

Health and safety policy

Table of changes

Date	Version	Summary of Amendments	Author
05.08.2021	1a	n/a	JC
25.4.2022	1b	To reflect change from SEE to CEE	JC
05.01.2023	2	To reflect change from BIS to SEI and all teaching at CNCS	JC
To be reviewed January 2024			JC

This policy is to be read in conjunction with

- SEI First aid policy
- SEI Risk assessment policy
- Cultural Experience England (CEE) Emergency Plan
- CEE Absent or Missing Student Policy
- Cardinal Newman Catholic School (CNCS) Health and safety policy and procedures (updated Oct 2022)
- CNCS premises management policy
- CNCS Educational outings and school visits policy

Statement

SEI is committed to protecting the health and safety of all students, staff and visitors to the site. This can be best achieved if everyone co-operates according to this policy.

This policy sets out the responsibilities for various aspects of health and safety management, the mechanisms to control risk and specific control measures to be implemented. Planning, organising,

arranging, monitoring, reviewing and adapting new safety measures are key for ensuring a safe environment.

This policy will be reviewed annually and revised when necessary.

Legislation

This policy is based on the following legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Premises and co-existence of two schools

SEI teaches on the premises of Cardinal Newman Catholic School (CNCS) in Hove.

On the site of CNCS, SEI deploys own staff in classes, using classrooms set aside exclusively for their use. For enrichment purposes, SEI students have occasional access to activities organised by CNCS.

SEI has inspected CNCS' premises with regard to health and safety arrangements and approves of the provision made. SEI will repeat such inspections regularly, at least annually.

SEI is aware of CNCS' policies (as quoted above) and fully approves of them. SEI will regularly monitor these policies and adapt its own provision accordingly. Should SEI disagree with CNCS' policies, it will communicate this to CNCS's leadership team and seek a mutually convenient solution.

CNCS is generally responsible for health and safety on site with the exception of classrooms whilst they are being used by SEI. However, all health and safety matters relating to the fabric of the building housing those classrooms are the responsibility of CNCS. SEI will report any risk factors identified to CNCS immediately and request repair and a confirmation that this has been done.

Responsibilities

Overall responsibility for health and safety in the school lies with the proprietor.

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Principal

The proprietor's director acts as principal.

The principal will always

- Ensure that health and safety standards are kept up to date and follow the latest legislation and guidance
- Ensure that staff, students and visitors are aware of all aspects of health and safety management that concern them, and the behaviour expected of them
- Liaise with external bodies such as Ofsted, ISI, HSE and local health and safety authorities
- Arrange for health and safety provisions to be made according to this policy and all risk assessments carried out in accordance with this policy
- Monitor and review this policy and the arrangements based on it on a regular basis, at least annually
- Receive advice from external bodies such as Ofsted, ISI, HSE and local health and safety authorities about making adaptations to this policy and the arrangements for health and safety
- Plan and implement changes suggested by own reviews or external advice
- Budget for health and safety measures
- Designate staff for specific health and safety roles such as risk assessors, fire marshals, first aiders, appointed first aid person to co-ordinate all first aid matters
- Identify staff training requirements and arrange for suitable training for all staff with specific roles and monitor renewal of training
- Monitor the accident book and ensure that all incidents which must be reported under RIDDOR 2013 are reported in the required timeframe
- Monitor incidents and identify trends, adapt health and safety arrangements and this policy accordingly
- Instigate disciplinary proceedings if staff or pupils continuously or severely disregard health and safety rules
- Liaise with CNCS in health and safety matters and develop this policy and the arrangements provided in accordance with the agreements made with CNCS
- Liaise with and co-ordinate all contractors on site on behalf of SEI
- Inspect the premises and scrutinise CNCS' policies at least annually to ascertain if they are satisfactory from a health and safety perspective
- Request confirmation from CNCS that areas of concern have been dealt with
- Ensure that maintenance cycles of all equipment owned or introduced into the premises by SEI are adhered to

Proprietor: South England Exchange Ltd.

Registered office: 12 Russell Mews, Brighton, BN12HZ

24 hour hotline: 07796997780

DSL: Nigel Flude; Deputy DSL: Juliet Cassells

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Staff

All staff are responsible for their own safety and that of other persons in the school and in CNCS by observing school rules.

Staff will

- Keep themselves informed of health and safety arrangements in the school and in CNCS
- Follow safe working procedures
- Familiarise themselves with specific risk assessments in their work area and follow the measures prescribed by them
- Ensure that their classroom and working area is tidy and does not pose unnecessary risks
- Carry out visual inspections of their work area and report faults and risks to the headteacher of SEI or directly to the site team of CNCS if the problem occurs on this site and is likely to be remedied on the spot; make the work area safe until the fault is repaired
- Carry out visual inspections of their equipment and report faults to the head teacher; make the equipment safe or switch it off until the fault is repaired
- Enter all accidents and injuries in the accident book (which is kept electronically)
- Undergo health and safety or first aid training when required to do so by the headteacher, and renew this training on a regular basis
- Undertake risk assessments for specific tasks in their classroom and outside
- Inform pupils and visitors of safety requirements before engaging in hazardous activities
- Ensure that personal protective equipment (PPE) is used where necessary

Students

Students will

- Observe health and safety rules (both SEI and CNCS)
- Follow school (both SEI and CNCS) rules on behaviour
- Treat all equipment and facilities with respect and according to its use
- Heed warnings by staff and other students

Visitors

All visitors are to sign in and out at CNCS' reception. They are required to follow any health and safety advice given by SEI or CNCS staff. Teachers are responsible for any visitor they receive in their classroom or any other room during an arranged meeting.

Mechanisms to control risk

SEI adopts the following risk control approach:

Identify

Hazards and risk are identified through communication, observation and inspection. This involves visual inspections of the CNCS site and scrutiny of CNCS' policies and procedures. SEI pupils and staff are encouraged to communicate any concerns to the headteacher for additional risk assessment. The headteacher will also liaise with CNCS regarding newly discovered risks.

Arrange

Where a risk is identified, SEI will assess this risk and the impact it can have on pupils, staff and visitors of both schools. The risk assessment must propose adequate control measures to lower the risk to an acceptable level. Where such controls are not possible and the risk cannot be made acceptable, SEI will avoid the hazardous area / activity until such controls do become possible. Staff training and information are important parts of the school's risk management.

SEI will work closely with CNCS on the matter of risk control.

Monitor and Review

SEI regularly monitors its accident book and unusual incident form on Zoho to identify trends. Activities and off-site trips are subject to evaluation of past health and safety controls. Newly identified risks must be specifically assessed and the findings used to review this policy and related risk assessments or to create new assessments.

Specific arrangements

Fire

CNCS is solely responsible for compliance with fire regulations, for purchase and maintenance of all fire safety equipment.

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CNCS will carry out regular fire drills during term time. SEI students and staff will take part in these drills unreservedly.

SEI students and staff will follow any evacuation orders issued by CNCS on whatever grounds immediately and leave the site in an orderly fashion.

If attending a SEI lesson, SEI students report to the SEI teacher of that class, gathering near the 6th form building in the same way as CNCS students. If visiting an enrichment opportunity or CNCS class, students stay with the CNCS teacher of that class and a report will be made to reception staff. If not attending a class, but on campus, students report directly to reception staff.

Bomb threats

CNCS is responsible for organising the response to bomb threats.

Health issues

Smoking, vaping and non-medical use of drugs are not allowed. Students are not allowed to consume alcohol.

Staff whose judgment is impaired by alcohol or drug consumption will be asked to leave the site and may be subject to disciplinary proceedings at the discretion of the headteacher.

Pregnant staff or students should inform the headteacher of their condition at the earliest convenience. The headteacher must conduct a risk assessment of their tasks to ensure the health and wellbeing of mother and unborn child. Where the risk assessment identifies a risk, this must be countered by appropriate measures before the expectant mother can continue in her work / study.

Users of DSE (Display screen equipment) are encouraged to self-assess their work station and report any health risks to the headteacher. DSE users are also encouraged to have regular eye tests. The headteacher conducts risk assessments and agrees on mitigating strategies with the DSE user where a problem is identified.

Working at Height

CNCS is solely responsible for any arrangements.

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Risks associated with the building and facilities

CNCS is responsible for all risk management associated with the buildings and facilities on site. This includes risks such as vehicular access, water and food safety, machinery and equipment safety (where the machinery or equipment is owned by CNCS), housekeeping and site management, contractors on site (unless they are acting on behalf of SEI only), hazardous substances (unless owned or introduced by SEI), radiation, asbestos, evacuation. Where the principal of SEI is not satisfied that CNCS are keeping their premises in good and safe condition, she will discuss this with CNCS' leadership and insist on a written undertaking that CNCS will put the matter right within an acceptable time frame.

Science Laboratories

SEI rents CNCS' labs when required. This includes the use of the room, all equipment and chemicals. CNCS is responsible for the safety of room, equipment and chemicals. It is agreed with CNCS that whenever SEI uses their lab, a CNCS lab technician will be present to supervise the safe handling of equipment and chemicals, during lessons, before and after. The technician will abide by CNCS' own Health and Safety policy which SEI monitors and approves of.

Physical Education

SEI students are required to take part in physical education. This can happen by either joining sporting activities at CNCS for enrichment purposes, or by taking up sports in an external club such as a local football club, a gym or similar.

CNCS cover their sporting activities with their own Health and Safety policy and specifically trained staff. SEI is aware of this policy and the staff training and agrees with both.

SEI will permit students to join only such external clubs which have been vetted according to the "off-site visits" section of this policy.

Public health incidents (Covid-19 and similar)

In the interest of maintaining a safe environment across the entire school site (comprising both CNCS and SEI classrooms), SEI fully concurs with CNCS' Covid-19 risk assessment and will ensure SEI staff and students follow the measures imposed.

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Off-site visits

SEI is responsible for risk assessing and all health and safety matters on trips arranged by SEI. Where a SEI student is invited to take part in an off-site trip or activity by CNCS, the responsibility for managing all health and safety aspects of the trip lies with CNCS, but the principal or another member of SEI staff will check that CNCS' safety measures are satisfactory.

Where SEI uses the services of a third party for off-site trips, it will limit this to contracting parties with appropriate safety standards and liability insurance. Ideally, companies and organisations meeting nationally recognised standards such as the Learning Outside the Classroom Quality Badge are preferred. In the absence of such standards, SEI will take into account the third party's health and safety policy, their safeguarding arrangements, risk assessments, control measures, vehicle use, staff qualifications, licensing, accommodation standards and possible sub-contracting.

All trip activities associated with higher risk such as, but not limited to, trekking, caving, climbing, adventure, water sports must be risk assessed before the start of the trip.

Drivers of minibuses must have the appropriate D1 licence. Driving licences acquired before 1997 automatically include this licence; licences issued in or after 1997 must take an additional test. Drivers must be aged over 21 and have held a driving licence for 2 years or more.

Record Keeping

The following records are kept:

Record	Location	Retention period
Accident book	Online (Zoho / Google drive)	10 years
Medicine log	Online (Zoho / Google drive)	10 years
Risk assessments	Online (Google drive)	10 years
First aid training	Online (google drive)	10 years
Health and safety training	Online (Google drive)	10 years
DSE assessment by headteacher	Online (Google drive)	10 years
Electrical equipment testing	Online (Google drive)	10 years

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Reporting

SEI is aware of its reporting duties under RIDDOR 2013.

Off-site SEI office

SEI also uses a separate office near the school site. This office is for administration and staff only and will never be visited by students. A separate risk assessment for this office has been created.

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