a chronic condition, such as epilepsy, ADD/ADHD, trained staff are authorized to administer medication. However, parental/guardians or carer consent is required before staff can administer prescribed medications. Emergency medication can be given by non-trained staff if the situation requires it e.g. auto injectors.

Photographs of pupils with anaphylaxis, and names of pupils with allergies are filed in the kitchen at St Teresa's so catering staff know which pupils have dietary requirements. All appropriate staff maintain records of pupils who have allergies, dietary requirements and medical needs.

Refer to: First Aid Policy, General Medical Policy, and specific conditions protocols.

#### **6.2c Acute Widespread Infections**

St Teresa's will follow UK Health Security Agency policies and guidance.

Refer to: General Medical Policy and specific condition protocols. A list of notifiable disease are recorded e.g Chicken Pox.

### **6.3 Accident Recording, Reporting and Investigation**



All accidents will be recorded in the accident book by the person reporting the accident and this can be the injured party, the School Nurse or teacher/member of staff attending. Accident books are held in the St Teresa's School Reception, Equestrian, Prep School Reception, Medical, Boarding and the Operations Department. The H&S Manager will be responsible for investigating the causes of an accident and, if necessary, making recommendations to prevent recurrence. The lead school nurse at St Teresa's will be responsible for monitoring patterns of injury in conjunction with the Head of Department involved.

The H&S Committee will oversee and comment on actions identified by the School Nurse or the H&S Manager.

#### **6.4 Asbestos**

St Teresa's will, so far as is reasonably practical, protect all their employees and others e.g. contractors, students and visitors from risk of exposure to airborne asbestos fibres. The school will meet the statutory obligations under the Control of Asbestos Regulations 2012.

St Teresa's will conduct a site survey to identify any materials in the premises likely to contain asbestos. When material is identified as containing asbestos fibres, its type and extent will be recorded in the asbestos register and kept on file.

All maintenance staff, contractors and any other persons likely to be at risk, will be issued with a site plan with asbestos locations marked upon it. They will also be issued with written instructions outlining what to do if asked to work in these areas. This would usually require them to report to the Facilities & Estates Manager who may set up a safe system of work or bring in a specialist contractor depending on the level of risk.

When removing or demolishing buildings and materials containing asbestos, a specialised licensed contractor will be commissioned when required.

All areas where asbestos may be present will be inspected as part of the regular fabric audit to ensure that it is still in good condition and has not become unstable or damaged.

#### **6.5 Catering**

Catering is carried out at St Teresa's by an external contractor – currently Harrisons. Harrisons is responsible for risk assessments, environmental health and other H&S requirements necessary for catering activities.

#### **6.6 Classrooms and General Areas**

Conditions in classrooms and general-purpose areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose of the area. The school endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector. Any maintenance problems are reported to the site Facilities and Estates Manager, who conducts regular monthly inspections of the site with the H&S Manager to monitor the fabric and grounds for any slips, trips and hazards. All hazards are recorded in a log maintained by the Operations Department.

#### **6.7 Consultation with Employees**

St Teresa's is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) any changes which substantially affect their H&S at work, changes in procedures, equipment or ways of working etc;
- b) arrangements for using 'competent people' to assist in complying with H&S legislation;
- c) information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks;
- d) the planning of H&S training;
- e) the H&S consequences of introducing new technology.

St Teresa's adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation, but the schools may consult by way of the H&S Committee or the EST Board if this is deemed appropriate.

## **6.8 Control of Contractors**

Contractors are required to report to Reception where they sign in and are issued with a visitor's badge. If appropriate clearances are held, contractors can move around the school unsupervised. If not appropriately cleared, contractors are unable to proceed beyond Reception unless always accompanied by a member of staff. Contractors are issued with the contractor's code of conduct and the emergency evacuation procedures. They are required to provide proof of public liability insurance.

## **6.9 Control of Vehicles**

The EST use minibuses and coaches to transport pupils to and from each school, sports fixtures and educational visits. Shuttle buses operate between the 3 schools including a dedicated toddler bus fitted with age-appropriate safety seats. The driver of the toddler bus is accompanied by a teaching assistant who acts as the supervisory member of staff.

**6.9a** Transport arrangements at each school are site specific, and at St Teresa's the pupils are currently picked up and dropped off by a combination of school operated minibuses and contractor buses along the raised footpath at the front of the school. The coaches taking pupils home in the afternoon park up and wait on the road immediately outside John Bosco House in a designated safe area and outside the Chapel in the designated bay.

### **6.9b Speed Calming**

St Teresa's internal roads have a high level of use at drop off and pick up times. Speed calming measures have been put in place and raised footpaths created to provide safe walking routes. At peak times traffic sentries are stationed at higher risk locations such as crossing points.

A speed limit of 15 mph is in force within the school grounds and must be strictly observed in the interests of the protection of all road users and pedestrians. The speed limit reduces to 5 mph for the car parks and bus loading and unloading areas and must be strictly observed in the interests of the protection of all road users and pedestrians. Movement of deliveries, fuel tankers and other HGV vehicles should be accompanied by a walking escort.

### **6.9c Coach and Minibus Drivers – Staff and Contractors**

The EST Transport Manager maintains a list of all directly employed minibus drivers along with details of their driving licenses and DBS clearances in accordance with Safer Recruitment

policies and procedures. The EST also maintains a list of contracted coach company drivers along with their DBS numbers, and a copy of their company insurance policies. Contracted bus companies are required to provide advance warning and details of any new drivers attending school for the first time and these new drivers will be required to provide the EST Transport Manager with photographic ID during their first visit to the school. Should there be any issues with the coaches the Transport Manager should be informed. The School Transport Manager reports to the Director of Operations.

#### **6.9d Use of own vehicle**

Staff may only use their own vehicle to transport pupils in an emergency or exceptional circumstance provided the vehicle is taxed, insured and has an MOT.

#### **6.10 Display Screen Equipment (DSE)**

St Teresa's in line with The Display Screen Equipment (DSE) Regulations 1992 carries out the following procedure where equipment is used that comes under the regulations:

- a) assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations;
- b) if there is a 'user', carry out an analysis of the workstation to assess risks to H&S - workstation includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment;
- c) implement any requirements established in b);
- d) plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.

Refer to: DSE Policy

#### **6.10a Eye testing:**

St Teresa's will be responsible for the provision of eye tests for designated staff. Employees must specify to the optician that this test is to comply with the DSE regulations.

If an employee has an eyesight condition which requires special spectacles for DSE use only, St Teresa's will pay £50.00 + vat towards these.

#### **6.11 Electrical Safety**

St Teresa's follow a programme of planned preventative maintenance, and regular portable appliance testing (PAT) is carried out on all electrical equipment.

- a) the electrical safety program requires an inspection of all fixed wiring in all buildings every 5 years. This inspection will be documented, and a programme put in place to perform any remedial works as required from the inspection;
- b) the swimming pool area has a safety inspection annually. Any remedial works will be rectified as required;
- c) lightning protection is tested annually, with any remedial works will be rectified as required;

- d) all electrical equipment in classrooms e.g. computers, projectors, printers etc and in the kitchen and workshops should be switched off at the end of the day where practical.

## **6.12 Fire and Emergency Evacuation Procedures**

St Teresa's has a full Fire Emergency Evacuation Procedure in place. All fire exits are clearly signposted and fire routes and exits are kept clear. Fire drills are carried out each term and evacuation times are recorded, with action points. The logbook for the recording and evaluation of practice drills is kept by the Deputy H&S Manager. A fire alarm system is in place with most areas covered by automatic detectors to ensure early warning at all times. A Fire Risk Assessment exists in line with the Regulatory Reform (Fire Safety) Order 2005. The most recent full assessment was carried out in 2024 and this is reviewed in-house annually. The next independent assessment will be in 2027. In accordance with the Boarding National Minimum Standards, St Teresa's carries out an additional out-of-hours fire drill each term.

## **6.13 Fire Prevention Equipment**

St Teresa's maintains an annual pre-planned service and maintenance regime for all fire prevention, firefighting equipment and emergency lighting. This information is kept by the on-site Deputy H&S Manager.

Refer to: The Fire Safety Policy.

## **6.14 Hazardous Substances**

Where St Teresa's academic and support staff use substances that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the EST H&S Manager will ensure those staff have been trained in COSHH and a register of hazardous substances and users is maintained by the on-site Deputy H&S Manager.

Catering and cleaning contractors employed at St Teresa's are responsible for ensuring that any products that they use have a written COSHH assessment (if appropriate). Copies of these assessments are kept in the H&S file held in the Deputy H&S Managers Office.

## **6.15 Hot Drinks**

Staff should only carry hot drinks around the school if they are held in a sealed container to prevent hot drinks being spilled causing burns. There should be no uncovered hot drinks in the classroom when pupils are present.

## **6.16 Legionella**

St Teresa's is committed to reducing, so far as is reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria. St Teresa's will aim to achieve this policy commitment by following the principles set out in the publication Legionnaires' disease.

Refer to: Legionella Policy.

## **6.17 Machinery and Plant**

Maintenance of all school equipment is carried out on a regular basis to ensure that St Teresa's complies with its obligations under section 2 of The Health and Safety at Work Act 1974.

Refer to: Machinery and Plant Policy.

### **6.18 Manual Handling**

St Teresa's is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process;
- b) where activities involving risk cannot be avoided the activities will be subject to an assessment;
- c) the risk of injury will be reduced as far as reasonably possible by:
  - i.) assistance from other personnel;
  - ii.) use of sack barrows or other similar equipment etc;
  - iii.) splitting the load.

All personnel are required to exercise discretion and common sense when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. The Deputy H&S Manager maintains a record of all staff who are trained in manual handling.

### **6.19 Movement around School**

Pupils should walk around the school and stand in single file when waiting. When walking up and down the stairs pupils should keep to their left, holding the handrail where possible. Pupils and staff should always use the raised safe walking pathways, where provided and when moving around the school to avoid traffic.

### **6.20 Noise**

Noise levels can cause permanent damage to hearing. The St Teresa's policy is to take steps to reduce any excessive noise levels in the workplace. In order to comply with The Noise at Work Regulations 2005 St Teresa's will endeavour to reduce noise levels where they reach a level of 80 decibels or above and try to ensure that an average maximum exposure of 87 decibels is not exceeded.

- a) Excessive noise will be eliminated at source wherever possible, otherwise the school will try to reduce noise levels and the exposure of employees to them;
- b) This is particularly important in design and technology workshops, maintenance workshops and kitchens. Where it is not possible to eliminate or reduce noise levels, appropriate hearing protection will be provided;
- c) Where noise levels have reached 80 decibels or above staff will be informed if a risk to hearing exists;
- d) They will also be provided with instructions and safe systems of work for working in these areas;
- e) If an employee is regularly exposed to noise levels of 85 decibels or above St Teresa's will provide hearing checks on a regular basis.

### **6.21 Occupational Health**

St Teresa's policy is to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- a) developing occupational health procedures and ensuring that policies are current and relate to St Teresa's needs;
- b) establishing and maintaining appropriate standards for health and hygiene relevant to each employee;
- c) identifying possible health hazards within the working environment;
- d) advising on the prevention of occupationally induced health problems with a view to improving employee health and performance;
- e) providing an efficient first aid service;
- f) ensuring that occupational health provisions are within, and assist, the school's H&S policy and that they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and their National Health Service/General Practitioner.

## **6.22 Off-site Activities and Educational Visits**

For educational visits the following procedure will be observed:

- a) careful planning of trips with a prior visit made by the organiser if necessary and a risk assessment (in writing);
- b) adequate evaluation of all health and safety factors involved with special attention for skiing, horse riding and adventurous training conducted by a third party;
- c) adequate notice given to parents of all aspects of the trip.

The school always considers the ratio of adults to pupils very carefully. Ratios are used which are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken and associated risks.

For all off-site activities the following points will be taken into consideration:

- a) any hazardous pursuits that are to be undertaken;
- b) any safety or additional insurance requirements;
- c) the expertise of staff accompanying the trip;
- d) accident and emergency procedures.

Refer to: Educational Visits Policy

## **6.23 Other Areas**

St Teresa's keeps all areas under review to establish whether any action is required to ensure that safe conditions are maintained.

## **6.24 Personal Protective Equipment (PPE)**

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Should PPE be required for an activity then St Teresa's will provide it. Staff members will be required to wear PPE appropriate to the duties and responsibilities being undertaken e.g. lab technicians, maintenance staff and drivers. Under the Personal Protective Equipment at Work Regulations 1992 St Teresa's will request contractors to bring their own PPE e.g. catering, cleaning, maintenance and construction.

## **6.25 Pregnant Workers and Nursing Mothers**

A risk assessment will be carried out and appropriate action will be taken to ensure pregnant staff and nursing mothers are not exposed to any significant risks, when necessary. This will be undertaken by a School Nurse and reviewed every trimester/three months.

## **6.26 Reporting Procedures to RIDDOR**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive (HSE). Only the Director of Operations (H&S Lead for the Trust) is to report any such accidents to HSE.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on employers to notify and report some work related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity. Should an accident be reportable under RIDDOR this will be done by the H&S Manager, once authorised by the Director of Operations, via the RIDDOR Incident Contact Centre (ICC) by the on-site H&S Manager. Before this stage Law at Work will have been contacted for advice.

## **6.27 Risk Assessments**

Risk assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999. The assessment will establish the following:

- a) The hazards associated with a particular activity.
- b) The potential frequency and severity of an accident.
- c) The control measures being employed to minimise the risk of an accident occurring.
- d) Any further action to be taken to adequately control the hazard.

The risk assessments will be carried out by the person responsible for H&S or school staff as appropriate and will be reviewed annually.

Refer to: Risk Assessment Policy.

## **6.28 Security of Site**

St Teresa's is a large rural site and there are two roads, front and rear, providing vehicular access to the estate. The site is open and has limited capability to deter or prevent pedestrian or vehicle access. CCTV measures were installed in 2016 to cover the equestrian, main drive and rear entrance. There is a residential caretaker, and the school is locked down at night and holidays. All boarding accommodation access points are keypad protected for the security of the Boarders and staff.

Visitors are required to contact Reception via intercom to identify themselves before being permitted to gain access to the school. A visitor's badge system is in operation to enable authorised visitors to be easily recognised, and staff are required to challenge people who they do not recognise to establish whether they should be on the premises. All visitors are required to electronically sign in on entering the building and sign out on leaving.

The signing-in system is located during term time at the Main Reception, Prep Reception and Equestrian Centre, and in the Operations Department and/or the Equestrian Centre during the school holidays. In addition, Governors are initially signed in through Reception and given badges, which are retained and worn whenever the Governor is visiting the school.

## **6.29 Smoking**

St Teresa's is a non-smoking site. Smoking, (including e-cigarettes/vapes) constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Also it sets a very bad example to pupils. Smoking on the premises is against the school's code of conduct and illegal within the workplace buildings, and it will result in disciplinary action being taken.

## **6.30 Sport**

At St Teresa's all sporting activities are organised with the H&S of the pupils as a priority. This, in conjunction with Schemes of Work and Risk Assessments, ensures that all sport activities are organised and controlled correctly. All pupils are expected to do sport unless they have brought in a note, or their parents/carers have communicated with the school nurses or the pupil's form teacher to state otherwise.

In the event of injury during sport activities, other than minor scrapes and bumps, the pupils will be sent to the School Nurse. If the injury is serious then an ambulance may need to be called. The accident book must be completed for all sport injuries.

If the staff identify an area of the sports facility/field that has become unsafe, it should be placed out of bounds, reported and monitored to ensure that it is not used until it is declared safe, following remedial work.

## **Equestrian**

St Teresa's has an equestrian centre run by the Equestrian Centre Manager. The St Teresa's Equestrian (STE) facilities are checked daily, and the H&S Manager or Head will close the facility if it is felt that the staff, students, visitors or horses are in any danger. Specific risk assessments have been completed for the equestrian facilities and activities.

## **Swimming Pool**

St Teresa's has a swimming pool. The Deputy H&S Manager is responsible for checking the safety of the water levels and temperature - the tests are conducted by the Caretaker or other members of the Maintenance Team. Students are not allowed pool side without a teacher. If the teacher deems it unsafe to swim the risk is reported to the Deputy H&S Manager and the pool closed until the problem is rectified. Risk assessments need to be followed when staff and pupils are using the facility in accordance with the swimming pool normal and emergency procedures.

## **6.31 Stress**

St Teresa's is aware of the potential for stress to affect staff and has a policy to address this issue. This can be found in the staff handbook.

As part of a proactive approach, the policy has the following sections:

- a) General Position
- b) Recognizing Stress
- c) Causes of Stress
- d) Strategy for dealing with Stress

The policy considers the effects of stress on staff and ways of ameliorating the situation.



### **6.32 Training**

H&S is regarded as being of paramount importance and all staff will be required to read the school's H&S Policy during their induction.

Additional training and guidance as to specific H&S requirements will be given either by reference to this H&S policy or by other means. Where necessary, external catering and cleaning contractors provide specific to task training as required. It may be necessary at times for contract staff to attend training provided by the school such as safeguarding or refresher training. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged. Equestrian staff are trained by the Equestrian Director, Centre Manager or Yard Manager, Chief Instructor and the Equestrian team.

All employees will be informed about and trained in H&S matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting H&S, and otherwise will be adapted and repeated periodically where appropriate.

All pupils will be trained in the fire evacuation and lockdown procedures through their teacher or line manager, and through regular practices.

### **6.33 Violence to Staff**

St Teresa's is aware of its responsibilities with respect to protecting its staff from acts of violence from pupils, parents or any other visitor on the school's premises, and have provided teachers and boarding staff with training in de-escalation of conflict.

### **6.34 Waste Disposal**

The disposal of non-hazardous waste and cardboard, business and domestic waste is contracted out to Guildford Borough Council (GBC). Where there is a requirement to dispose of chemicals, sanitary and clinic waste, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 2001 will be taken and specialist contractors are employed.

### **6.35 Working at Height**

St Teresa's is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. In order to ensure that St Teresa's complies with these regulations, the following will be taken into account:

- a) working at height will be properly planned and organised;
- b) those involved in working at height will be properly trained and competent;
- c) a risk assessment will be carried out to establish the correct access equipment;
- d) equipment for work at height will be properly inspected and maintained. In addition, risks due to work on or near fragile surfaces will be properly controlled.

St Teresa's will further comply with the Work at Height Regulations by taking account of the following:

- a) avoiding working at height if reasonable to do so;
- b) using work equipment or other measures to prevent falls where work at height cannot be avoided;
- c) where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

## **7.0 DEALING WITH A HEALTH AND SAFETY EMERGENCY**

St Teresa's is aware that an unexpected H&S emergency can cause major disruption to its activities and can also affect both the school's and EST's image and standing within the community if the situation is not handled in an appropriate way. In order to meet this potential eventuality and to ensure that the school and its staff are as prepared as it is possible to be, St Teresa's has devised crisis management and emergency evacuation procedures. These detail actions that various members of staff need to take, to ensure that the emergency is dealt with in an appropriate and professional way, in order to allow the school to return to normal as soon as possible.

Refer to: Critical Incident Management policy

## **8.0 EXTERNAL HEALTH AND SAFETY ADVISORS**

St Teresa's uses external consultants to monitor certain areas of H&S compliance within the school covering:

- \* structural surveyors are retained to give advice on the external fabric of the school;
- \* engineers monitor and service the school's plant and equipment;
- \* all gym and playground equipment, where necessary, is serviced;
- \* the Local Authority Environmental Health Officer inspects the catering and cleaning of the premises. This is organised by the Catering Manager;
- \* pest control companies will inspect and organise pest control within the schools through a programme of planned preventative checks and measures;
- \* professional fire safety assessment is undertaken every 3 years;
- \* in addition to weekly fire alarm tests, the alarm system, together with smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor;
- \* an external legionella risk assessment has been carried out and is controlled and maintained through a programme of planned preventative maintenance and checks;
- \* the school maintains an asbestos register and the Facilities and Estates Manager is responsible for ensuring this is kept up to date. An asbestos check is carried out before any major work takes place. A refurbishment and demolition survey will be performed on any specific location where refurbishment and development is planned;
- \* qualified electrical engineers will inspect and maintain electrical installations within the school. NICEIC qualified electrical engineers are used to maintain and inspect electrical installations all of which are RCB protected and meet the requirements of BS 7671 IEE wiring regulations. There are current electrical test certificates for all areas of the school;
- \* all work on school boilers and appliances are carried out by registered Gas Safe or Oil specific engineers;
- \* all lighting protection and earthing conforms to BS 6651-1999 or BS EN 62305. It is tested annually by a specialist contractor;

- \* a qualified Planning Supervisor is used in order to ensure compliance with the Construction Design Management (CDM) Regulations 1994 whenever major work is undertaken;
- \* the Equestrian facility is annually approved and certified by the British Horse Society (BHS), the Association of British Riding Schools (ABRS) and the Pony Club. It also has its annual Riding School License check from Guildford Borough Council. All four organisations undertake regular on-site inspections, which between them cover a broad range of aspects of health and safety in significant detail.

## **9.0 MONITORING POLICY**

The St Teresa's H&S policy will be monitored on an ongoing basis by the Director of Operations, the H&S Manager and by the St Teresa's H&S Committee. The policy is reviewed annually in June and approved by the EST Board. It is signed annually by the Head of Establishment (Headteacher) on 1 September and is effective immediately for that academic year.

# HEALTH AND SAFETY POLICY STATEMENT FOR EMPLOYEES

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

St Teresa's School

(Part of the Effingham Schools Trust (EST))

Our statement of general policy is:

- \* to provide adequate control of the health and safety risks arising from our work activities, to protect our stakeholders (pupils, staff, parents, contractors and other visitors) using our buildings who may be affected by our activities;
- \* to consult with our stakeholders on matters affecting their health and safety, to provide and maintain safe plant and equipment, to ensure safe handling and use of substances, to provide information, instruction and supervision for our stakeholders, to ensure all stakeholders are competent to do their tasks and to give them adequate training to prevent accidents and cases of work-related ill health, to maintain safe and healthy working conditions, to review and revise this policy as necessary at regular intervals.



(signed Stuart Field)  
(Headmaster St Teresa's)

Date.....12<sup>th</sup> September 2025      Review date .....June 2026

## RESPONSIBILITIES

Overall and final responsibility for H&S is that of:

- The EST Board of Governors

Day to day responsibility for ensuring this policy is put into practice is delegated to:

- The Director of Operations (H&S Lead for the Trust), H&S Manager (Head of Estates) via The Headteacher of St Teresa's School

## **HEALTH AND SAFETY RISKS**

Risk assessments will be overseen by:

- H&S Manager

The findings of the risk assessments will be reported to:

- The Headteacher and the H&S Committee

Action required to remove/control risks will be approved by the H&S Manager who will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed by:

- H&S Committee
- H&S Manager and on-site Deputy H&S Manager (Facilities and Estates Manager)

## **CONSULTATION WITH EMPLOYEES**

Employee representatives are members of the H&S Committee who:

- review recent risk assessments
- review the actions taken to remedy any identified risks

Consultation with employees will take place:

- annually at an appropriate staff meeting

## **SAFE PLANT AND EQUIPMENT**

The responsibility for identifying all equipment/plant needing maintenance is.

- H&S Manager

The responsibility for ensuring that all identified maintenance is implemented is:

- H&S Manager

Portable electrical equipment is tested annually by:

- External contractors

Any problems found with plant/equipment should be reported to:

- Facilities and Maintenance Team

## **SAFE HANDLING AND USE OF SUBSTANCES**

- The on-site H&S Manager will be responsible for identifying all substances which need a COSHH assessment.
- The on-site H&S Manager will be responsible for undertaking COSHH assessments and for ensuring that all actions identified in the assessments are implemented.

Note: the risks must be assessed from all substances hazardous to health, including cleaning materials, laboratory chemicals, paints, adhesives etc.

## **INFORMATION AND INSTRUCTION**

A H&S poster is displayed on the staffroom noticeboard. H&S information for new staff will be arranged by the Headteacher and/or the H&S Manager as required, who will also arrange for appropriate training to take place.

All accidents and cases of work-related ill health are to be recorded in an accident book. The book is kept by the Director of Operations, who is responsible for reporting all accidents termly to the H&S Committee.

## **MONITORING**

The H&S Committee will:

- check working conditions and systems of work as necessary
- investigate any accidents or work-related sickness absences
- evaluate systems in place

## **EMERGENCY PROCEDURES - FIRE AND EVACUATION**

The H&S Manager is responsible for ensuring the fire risk assessment is undertaken and implemented and the Headteacher is responsible for ensuring that there is at least one fire practice every term.

Maintenance of the fire alarm systems, emergency lighting and firefighting equipment takes place annually and is organised by the on-site Deputy H&S Manager. The work is currently undertaken by FireCare Ltd.