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HEALTH AND SAFETY

1 Policy statement

1.1 **Introduction.** The Governors of St George's School, through all levels of management, are committed to ensure, so far as is reasonably practicable that:

1. All employees are safeguarded fully in respect of health, safety and welfare at work.
2. Pupils and members of the public including parents, visitors and contractors' employees who enter the premises, are not exposed to any health and safety risks during the course of their business.
3. No work is carried out by the School or a contractor that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
4. All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.
5. The Governing Body has the ultimate responsibility for the implementation of this policy and through the Chairman will ensure that the requirements of all health and safety legislation are established. The Head is responsible for the implementation of this policy within the School. Matters that cannot be resolved at this level must be referred to the Governing Body.

Signed:



Date: 15 June 2023 (Chair of Governors)

Signed:



Date: 15 June 2023 (Head)

1.2 Objectives

- To provide conditions and systems of work for all employees which prevent any danger to health. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified in order to enable the standards of safety to be adapted and enforced.
- To ensure that all plant and equipment is maintained properly and that none will be used when it knowingly presents any risk to the safety of the staff or the public.
- To provide means of access and egress that are safe and without risks to health.
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the School will have and maintain up to date fire procedures and documents; ensure that all employees and pupils are familiar with them.

1.3 Co-operation. All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full cooperation of every employee. All staff are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this all staff must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by risk assessment.
- Exercise awareness, alertness, self-control and common sense at work.
- Report promptly to their Head of Department or Health and Safety Committee representative or the School's Health and Safety Advisor all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.

Staff should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's Health and Safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and those who may become involved in them.

1.4 Health and Safety Committee. The School will hold Health & Safety Committee meetings not less than once per term. The Chairman will be the Operations Manager and the nominated H&S Governor will attend at least annually. Membership will be from representatives of different departments throughout the School. This policy will be monitored to ensure it is effective and will be reviewed and revised annually and as necessary by the Committee. The Committee members are as follows:

Bursar
Operations Manager
Deputy Head Academic

Health and Safety Governor
Director of Sport
Director of Drama

Deputy Head Pastoral	Head of Science
Deputy Head (Co-Curricular and Connections)	Fire Officer
School Healthcare Professional	Clerk of Works
Domestic Bursar	

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the School;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the workplace;
- encourage suggestions and reporting of defects by all members of staff.

1.5 Responsibilities of the Governors. The Health and Safety at Work Act 1974 (HASWA) places a duty on all employers (the Governing Body) to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and of others who may be affected by work activities, such as pupils and visitors. They must ensure that all premises, equipment and substances are safe and without risk to health. The Governing Body of St George's School has ultimate responsibility for health and safety and for ensuring that the School's Health and Safety Policy is implemented. The Head delegates the day to day implementation of this policy within the School to the Bursar. The enforcement agency for health and safety in schools is the Health and Safety Executive (HSE). There is an Education Service Advisory Committee which has members drawn from education and training, teaching unions, business and government departments. The information in this section closely follows the advice given in the DfE Health and Safety Advice for Schools (April 2022).

The Governing Body is wholly responsible for:

- Monitoring (including consideration of inspection reports).
- Prioritising actions where resources are required.
- Ensuring health and safety on Governors' meeting agenda.
- Assessing the annual report on health and safety performance.
- Reviewing this policy.
- The health, safety and welfare of the teachers, support staff, pupils, visitors and for buildings and equipment.
- For outside contractors who will themselves have duties as employers.

The Head and all other staff have an obligation to co-operate with the Governing Body so far as necessary to ensure health and safety requirements are met. Governors must be aware of the following and the Bursar must report to them annually on these matters:

- Administrative matters relating to accident investigation and recording, provision of health and safety training and health and safety inspection.
- The provision of specialist professional advice and information on health and safety matters.
- Structural repairs and maintenance activities including buildings and grounds.

- Specific problems such as the discovery of harmful substances, e.g. asbestos.
- Equipment purchase and personal protective equipment; e.g. gymnasium equipment, machinery etc.

Governors must provide a written statement of health and safety policy, including:

- A declaration of commitment.
- Acknowledgement of responsibilities towards pupils and visitors.
- The organisation for implementing the policy.
- Suitable arrangements for implementing the policy.
- Facilities for monitoring / measuring safety performance.
- A revision procedure.

The Governors expect individual members of staff to implement the policy and meet its objectives, for instance Heads of Department identifying hazards and making appropriate risk assessments. Overall, the Governors must be sure that the Senior Leadership Team has set performance standards for security and health and safety, and they are achieving them.

Governors should be kept up to date regarding:

- Audits and audit reports by outside agencies, such as HSE enforcement staff, the appointed advisors, specialist contractors e.g. for pressure vessel testing.
- Reports from safety representatives.
- New legislation which may affect the School.
- Self-audit activity.

Governors do not have to carry out audits themselves but they should be in a position to report activity to parents and other interested bodies.

The Governors are responsible for financial control and must therefore be involved in decisions affecting the budget. This may include delegation of various types and levels of expenditure to senior staff such as the Head and Bursar. They must ensure there are sufficient resources to meet the requirements of the Health and Safety at Work Act 1974 and subsequent legislation.

1.6 Responsibilities of staff

Head

- Co-ordinating the day to day activities of the running of the whole school in accordance with the health and safety policy.
- Liaison with the Governors, advisers and enforcement agencies on policy issues and any problems implementing the health and safety policy.
- Ensuring regular inspections are carried out.
- Submitting inspection reports to the Governors and others where applicable.
- Ensuring action is taken to pass on information received on health and safety matters to appropriate people.
- Carrying out investigations.

Bursar

- Assisting in the implementation of the safety policy as necessary.
- Lead the investigation into serious incidents where appropriate.
- Advising on inspection and monitoring procedures.
- Advising on changes in legislation.

- Monitoring the effectiveness of this Policy and reporting back to the Governors, as appropriate. Recommending changes in the Health & Safety Policy in the light of experience.
- Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability.
- Selecting maintenance contractors and ensuring they adhere to health and safety policy.

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies

Operations Manager

- Chair the School Health and Safety Committee.
- Maintaining a system for the reporting of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will be discussed by the Health & Safety Committee.
- Ensuring proper training is carried out. Determining with the assistance of the Health Centre the levels of first aid training required.
- Maintaining the asbestos management plan.
- Ensuring required maintenance and annual testing of the fire alarms and detection equipment is carried out.
- Liaising with the health and safety and fire safety consultants.

Fire Officer

- Ensure the Fire Policy is kept under regular review by SLT and is promulgated to the entire School community.
- Carry out the required working hours and outside working hours fire drills, recording and reporting the conduct of the drills to the Head. Routinely through the H&S Committee or directly if an issue arises.
- Carry out regular training of all staff as required by the regulations and appropriate to their role and to record this training.
- Carry out and record inspection of fire escape routes.
- Carry out emergency light testing to meet the regulations.
- Regularly review and update fire risk assessments.

Deputy Heads, Heads of Department and Housemistresses

- Day to day management of health and safety activities involved in the running of the whole School in accordance with the health and safety policy.
- Drawing up and reviewing departmental procedures regularly.
- Ensure that suitable and sufficient risk assessments are undertaken of high risk activities to identify hazards and implement appropriate measures to control the risk. Ensure that

information on the control measures to be taken is communicated to those tasked with implementing the control measures and other relevant persons who need to know. Review the risk assessments at appropriate intervals to ensure that the control measures are working as planned and the conclusions from the risk assessment remain valid.

- Arranging, in liaison with the Operations Manager, for staff and boarding pupil training and information.
- Maintenance of H&S standards in their areas.
- Passing on health and safety information received to appropriate staff within their departments.

Teachers, Technicians and Support Staff

- Day to day management of health and safety within their areas and the carrying out of active safety in the School.
- Checking that classrooms/work areas are safe.
- Checking safety of equipment before and during use.
- Ensuring safe procedures are used and maintained.
- Assisting in risk assessments.
- Assessing the need for and ensuring that personal protective equipment is used.
- Defect and hazard reporting.
- Specialist tasks including first aid, swimming pool safety, sports hall safety and pupil safety on the sports areas within the School.
- Participating in inspections, health and safety consultation or the H&S Committee, as appropriate.
- Bringing problems to the attention of the relevant Head of Department, the Head or the Bursar as appropriate.

1.7 **External Health and Safety Advisors.** The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in the textiles department are serviced annually or as required.

The School's adherence to health and safety in catering is subject to external inspection by the Environmental Health Department. In addition, the Domestic Bursar arranges for:

- professional advice from a dietician on healthier food, menu planning and special diets as needed.
- the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
- appropriate pest control measures to be in place.

The School has a suitable and sufficient fire risk assessment which is reviewed internally on an annual basis for items in the action plan and then updated every three years by the School's Fire Safety Consultant, or when significant changes are made to the interior of buildings, or new buildings are bought or added. In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, extinguishers are tested annually by a qualified contractor.

- An external health and safety consultant reports on the arrangements for health and safety

in all lessons, support areas, public spaces, sports facilities.

- The School has a suitable and sufficient risk assessment for legionella, and a monthly water sampling and testing regime in place.
- The School maintains an asbestos register and the Operations Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works take place. They are also responsible for the maintenance of an asbestos management plan. The Operations Manager is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

1.8 Reporting procedures. The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as follows:

- fatal injury to staff, pupils or any other person in an accident on the premises;
- significant injury (as listed in the Regulations) to staff, pupils or any other person in an accident on the premises;
- dangerous occurrences listed in the Regulations.

A report will be sent to the HSE of any notifiable incident covered above, or for any other injury at work which results in staff being absent from work for more than seven days; or in the case of ill health listed in the Regulations. When reporting accidents to pupils, the Pupil Accident template on Schoolbase will be used to establish whether the accident is reportable or not as the criteria are different for pupils. Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements. A record will be kept of any injury, occurrence or disease requiring report as follows: time, date, place, people involved and description of event. Similarly, near misses are also to be reported using the form on Dragonfly.

1.9 Staff training. The School carries out regular training of staff on health and safety matters as appropriate to their role e.g. manual handling. The Heads of Departments maintain a record of their training. The School will not tolerate violence towards staff. All incidents of verbal or physical assault on staff by pupils / parents or members of the community must be reported in writing to the Head who will in discussion with the member of staff report it to the police for action, if deemed necessary.

1.10 Site Security. The School undertook an external security review in 2021 and takes all reasonable steps to prevent unauthorised entry to its premises by the use of coded keypads and locks on all external doors and on internal doors to boarding areas. Due to the nature of the site, the grounds can be entered easily at any time, all buildings are locked at night when not in use.

The responsibility for ensuring that the premises are secure rests with the on duty boarding staff and on duty caretaker. In the event of a security incident out of hours, boarding staff can contact the on duty caretaker, or if appropriate the police. Should a problem with unauthorised entry occur in the future, the School will take the necessary steps to counteract the problem.

1.11 Minibuses and control of vehicles on site. The School has a Minibus Policy (see Section 11) which details the safety procedures, where the minibuses should be parked and who can drive them. The School regards vehicle control as a vital part of control over its activities on the site. Warning signs and sleeping policemen ramps are employed to control the speed of vehicles in the grounds. The following rules must be observed at all times:

- Speed must be kept to a minimum
- Care to be exercised always as there are children crossing roadways at all times

- Parking only to be carried out in designated areas

The School is located off a byway and vehicle movement is controlled by a security firm and the maintenance team at peak times. The main School site is separated from the sports fields by a further byway and the School has been successful in persuading the Council to install traffic restriction measures.

1.12 **Major emergencies.** The School has a Major Emergencies and Recovery Plan, which is provided to the Chairman of Governors and SLT. A copy is also in the fireproof safe in the Bursary.

1.13 **Monitoring.** To monitor the effectiveness of this policy an audit is carried out by the School's Health and Safety Consultant at least annually. A written record of each audit and subsequent remedial action is kept by the Operations Manager. Additionally, informal checks of the workplace are undertaken on a regular basis by the maintenance team. The fire alarm system and fire extinguishers are serviced regularly. Formal and informal inspections as well as checks of high risk areas such as workshops are carried out regularly by the Consultant and the maintenance team to ensure that all working procedures detailed in the guidelines and risk assessments are followed e.g. the use of guards on the machines, the use of personal protective equipment. Systematic inspections of plant and equipment take place at appropriate intervals to ensure the effective operation of workplace precautions. Examples of these inspections include: engineering examinations of lifts, maintenance of the gym equipment and swings, pressure vessel testing, PAT tests and inspections of ladders. The School has a risk assessment on the scheduling of PAT tests. Periodic examination of documents such as risk assessments and training records are carried out on a regular basis by the Consultant to ensure they are kept up to date and that training requirements and needs are properly addressed.

The School is subject to external audits by the School's insurance brokers. These audits mainly focus on a detailed examination of the systems that are in place to effectively manage health and safety within the School and also to check compliance by carrying out a tour of selected (by the auditor) areas within the School.

1.14 **Hazardous Substances.** Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - Control Measures to be adopted.
 - Maintenance of the Control Measures.
 - Monitor the situation to establish that the measures are effective.
 - Undertake Health Surveillance where relevant.

Carry out Instruction and Training to ensure the following are understood:

- Use of the substances, their handling, storage and disposal
- Emergency Procedures
- Methods of Control

- Use of Personal Protective Equipment
- Record all information on relevant assessment form.

1.15 Display Screen Equipment. The School, in line with 'The Display Screen Equipment Regulations 2002', carries out the following procedures where equipment is used that come 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' carries out an analysis of the Workstation to assess risks to Health and Safety - 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.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

1.16 Work at Height. The School 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 the School complies with these regulations, the following will be taken into account:

- Work at height will be properly planned and organised.
- Those involved in work at height will be properly trained and competent.
- An assessment will be carried out to establish the correct access equipment.
- 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.

The School will further comply with the Work at Height Regulations by avoiding work at height (if reasonable to do so), using work equipment or other measures to prevent falls where work at height cannot be avoided and where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

1.17 Manual Handling. The School is aware of its obligations under 'The Manual Handling Operations Regulations 2002' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

2 Risk assessment

2.1 Introduction. The Governors of St George's School are fully committed to promoting the safety and welfare of all in the community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the School environment, both educational and support, are delivered in a safe manner that complies fully with the law. Risks are inherent in everyday life. The School needs to identify them and to adopt systems for minimising them.

The Operations Manager is responsible for co-ordinating risk assessments and completing whole school risk assessments e.g. for fire safety. Heads of Departments are responsible for producing risk assessments for their own departments and must ensure that their own departments follow endorsed School policies / procedures. The entire School community needs to be aware of the School's health and safety culture and to become involved with using and updating risk assessments as part of their daily routine. The Health and Safety Committee will review and monitor risk assessments.

St George's School engages an external consultant to undertake a regular audit of the risk assessments across the School community.

2.2 When is risk assessment required? A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation. A hazard is something with the potential to cause harm (e.g. fire). A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended). A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property). Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong.

Risk assessments need reviewing and updating regularly. The School is aware that all staff and pupils need to receive training. A library of risk assessments is maintained by the Operations Manager and the Deputy Head (Pastoral).

There are numerous activities carried out in St George's School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments.
- Educational visits and trips.

But risk assessments are also needed for many other areas, including:

Educational. Examples being as follows:

- Science experiments.
- Food, Preparation and Nutrition lessons and activities
- Art and design tasks.
- Each sport and PE activity.
- Duke of Edinburgh's Award activities.
- Music (including minimising the risk of hearing loss to staff).
- Drama (including backstage, stage, props room and lighting box).
- Dance.
- Each educational school visit and social.

Pastoral. The focus of pastoral care at St George's is to ensure that every pupil leaves as a confident, articulate young woman capable of keeping herself safe. The PSHE programme and Chapel services are directed towards promoting an increasing understanding as the girl develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical. The Health Centre has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Health Centre and the School Healthcare Professional copies any accident reports to the Operations Manager. The School complies fully with the requirements of Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsupervised access by pupils. The School ensures that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool.

Safeguarding and Child protection. The safeguarding and child protection policies and training for all staff form the core of the child protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in the community receives regular safeguarding and child protection training, thereby managing this risk to an acceptable level.

Support areas. Examples being as follows:

- Catering and cleaning: risk assessments and training is provided for catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH).
- Caretaking and security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the School, including boarding houses. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos.
- Maintenance: risk assessments and training is provided for tools and equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of

substances hazardous to health (COSHH).

- Grounds: risk assessments and training is provided for tools and machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

2.3 **Conducting a risk assessment.** St George's School uses the model recommended by the [HSE Five Steps to Risk Assessment \(2015\)](#). The policy at St George's School is not to carry out any high risk activity. Activities involving pupils are normally low risk. A few medium risk activities are undertaken with pupils, such as riding and skiing but only using specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear appropriate protective equipment and to follow instructions. The School will always employ specialists to high risk tasks. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage. The Operations Manager arranges for specialists to carry out the following risk assessments:

- Fire safety.
- Asbestos.
- Legionella.
- Gas safety.
- Electrical safety.

2.4 **Staff responsibilities.** All members of staff are given an induction into the School's arrangements for health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for co-operating with the Head, the Bursar and other members of SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Operations Manager.

2.5 **Reviewing risk assessments.** All risk assessments are reviewed and recorded regularly, when major structural work is planned, or in the event of an accident. This policy describes the arrangements for regular health and safety audits of the fabric of the School, its plant, machinery and equipment, together with its arrangements for catering and cleaning.

A risk register is presented by the Bursar to the Finance and Marketing Sub-Committee on a rolling basis throughout the year. This assessment covers the financial procedures and controls, and the major risks to the School, including:

- Strategic risk.
- Loss of fee income.
- Damage to reputation.
- Failure to teach the correct syllabus.
- Risk of a child protection issue.
- Gaps in Governor skills.
- Conflicts of interest.
- Employment disputes.
- Major health and safety issues.
- Possible data loss.
- Risk of fire, flood and landslip.
- Poor cash flow management.
- Fraud.
- Loss from inappropriate investments.

- Areas of potential risk.

It also covers the measures taken to protect the School against such risks, including:

- Safer recruitment of staff, Governors and volunteers.
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors.
- Insurance.
- Strong financial controls.
- Use of professional advice from lawyers, accountants, architects (etc) as needed.

3 Fire safety

3.1 Introduction. This section sets out the School's Fire Policy, defining duties and responsibilities of staff, pupils and visitors. Its aim is to present clear, decisive procedures that will achieve speedy, safe egress from all areas of the School and surrounding buildings.

3.2 Role of the Fire Officer. The Fire Officer is responsible for ensuring that:

- The policy is kept under regular review by SLT.
- The policy is promulgated to the entire School community.
- Everyone in the School (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given.
- Records are kept of fire drills (kept in the RES folder in reception).
- Arranging annual testing of the fire extinguishers.
- Management of the monthly emergency light testing, annual three hour emergency light testing and all remedial associated work.
- Arranging the six monthly testing of the fire detection and alarm system.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

3.3 Role of other staff. Regular contact is maintained with an external advisor who is retained as the Fire Safety Consultant to carry out risk assessments and advise the School on regulatory matters. Risk assessments are carried out on an ongoing basis. The fire alarm automatically phones the duty caretaker.

School hours 8.15 to 16.00	The Head, will be in overall charge or a member of the Senior Leadership Team. The School Office has the responsibility of phoning the Fire Brigade.
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16.00 until 18.45	The member of the Senior Leadership Team on duty will be in charge in the event of a fire. They will delegate any duties required to any other member of staff e.g. phoning the fire brigade.
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18.45 until 8.15	The person in charge will be the member of the pastoral team on duty, (and
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weekends) supported by the duty member of the SLT who is on call but may not be on site.

School holidays During a working day, the Operations Manager or duty caretaker will call the fire brigade. Staff in School will take the signing in / out book from the entrance hall. Out of office hours, the duty caretaker is responsible for phoning the fire brigade, if they have not been called already.

3.4 **Action in the event of a fire.** Fire evacuation notices are posted throughout the School and new staff and girls are instructed as to the assembly point as part of their induction. Contractors and visitors must be made aware of arrangements.

Action to be taken is as follows:

- If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
- If you are responsible for a class, ask them to leave quietly with you. No one should talk or run. Make your way to the assembly point to the rear of the Sports Hall on the netball courts.
- Do not stop to collect personal belongings or take anything else with you, and do not allow the pupils to take anything. Do not wait to shut doors and windows behind you. All fire doors should be self-closing.
- In the event of there being a pupil / visitor with mobility issues in School an individual evacuation plan will be in place and distributed to all relevant staff.
- The School Office or residential staff (out of hours) will take the registers of staff and pupils from the fire box (located outside the PE office) to the assembly point.
- Report anyone who is missing immediately to the duty member of SLT, who will inform the Fire Brigade.
- On no account should anyone return to any building until given permission by the Fire and Emergency Services or, in the case of a false alarm or fire drill, the duty member of SLT.
- Remain at the assembly point with your pupils until the all clear is given.
- When the Fire Service arrives they must be informed of any missing person and their likely whereabouts.

3.5 **Training.** All visitors and contractors are required to sign in at Reception. If unaccompanied, they are made aware of the emergency evacuation procedure. For large visitor events, St George's staff will direct visitors appropriately in the event of the fire alarm sounding. It is the responsibility of line managers to make their new staff aware of the action required in the event of a fire and the location of the assembly point. Staff fire training is undertaken on an annual basis. It is the responsibility of the Fire Officer to liaise with SLT to agree a suitable program of training.

3.6 **Lettings and hirings.** The standard contractual terms used for letting and hiring the School cover fire safety and specify that the hirer should certify that he / she has read and understood the School's fire safety policy and procedures. A School caretaker is always on call when the School is let or hired for an outside function or event.

3.7 **Testing and drills.** The fire alarm is tested on a weekly basis on a Wednesday at 08.10 by the maintenance team. The alarm is set off from a different point each time. The alarm should be

checked to ensure that the sounders are working in every building. Any faults are reported to the fire alarm system maintenance company. Practice fire drills take place each term: one during the day, and one night time exercise. Each drill or evacuation is evaluated with relevant points being discussed by the fire committee to ensure standards are met and any issues addressed. For new pupils who join the School midway through a term it is the responsibility of the Housemistress or Tutor to make them aware of fire procedures.

3.8 **Prevention measures.** Fire prevention measures are as follows:

- Fire notices and evacuation signs are displayed in every room.
- Fires extinguishers/blankets of the appropriate type are located in every building in accordance with the recommendations of the professional advisors (RES Group). All such equipment is serviced in accordance with the regulatory requirements.
- Smoke / heat detectors automatically activate an audible alarm when triggered; in addition, call points can be manually activated by breaking a glass panel on discovery of a fire, and are located in every building in accordance with the recommendations of the Fire Safety Consultant.
- The fire alarm system is inspected and tested in accordance with the regulatory requirements. The fire alarm is maintained by RES Group based in Reading. Tel: 0118 950 0635.
- All stairs, passages and emergency exits are illuminated by exit lighting and emergency lighting in the event of a power failure.
- The master panel for the fire alarm system (located outside the Bursary) shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Keeping fire routes and exits clear at all times. The duty member of the maintenance team is responsible for unlocking the buildings in the morning. They check that these escape routes are not obstructed.
- Regular emergency light tests and fire door by the Fire Officer as required.
- Testing all fire alarms weekly and recording all tests and defects.
- The caretakers know the location of all isolation points and would be called by the fire alarm to attend the site in an emergency.

Electrical safety measures are as follows:

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of [BS7671 IEE wiring regulations](#).
- Regular portable appliance testing takes place and the school has a risk assessment concerning the frequency. High risk items are tested annually. Records of all tests are kept in the Bursary.
- All scientific equipment is switched off at the end of the School day.
- Most computers have been set to switch off automatically every evening and during holidays.
- All lightning protection and earthing conforms to [BS EN/IEC 62305](#). It is tested annually by a specialist contractor. Records of all tests are kept in the Bursary.

Gas safety measures are as follows:

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursary.
- Gas safety certificates are held for all School domestic accommodation in the Bursary.
- All kitchen equipment is switched off at the end of service.

- Science block, Sue Cormack Hall, Luker building and the main kitchen gas supplies are inter-connected with the fire alarm to disable gas supply when alarm sounds.

Flammable materials are handled as follows:

- Flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Flammable rubbish is stored in the secured rubbish compound.
- Combustible materials used in teaching, maintenance, grounds and caretaking are stored in accordance with the fire risk assessment recommendations.

The School's fire risk assessment meets the requirements of the [Regulatory Reform \(Fire Safety\) Order 2005](#) (the FSO). Specifically it identifies: the hazard; the people at risk; the measures to evaluate, remove, reduce and protect from the risk; the measures needed to record, plan, inform, instruct and train people in risk reduction or removal; the arrangements for reviewing the assessment.

The Fire Safety Consultant reviews the risk assessment regularly, and more frequently if significant changes are made to the interior of buildings, or if new buildings are bought or added. Copies of this School's fire risk assessments are available from the Bursary.

The Fire Committee comprises: Bursar, Deputy Head (Academic), Deputy Head (Pastoral), Operations Manager, Fire Officer and Secretary to SLT. The Committee meets once a term to discuss the outcomes of any practice fire drills and any fire related matters. Minutes are shared with the Head and all members of the SLT.

4 Health and Wellbeing for day and boarding pupils

4.1 Introduction. The School Health Centre team at St George's is led by a full time health care professional who is supported by an Assistant Housemistress and academic, residential and ancillary staff who are trained in first aid. Provision for medical care is given within the School Health Centre and is complemented by house staff administering non-prescribed medication out of surgery hours. The Health Centre has space for up to six girls at any one time but boarders requiring long term care are likely to be sent to parents or guardians if this is practicable. The School is fortunate in having [Bracknell Urgent Care Centre](#) ten minutes away and two large hospitals with Accident and Emergency wards within twenty minutes ([St Peter's, Chertsey](#) and [Wexham Park](#)). The School works closely with [Green Meadows Surgery](#) and cover is sought from the Surgery whenever practicable. The NHS helpline 111 may also be used in order to obtain healthcare advice. Parents should contact the School Healthcare Professional on 01344 629940 if they have any concerns or queries about their daughter's health.

The parents/guardians of every girl should indicate any medical problems to the School Healthcare Professional before she joins St George's. Failure to return requested forms means the School is not in a position to take medical responsibility for such pupils. It is the parent's responsibility to keep the School up-to-date with any changes throughout the academic year. Every full boarder is registered with Green Meadows Surgery and is given a medical examination shortly after arrival. It is probable that day pupils and tailored boarders living within the locality will already be registered with a general practitioner. Although emergency treatment will always be provided by the Health Centre during school hours, it is expected that for routine matters the usual GP will be consulted. The parents of day girls and tailored boarders are asked to communicate any significant health problems to the School Healthcare Professional if they arise.

The School database will hold medical information relating to the girls; information of a confidential nature will be flagged by a medical alert and staff will need to contact the Health Centre for further details. The School encourages every girl to lead a healthy lifestyle and to take care of her own health in a positive manner. Each girl receives health education as part of the PSHE programme and in Science.

4.2 Medical treatment. St George's provides a broad range of medical responses and treatments. These are covered to a high level of detail in the Health and Wellbeing Manual. An indicative list of the issues included are: immunisation, counselling, prescription of medication, infection control, rashes and skin infections, medical reviews, as well as specific responses to diarrhoea and vomiting, respiratory infections and other contagious diseases.

4.3 Eating Disorders. Occasionally, girls suffer from anorexia nervosa, including food avoidance, or from bulimia, involving overeating associated with the use of laxatives, vomiting or over-exercise to control weight. We wish to act decisively and sensitively to avoid any eating problem becoming a serious risk to health and would ask for parents' co-operation in keeping us informed of any concerns about their daughter's eating pattern. See also Section 8.5.

5 First aid

5.1 **Introduction.** This document will be reviewed annually or more regularly when operational changes occur. The [HSE guidelines for schools](#) recommend that a first aid 'needs assessment', which identifies what type of first aid training and how many first aiders are required, should be discussed in schools. This policy forms the first aid needs assessment.

We have a Health Centre within the School equipped to deal with sick children and those requiring first aid. The School is fortunate to have continuous medical cover provided from the Health Centre by a School Healthcare Professional and first aid trained resident and non-resident staff. Most medical situations will be referred directly to them. There are two levels of workplace first aid courses: Emergency First Aid at Work (EFAW) (6 hour course) and First Aid at Work (FAW) (18 hour course). Both courses are available in the School during the School term and the Operations Manager coordinates delivery of training events as required.

5.2 **List of first aiders.** The School maintains a list of current and qualified first aiders which can be found **displayed in key areas around the site and in the Bursary.**

EFAW qualified first aiders attend a requalification course every three years. FAW qualified first aiders attend a two day requalification course every three years. The Operations Manager liaises with the School Healthcare Professional to arrange training to update these qualifications and will also organise training for staff interested in acquiring First Aid qualifications.

All teaching and pastoral staff are regularly trained in the use of an epipen. When a trip involves a girl who is prescribed one, there will be at least one nominated member of staff capable of administering the epipen.

5.3 **Location of first aid boxes.** First aid boxes are placed in all the areas of the School where an accident is considered possible or likely (such as the Sports Hall). First aid boxes are taken, in consultation with the Health Centre, whenever groups of pupils go out of School on organised trips or to participate in sporting events. The contents of all first aid boxes are checked at the start of each term to ensure the boxes are fully stocked and that none of the contents are out of date. Staff should notify the Health Centre if items are removed from a first aid box.

The School has three defibrillators, located: inside the main door to Reception; inside the Sports Pavilion and by the Swimming Pool Reception. They are monitored to ensure they are charged. Some staff have received training on its use; however, the unit provides clear voice instructions about its use.

5.4 **Action in the event of injury.** Staff should respond in a reasonable manner to any medical emergency involving pupils, in the first instance telephoning the Health Centre for assistance or advice or, in the absence of a telephone sending a girl to Reception with a message. The Health Centre Mobile (07786 267367) is answerable at all times and in the event of the line being busy the Duty SLT should be called on 01344 629999 and the call will be forwarded to the relevant mobile. In extreme cases, the member of staff should use their own professional judgement to weigh up the situation and decide whether to give treatment before the arrival of medical help, or call an ambulance. The Healthcare Professional or first aid qualified person on

duty in the Health Centre will come to the location of the medical emergency. In the event that the on-duty person is not immediately available, they will contact a different first aid qualified staff member to attend to the medical emergency. Staff should consult with the Health Centre staff regarding recording accidents and informing parents. If there is a spillage of body fluids, staff should consult with the Health Centre and the domestic department for correct hygiene procedures.

All Academic, Medical and Pastoral staff should be aware of the medical condition of girls in their care such as allergies, epilepsy, and asthma, according to the current list supplied by the School Healthcare Professional and displayed in the staff room. These girls have a red medical alert flag on their Schoolbase file. In the School holidays when the School Healthcare Professional and most first aiders are not in School, staff should consult their line manager or call 999 in emergencies.

If a member of staff is injured a colleague should call a qualified first aider to assist. A current list is held in high risk areas, the Staff Room and School Office. In the event of a serious accident or illness then an ambulance should be called without delay. Reception should be informed so the ambulance crew can be directed and the situation managed. The Health Centre's priority is to attend to pupils and not staff.

5.5 Medical Attention Outside of Health Centre Hours. Medical cover is provided by a qualified healthcare professional during core working hours (08.00-17.00). However, it is possible that outside of these hours a pupil in the care of the School engaged in practices, matches or rehearsals for dance, drama and sport, amongst other activities, might require medical attention. In situations where the St George's member of staff directly supervising the pupil does not feel able to deal with the injury, or needs assistance, there is always a qualified first aider on site to provide support.

- If the leader of an activity needs assistance between 08.00 - 17.00 Mon - Fri, the adult in charge should phone the Health Centre mobile: 07786 267367.
- Outside of these times, medical assistance may also be provided by First Aid trained staff, Duty member of SLT or by on duty boarding staff (for boarding pupils). The full policy is recorded on Dragonfly under 'Medical Attention Outside Hours'.
- Before 18.45, a member of the SLT will be onsite and available on the Emergency number: 01344 629999 and can be reached on call after 18.45.
- In an emergency or case of serious injury, an adult should phone for an ambulance straightaway: 999 or 112

Visiting teachers or coaches should not treat injured pupils unless it is absolutely necessary and they are correctly trained.

It is likely an accident form should be completed in most instances where this provision is required.

5.6 Record keeping. Records are kept of all accidents and injuries, and there is a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the

likelihood of recurrence. A log is kept in the Health Centre and completed accident report forms are kept in the Bursary and online. St George's reports to the Health and Safety Executive as necessary according to the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#).

6 Catering

6.1 **Introduction.** St George's prides itself in offering an excellent standard of food and food choice to pupils, staff and visitors. Active, growing children and young people require plenty of wholesome food and regular meals. At St George's, we believe that we can offer something that will satisfy everyone. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our suppliers to make as much use as possible of free range, organic, natural food products and fair trade produce and to reduce/eliminate potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing the best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

We have an active pupil Food Council, which has two representatives from every year in the School. They meet regularly with the Domestic Bursar and Deputy Head (Pastoral) to discuss menus, sample new products and to suggest new dishes.

Breakfast, lunch and supper are all served in the Dining Room. Lunch is the main meal of the day, and is self-service. Lunch breaks are an hour in length, to allow sufficient time in the middle of the day for pupils to eat and to participate in the large number of lunchtime clubs and activities. The Sixth Form can have morning break and tea in their common rooms. Supplies of fresh fruit, bread, cereal, juice, together with tea and coffee making facilities are always available in every boarding house.

6.2 **Drinking water.** Drinking water is widely available throughout the School via chilled water dispensers. Pupils are encouraged to bring their own water bottles into School.

6.3 **Healthy diets.** The School offers a varied and healthy and tasty diet with a wide choice of hot and cold food; plenty of fresh fruit, vegetables and salads. Any parent/guardian who is worried about the quality of the food is always welcome to come and sample lunch or supper. Please telephone the Domestic Bursar to make the arrangements. We devote time in both PSHE and Biology lessons to ensuring that pupils understand why a healthy diet is so important.

All girls are encouraged to eat a healthy and balanced diet to help them achieve full physical and intellectual fitness. Every boarding girl is required to attend every meal and day girls are required to attend lunch. A wide and balanced diet is provided, including a vegetarian option. We hope to inculcate healthy eating habits in all girls. In a boarding school the standard of food is particularly important. The School's aim is to provide nutritious, balanced and popular food within a reasonable budget. At lunch and supper there are hot choices, one of which is always vegetarian, a large salad bar, bread rolls, fruit, yoghurt and an additional pudding or cheese. The self-service system means that every girl can eat food that she likes. Each boarding girl must sign in to every meal and must eat something but we do not insist that she eats any particular items.

We have a record of vegetarians and anyone with food allergies. The lunch rota should ensure that all girls have first lunch on a regular basis. Girls' table manners are extremely important and staff should speak to anyone who is not behaving correctly. No-one should take any food out of the dining room; all additional snacks from the tuck shop should be eaten in common rooms or outside areas.

If time is pressing, staff may go to the front of the girls' queue at meals. Staff will be asked to take a lunch queue duty once a week; Boarding staff rotate the duties for breakfast and supper. Staff should inform the Domestic Bursar if they are taking out girls for a meal; both to book packed meals in advance and to establish revised numbers for the Dining Room. Similarly, if day girls are staying in School for supper, the teacher responsible for the arrangement should notify the Domestic Bursar. In the Staff Room the School provides coffee, tea and biscuits at morning break, coffee and tea after lunch and biscuits or cakes and tea at tea time. There are tea and coffee making facilities and a microwave in the Staff Room. Although the kitchen staff wash up the cups three times a day, staff are asked to be thoughtful of others and to respect the tidiness and cleanliness of the area.

6.4 **Eating disorders.** See Section 8.5.

6.5 **Special diets.** The School expects all pupils to eat school meals, which are varied, and can only cater to specific individual requirements that are based upon attested medical grounds.

6.6 **Allergies.** The School takes great care to exclude nuts, foods containing nuts and nut derivatives from our menus. The School cannot, however, guarantee that a menu is free from traces of nuts. If you suffer from a nut allergy please see the Domestic Bursar who will arrange a special diet for you. All food that might contain nuts or traces of nuts is clearly labelled. The school is compliant with [The Food Information Regulations \(2019\)](#) (Natasha's Law). Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters the School. They should inform the School at once if their daughter subsequently develops an intolerance of any food. The School Healthcare Professional and the Domestic Bursar are happy to see any parent who has concerns about their daughter's medical condition, and to devise a special menu, where practically possible.

The School tries to take active steps to minimise the risk including the following actions:

- Strictly adhere to the new allergen legislation, providing on request, full details of each recipe's content, whilst simultaneously educating pupils and staff on recipe content and how to make enquiries.
- Brief all relevant staff are about the hazards of allergies, the emergency procedures to be followed in the event of someone suffering from an allergic reaction, and of the identities of those known to suffer from severe food allergies.
- Liaise with those with a food allergy, or their parents, to ensure that details of foods to be avoided, and for the less common allergies, menus and recipes to be followed are known. In order for the School to provide meals exempt from the identified ingredients a copy of this information must be made available to the Domestic Bursar before any items are prepared and issued to the child.
- Indicate, as far as possible, key allergens on the menus for pupils by clearly naming dishes, whether certain products / ingredients have been included.
- Train staff to negate as far as practicable for human error in the preparation and delivery

of special diets. Assess catering practices to identify areas of potential cross-contamination. For example, use separate serving utensils for products and wash hands after handling nut or milk products. Wipe up milk spillages promptly and thoroughly.

- Each child should have a protocol prepared for them by the School if there is one or more severe food allergy that results in anaphylactic conditions if they come into contact with the allergen(s).
- In respect of pre-packaged foods, the School can only provide the information given from manufacturers.
- Girls must be taught which allergens to avoid.
- Other areas that need to be tightly managed when handling foods that 'may contain traces of nuts' are the tuck shop, staff room biscuits, packed lunches, field trip food, match teas, birthday cakes, bring and buy sales, and harvest festivals. With children with a severe anaphylactic reaction every avenue that food may be brought onto site will need to be addressed.
- St George's School understands that certain food allergies can present a health risk. We base our policy upon advice from the [Anaphylaxis Campaign](#).
- It is impossible for the School to guarantee a nut-free environment and irresponsible to lead allergic children into a false sense of security with the promise that everything is safe. It would also be impractical to eradicate the 14 most common food allergens – milk, soya, celery, gluten, lupin, crustaceans, molluscs, mustard, sesame seeds, sulphur dioxide, fish, egg, peanut and nuts from School meals. However, St George's recognises and fully supports the need to foster a safe environment for all pupils and will take the following precautions to avoid an allergic reaction occurring in School.
- Food items that are prepared in a factory may contain nut traces; the risk will be minimised by avoiding any breakfast cereals or spreads known to be high risk.
- Items sold to pupils via the tuck shop cannot be guaranteed nut free and should be avoided by pupils with severe nut allergy.
- Bread items will be nut free as far as possible, although bread items will always carry a sign to remind girls that nut traces may remain from contact with other products in the factory where the bread was produced. Bread items may also contain seeds and will carry a notice stating this.
- Chefs and catering staff will refer to a list of allergic children supplied by the Health Centre to familiarise themselves with specific allergies.
- Chefs and catering staff will be made aware of first aid procedures.
- Notices on the correct procedure for treating an allergic reaction will be displayed in the catering department.
- Boarding staff will be trained in the treatment of anaphylaxis.
- Girls' common rooms can be particularly hazardous zones and boarding staff will regularly alert their girls to the risks regarding food brought into School by pupils and therefore not covered by this policy.
- The School Healthcare Professional will supply a termly list of girls with allergies to each member of the boarding staff and update the list in the Staff Handbook.
- Risk Assessments for school trips will identify girls with allergies or medical conditions and notice will duly be given to the Catering Department if a specially prepared lunch needs to be supplied.
- Hospitality events are covered by this policy.
- Where staff and girls have the opportunity to serve themselves, serving utensils may be transferred from one dish to another. Catering practices in the kitchen are designed to minimise the risk and staff will assist in this cause to the best of their ability.

6.7 **Food hygiene.** St George's School is registered with Royal Windsor and Maidenhead Local Authority as a 'food business' within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO). We recognise that compliance with health and safety is fundamental to any catering operation and we attach the highest importance to ensuring that we are compliant with relevant legislation. The School's catering is carried out in-house by the Domestic Bursar and her team. They are professionally qualified in all aspects of catering, including health and safety. The Domestic Bursar reports to the Bursar who has ultimate responsibility for the catering function.

In managing food safety, the Domestic Bursar and Head Chef, with professional assistance from external consultants, as necessary will:

- Ensure that all food handlers are trained to at least [CIEH Level 2 in Food Safety](#).
- Train the catering staff in [Hazard Analysis Critical Control Points \(HACCP\)](#) system of food hazard awareness and [Control of Substances Harmful to Health \(COSHH\) \(2002\) procedures](#).
- Ensure that all catering staff have clearly allocated responsibilities, which they understand.
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct refresher training, as appropriate.
- Ensure that all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served.
- Ensure compliance with the hand-washing or hand cleansing regime at all times.
- Check that all products containing traces of nut are clearly labelled.
- Check that the HACCP system is in place, and that the document can be checked by everyone.
- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with a daily cleaning and disinfection regime.
- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.
- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters and trolleys for dirty plates and cutlery, together with the containers for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check (and record) the temperatures of the hot and chilled service counters on a daily basis.
- Check all kitchen equipment (or ensure that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly, and keeps a record.
- Take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.
- Report any faults or failures in equipment to the Maintenance Department.
- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

- Obtain professional advice from a dietician on menu planning or special diets as needed.
- Arrange a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces and areas twice a year.
- Ensure that an appropriate pest control regime is in place.
- Arrange for all catering equipment to be professionally serviced annually incorporating recommendations for future use and suitability.
- Ensure that the kitchen first aid box is kept fully stocked, in accordance with professional recommendations.
- Display the appropriate first aid, COSHH and emergency notices.
- Arrange the hygienic disposal of waste, in accordance with recommended practice.
- Manage a recycling regime for: paper, card, clean glass and clean tins in accordance with the School's recycling practices.

7 Risky areas

7.1 **Introduction.** The aim of this section is to state the School's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of School buildings and grounds. The Governors, Head and staff of St George's School are fully committed to ensuring the safety and welfare of all pupils at the School. On a large site, there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

7.2 **Procedures.** The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Much of the School grounds away from the central buildings are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness. Pupils are informed or reminded regularly by boarding and teaching staff of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as a serious disciplinary offence that will be dealt with in an appropriate manner.

7.3 Location of risky areas

- **Science Classrooms and preparation areas.** These are subject to specific risk assessments.
- **Main catering facilities, including yard.** Manned by catering staff for a significant part of the day. The School kitchens are locked out of hours. Out of bounds at all times.
- **Laundry.** Manned by laundry staff for a significant part of the day and is locked when unmanned.
- **Theatre technical areas.** Access normally locked when unmanned.
- **Basements and cellars.** Access normally locked.
- **Electrical substations.** Gates normally locked and warning notices placed.
- **Roof voids and lofts.** Access normally locked.
- **Roofs.** Access normally locked.
- **Ceiling voids.** Access normally locked.

- **Switch rooms and server cabinets.** Including service riser cupboards and ducts. Access normally locked and warning notices placed.
- **Plant rooms.** Access normally locked and warning notices placed.
- **Empty buildings.** Access normally locked.
- **Maintenance and grounds workshops.** Manned by grounds staff for a significant part of the day. Locked when unmanned.
- **Temporary contractors' compounds and areas of work.** Only vital work would be carried out in term time. Work is usually programmed for holiday periods. In the event work takes place the area will be fenced or cordoned off and warning notices placed. Specific hazards briefed to all pupils.
- **Swimming Pool.** Appropriately manned when in use. Locked when not.
- **Cookery and Food Technology Room.** Appropriately manned when in use. Locked when not.

8 Boarding

8.1 **Introduction.** St George's aims to create a happy, friendly and purposeful environment where girls feel physically and emotionally secure and are keen to make the most of the opportunities available to them. Boarding gives each girl a settled routine and helps make her self-reliant, adaptable and thoughtful of the needs of others. During their time at St George's, girls make friends for life, discover new interests, learn to work hard and enjoy being part of community life.

8.2 **Boarding site and facilities.** Girls live in boarding houses and have a resident Housemistress who watches over their progress and welfare. Year 7 to Year 10 girls are looked after together in Markham by a Housemistress and Assistant Housemistress and Resident Tutors. In Markham there is a range of dorm sizes from single to multi-occupancy rooms. Girls are placed in dorms according to their friendship groups, study habits, and sleeping patterns. Knatchbull girls are in the Year 11 and Lower Sixth. They have a Housemistress and Assistant Housemistress and Resident Tutors. Girls here have rooms of two or three in Year 11 and single or twin in the Lower Sixth. They also have desks for private study. The Upper Sixth girls live in purpose built accommodation with single study bedrooms for boarders, and are looked after by their Housemistress and the Deputy Head (Pastoral).

The health of each girl is a priority and we have a qualified School Healthcare Professional working in conjunction with Green Meadows Surgery and the NHS as required. The School has its own Health Centre and is close to local hospitals in the case of emergencies. When the Healthcare Professional is not in School there is a team of Housemistresses and Resident Tutors trained in first aid.

8.3 **Risk assessment.** The boarding environment risk assessment is undertaken by the Deputy Head (Pastoral).

8.4 **Welfare of boarders.** Boarders will be looked after by their Housemistress in the first instance but will also have regular contact with another member of the pastoral department who covers for the Housemistress' time off. In addition any boarder may go to talk to the Deputy Head (Pastoral) who is resident in School. Housemistresses liaise closely with Tutors so that they

stay in touch with any concerns that a boarder may have. Housemistresses are in close touch with boarders' parents, either by email or telephone and parents are also welcome to contact the Deputy Head (Pastoral) directly. In addition, any girl may go to surgery and speak to the medical team in confidence about any problem.

8.5 Mental Health and Eating Disorders. Occasionally girls may suffer from eating disorders and other serious mental health concerns. The School will act in a responsible manner to support medical advice. The School will decide whether it is appropriate for such girls to be boarders and will consider the wider boarding community, medical information and the views of parents. However, it may be that in some cases that the School may at its sole discretion decide that it is not appropriate for a girl to be a boarder.

8.6 Social events. The safety of our pupils is paramount at all times and St George's School fully recognises its responsibility regarding social events. The following procedures are in place for events held within the School buildings or within a School to which our girls have been invited:

- A risk assessment will be compiled, showing numbers and ages of pupils, staffing levels and the type of venue.
- The staff ratio will be 1 to 15 as a minimum requirement.
- Staff on duty will be made aware of the [Sexual Offences Act \(2003\)](#) which states that no sexual touching of any kind should take place between young people under 16. Staff and pupils will be advised that no sexual touching (including kissing) is permitted.
- At a home event, notices will be displayed showing male washroom facilities.
- Staff will be trained to maintain appropriate behaviour throughout an event.

The Deputy Head (Pastoral) should be advised of any inappropriate behaviour either on the part of one of our girls or by a pupil from a visiting school.

9 Visitors

9.1 Introduction. It is the policy of St George's School to ensure that pupils, staff, parents / guardians and visitors are safe and welcome on School premises and to respond to unauthorised visitors in accordance with clear guidelines. See also Section 1. 9 on Security.

9.2 Access to premises. An authorised visitor is defined as:

- A person enrolled as a pupil at the School.
- A parent or guardian of such a pupil.
- A person employed by the School.
- A person who is otherwise on the premises for a reasonable purpose (e.g. delivering or collecting goods).
- A person who is invited to attend an event, a class or a meeting on School premises providing that person is on the premises for that particular purpose and has signed in at Reception in accordance with the procedures outlined below.

Regulations regarding School access are communicated to the School community annually or as and when new arrangements are installed. An online visitors' sign-in system, overseen by the

Front Office, is maintained at Reception. Visitor passes / badges are used to monitor who is on the premises at any time. Where practical, access to School buildings may be controlled through locking of doors or security codes. Where doors are locked, consideration must be given to emergency access by the Police and Fire Brigade. If appropriate, signs should be posted on locked doors indicating how to gain access.

Authority to be on School premises does not entitle a person to have access to all areas of the premises. A person is not allowed to remain on School premises if that person has failed to report his or her presence on the premises in the specified manner or, if in the judgement of a member of SLT, their presence is considered inappropriate due to safety or security concerns.

Staff must inform the School Office of the presence of an unauthorised visitor as soon as possible and the Office will alert a senior member of staff immediately. All incidents involving intruders will be logged in the School Office. In circumstances where the perceived danger warrants it, the police should be called directly. When unauthorised visitors are discovered on the School premises, staff should approach them in the following manner:

- Identify yourself.
- Be courteous, calm and positive but firm.
- Ask questions such as 'May I help you?' or 'Have you registered at Reception?'.

Staff must not use force or place themselves in danger when dealing with unauthorised visitors. Where force is deemed necessary, the police should be called.

If pupils under suspension or expulsion are found on School property or attempt to take part in school-related activities, they may be dealt with under the laws of trespass.

9.3 Resident staff and visitors. Friends and family of resident boarding staff are welcome to visit the School during the member of staff's off-duty hours and should adhere to the following guidelines:

- A visitor's badge should be collected from the School Reception. When the office is closed, visitors should notify the Deputy Head (Pastoral).
- A badge is to be issued to family members of resident staff, which should be worn at times when that person is on site outside the resident staff's accommodation. Guests should always be escorted by a member of staff on School premises.
- In the case of a resident's friend (male or female) visiting regularly and staying overnight when that staff member is off duty, they should make themselves known to the Deputy Head (Pastoral).
- Resident members of staff are required to provide a swift and confidential service to the girls in their care and it is therefore inappropriate for staff to receive visitors while on duty.
- Family and friends who stay overnight on a regular basis must be subject to a DBS check and any additional safeguarding checks.
- Should a family member / friend of resident staff need to stay overnight during the member of staff's working time, a request should be made in advance to the Deputy Head (Pastoral). Please note that permission will only be granted only in exceptional circumstances.
- The resident member of staff is responsible for the conduct and behaviour of their visitors. In the event of unacceptable behaviour, the visitor may be asked to leave and

consideration will be given to any future permission for them to visit the School.

- Visitors must not accompany the girls on outings, unless prior permission has been granted. In such a case, it must be made clear to the girls that the visitor is not a member of staff. The visitor may not be counted as part of the required adult supervision for any trip.
- Abuse of the arrangements for visitors could lead to disciplinary action being taken against the resident member of staff.

9.4 Contractors on Site. Unless there is emergency work or work has been authorised by the Bursar, there will be no work undertaken by contractors during the term time. If contractors have to attend in term time they will sign in at Reception and wear visitor identification lanyards, they will be escorted to the area of work and their work monitored. When contractors visit the School in school holidays, they are required to sign in and out at Reception.

Contractors on site for a long period i.e. during a capital project, will be required to remain within the compound area and a strict procedure for dealing with those working on the site and any visitors to the site will be established.

10 School trips

10.1 Introduction. At St George's School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our girls unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make a contribution to a pupil's development and education in the broadest sense of the word. We regularly take pupils on day trips to sports fixtures, historic sites, museums, galleries, natural features, towns, Roman remains, external lectures and exhibitions to support the curriculum. We also offer a programme of residential visits.

10.2 Provision of information. Parents will be notified of forthcoming visits in a number of different ways:

- In the School calendar:
- In an invitation letter, shared in advance of the visit. It details key facts such as the rendezvous and return time, the cost (if there is one), the venue, the purpose of the visit and the mode of transport.

10.3 Permission. Parents give permission for all day visits by signing a default agreement (consent) form when their daughter enrolls at the School. However, on receipt of the invitation letter for each day visit, parents have the right to withdraw their daughter from the visit, even if they have signed the form. Parents give permission for each residential visit by signing a tailored consent form for that visit only. The form accompanies the invitation letter. The consent forms carry certain disclaimers about safety and medical treatment. Parents will always receive, on request from the visit leader, the risk assessment for the visit and details of the School's travel insurance policy.

10.4 Guidance for staff organising trips

Provisional information. First, discuss the proposal with your Head of Department. Staff need to supply the Deputy Head (Co-Curricular and Connections) with all the details below on the "Proposal for a School Visit - One Day" form including members of staff accompanying the trip. The cost of the trip must be discussed with the Bursary to ensure there is proper provision. Staff need to establish some information (see list below) before requesting permission for the visit. Staff must not commit to pay anything at this stage.

- Name of visit This is how the visit will appear in the calendar.
- Location The place where you consider the main base to be (with postcode).
- Date(s) You are advised to look at the calendar before choosing the date(s).
- Rendezvous time The time when the pupils will be instructed to rendezvous.
- Return time The time when the visit formally ends.
- Year group(s) Please indicate if it is a whole year visit.
- Number of pupils A precise number which matches the names on the register.
- Cost per pupil Put an approximate cost having taken advice from the Bursary.
- Staff The member of staff who is responsible for the visit and additional staff required.
- Transport Whether school vehicle or external company and if the former the driver of the vehicle.
- Medical Identify the person who is trained and responsible to issue (medicines if required).

Permission. You must request permission for the trip to go ahead by completing and submitting a trip proposal form the Deputy Head (Co-Curricular and Connections) who may consult with the rest of the SLT if necessary. The Deputy Head (Co-Curricular and Connections) will confirm if the trip has been agreed, and if so, the trip can be added to the school calendar and the Trip Leader can go ahead and book.

Letter. In the interests of legality, clarity and consistency of communication with parents, a standard letter format is used. It is essential that this template is used and that the statement at the end of the letter (under the table) is retained in full. It is usual practice for the trip cost to be added to the school bill so letters should be sent sufficiently in advance to achieve this. The letter must be sent to parents through the School Office. The letter should be shared electronically with the Deputy Head (Co-Curricular and Connections). It should also be sent directly to the pupils concerned.

Consent. For day visits, you are not required to collect consent forms from parents as long as you have emailed them the letter according to the procedure laid out above. A generic consent form is signed by parents when their daughter joins the school and this covers consent for your visit. Please check with the School Office that girls on the trip are covered by this consent and if not obtain individual permission as required.

For residential visits, a specific consent form is required, designed by the visit leader.

Staff. Record the relevant contact and medical details for staff accompanying the visit. Remind

staff accompanying the visit that they need to book their absence and set cover, during term time. The School considers that the minimum staff-to-pupil ratio is 1:20, although this will be determined by the nature of the trip. Other than Sixth Form, pupils must never be sent on a visit unaccompanied, though there may be planned periods of remote supervision during a visit. If there is remote supervision, girls should remain in groups of three as a minimum.

First aid. The visit leader requires a working knowledge of first aid and must carry a medical bag, requested from the Health Centre using the appropriate form. All residential visits require a member of staff with homoeopathy and paracetamol training and ideally should be first aid trained. All hazardous trips must take a member of staff with a one-day first aid certificate. Any swimming activities must be supervised by a qualified lifeguard.

Staff must check and take a list of all pupils' medical needs including allergies. Advice should be sought from the Health Centre to manage girls' conditions, particularly for residential trips. All such data is sensitive and must be destroyed when the trip is completed.

Bookings. Once you have permission to proceed with the planning, you should book any necessary transport. If it is a coach, this should be done via the School Office. Minibuses can be booked via the system on Schoolbase, however, you should consult with the Operations Manager to ensure this does not conflict with the School daily transport requirement, especially for visits outside of normal lesson time.

Only when you have booked the transport, and you know you can actually reach your destination, should you make a booking for accommodation. You must observe that safety procedures are in place at all accommodation venues. Only when you have booked the accommodation, and you know you can actually stay in your destination, should you make a booking for activities.

Insurance. You must ensure that any third party has public liability insurance. If the trip involves adventurous activities you must obtain a copy of the relevant insurances and the operator's licence, if appropriate.

Staff vehicles. Private cars are not to be used to transport pupils except in accident and emergency situations, or the specific permission of the Deputy Head (Co-Curricular and Connections) or the Head.

Register. Having completed the booking process, and finalised the numbers, you should use Schoolbase produce (1) a pupil register, (2) a parental contacts register and (3) a pupil medical/allergies details register. You should also print a simple register of names for the Staff Room Notice Board. Confirmation that this has been done, and that details will be subsequently deleted, will be given on the Educational Visit Planning (Google) Form.

Meals. Please book any packed meals well in advance with the Domestic Bursar stating any dietary requirements having checked the girls' medical record on Schoolbase.

Itinerary. A schedule of all the places to be visited, including their post codes and telephone numbers where available, should be drawn up in order. This should be included in the relevant section of the Educational Visit Planning (Google) Form.

Risk assessment. Your responsibility is to take reasonable action in the case of risks. To start with, you should undertake an inspection visit, if required. Risks should be assessed at the main base and all the places to be visited. In the interests of clarity and consistency, a standard risk assessment format is used. The risk assessment template, which can be found on Dragonfly, comes pre-loaded with generic risk assessment practice for a wide range of activities. Irrelevant activities should be removed so the result is a document that is specific for your trip, for the requirements of your visit. Additional information for your trip should be included in the area marked Specific Trip Hazards. Three important points about using the risk assessment document:

1. Add your own visit-specific locations and risks to the document, as well as the steps taken to minimise risk for students identified as having specific health needs eg anaphylaxis.
2. Read the generic risk assessment practice. You are not safe unless you carry it out.
3. Treat the risk assessment as an active document. Discuss it before visiting each site.

The completed risk assessment should be shared electronically with the Deputy Head (Co-curricular and Connections).

If visiting an outside organisation, their own risk assessment for visitors should be included if available. You must observe such risk assessments.

School contact. During School Office hours (Monday to Friday in term time 0800 to 1730) this will be the School number Tel 01344 629900. If there is an urgent matter you need to discuss with SLT you should call the School number and select the emergency number option from the menu provided, this will put you through to the on duty member of SLT.

Delays. If there is a delay to the trip you must ensure parents and boarding staff are informed of this and usually you will ask pupils to make contact themselves. It is crucial that you inform the School using the contact details given above so appropriate plans can be put in place.

Final check. Staff should complete the Educational Visit Planning Form and submit it to the Deputy Head (Co-curricular and Connections). A copy of the original visit documentation will be placed in the Visits Folder in the School Office. The Trip Leader should print off their own copy to take on the trip with copies for each staff member. Please submit all paperwork at least a week (seven days) before the trip is due to take place. It is vital that all copies of paperwork, apart from that in the School Office, are destroyed after the culmination of the visit.

11 Minibus and Vehicle Fleet Policy

References

- A. DETR publication PSV 385: "Passenger Transport provided by voluntary groups under section 19 or 22 permit system - Guidance for Operators".
- B. DfES Policy Statement "Licensing Incidental Drivers of the School Minibus" April 2006.
- C. ROSPA's "Minibus Safety, A Code of Practice".
- D. DVLA's Driving a Minibus (12/08) INF28.

11.1 Vehicle Fleet. This Policy applies to the St George's vehicle fleet:

Minibuses

Peugeot 17 seat minibus (19 plate)
Peugeot 17 seat minibus (20 plate)
Peugeot 17 seat minibus (71 plate)
Peugeot 17 seat minibus (15 plate)
Ford People carrier
Ford Transit 14 seat minibus (13 plate)

Ford Transit 14 seat minibus (71 plate)

Miscellaneous

Cushman grounds electric vehicle
Club Car grounds electric vehicle
Peugeot People carrier (Maintenance)

Agricultural Vehicles:

John Deere tractor

It also applies to any hired or privately owned vehicles used for the School's purposes.

Responsibilities. The Bursar has overall responsibility for the vehicle fleet. The delegation of the detailed responsibilities can be seen in Annex A.

Usage. The vehicle fleet has wide utility in support of all School activities. Use of vehicles for anything other than School purposes would not be supported by the School's insurance and so is not permitted.

Smoking. All St George's vehicles are no smoking.

11.2 Drivers

Driver Responsibilities. Drivers have primary responsibility for the safety and welfare of passengers. Additionally, individual drivers are responsible for the following:

- Ensuring they hold the appropriate licence and completed the necessary induction and training as set down in this policy to drive the vehicle.
- Booking the vehicle in advance as necessary.
- Conducting and recording the pre-trip checks as outlined in Annex B.
- Completing the vehicle Log at the start and end of the journey.
- Reads and follows emergency procedure guidance provided in the minibus.
- Driving in a safe and sensible manner throughout the journey and complying with the Highway Code at all times.
- Ensuring the vehicle is refuelled if necessary at the end of the journey.
- Ensuring the vehicle is clean and tidy at the end of the journey.

Minimum Requirement to Drive School Vehicles. To drive any of the School vehicles there are a series of requirements that must be satisfied. These requirements are driven by a combination of legal, insurance and health and safety factors. They are not negotiable and must be adhered to. Full details can be found in Annex C.

Training. All minibus drivers must attend an induction course with the Operations Manager prior to driving the School minibus with passengers. The Operations Manager must take a copy of the driving licence to comply with insurance requirements. Anyone wishing to drive the minibuses should contact the Operations Manager, who will record the training. It will be considered a serious breach of H&S rules if staff drive a minibus without this training and providing the driving licence.

Advanced Booking. The minibuses and people carriers can be booked in advance by using the booking system on Schoolbase. Please be aware that some vehicles are used as pupil transport to and from School.

Passenger List. Whenever passengers are to be carried (other than a qualified driver giving instruction) in a minibus people carrier, a passenger list must be completed and included in the trip risk assessment provided to the Deputy Head (Co-curricular and Connections). Any amendments to the list must be made before the journey and must be left at Reception.

Driver Authorisation. Authorisation to drive a school minibus or people carrier is given by the Bursar. The list of authorised drivers is held by the Operations Manager. To be included on the list the employee must have completed the Driver's Questionnaire (Annex E), attended an induction course (updated every 4 years), and satisfy the various requirements in Annex C.

Fatigue and Driver Hours. The Highway Code states that people feeling tired or ill should not drive – drivers losing concentration through fatigue cause many road accidents. Drivers of minibuses may be doing it on a voluntary and/or occasional basis, but they have a legal duty to ensure the welfare of a substantial number of passengers. Minibus driving hours guidance is provided in Annex G.

Wherever possible driving should be shared. Staff are not permitted to drive long distances after a full day's work. If in doubt, the Deputy Head (Co-curricular and Connections) or Bursar should be consulted as to whether the trip can take place. Regular breaks should be taken, preferably involving a walk in the fresh air and a stimulant drink like coffee or cola. The driver must not rely solely on caffeine and ignore other measures to maintain awareness. Short naps during breaks can lessen fatigue.

The vehicle should be well ventilated especially when full of passengers; open windows and use the fan when necessary.

Fatigue shows itself through momentary lapses in concentration, slow reactions and the driver fidgeting in his seat. These symptoms must be recognised and appropriate action taken, a driver must stop at a safe location and take a break if they feel tired.

11.3 Maintenance and Safety Checks. The Operations Manager is responsible for maintaining the vehicle fleet and for periodic safety checks - further details are in Annex D.

Servicing and Annual MOTs. The Operations Manager is responsible for arranging for the servicing and annual MOT of all vehicles. MOT certificates and service records will be held in the Bursary. Vehicle documentation will be held by the Operations Manager.

Key Control. Keys will be held as follows:

	First Key	Spare Key	Notes
Minibuses	Staff Room	Operations Manager	Keys must be returned as soon as the vehicle is back on site.
People carriers	Staff Room	Operations Manager	
Peugeot Van	Clerk of Works	Operations	

		Manager	
Grounds Vehicles	Groundsman	Operations Manager	

Section 19 Minibus Permit. The School holds a Section 19 Permit for each minibus. The Permit allows the School (a non-profit making organisation) to charge passengers (e.g. fee paying pupils) for the provision of transport. The Permit does not apply for trips overseas or for charging the general public. The Permit must be clearly displayed on the windscreen of the minibus. The Permit is valid indefinitely so long as it is legible and visible on the minibus windscreen. Replacements will be applied for by the Operations Manager. The Permit also allows for a relaxation of some Passenger Carrying Vehicle licensing requirements for members of staff who obtained their driving licence after 1 January 1997 - see Annex C.

Congestion Charge. The School can arrange for the minibuses and people carriers to be covered for the Congestion Charge zone in central London through a monthly charge. Please advise the Operations Manager if you are travelling into London so we can ensure the vehicle is covered.

11.4 Trips Abroad. St George's vehicles are not permitted on overseas trips. Should there be a requirement to take a vehicle overseas, the Operations Manager must be consulted at an early stage to facilitate the request.

11.5 Minibus Equipment. The minibus must have the following equipment in the vehicle:

First Aid Box

Fire extinguisher (foam or water – BS 5423 1977, 1980 or 1987)

Warning triangle and hi-viz vest

Cloth for cleaning interior windows

Squeegee/scraper for exterior windows

Torch

Tyre pressure gauge

Dustpan and brush

Vehicle file containing vehicle fleet policy, copy of insurance certificate, MOT certificate and blank Journey Logs.

Capacity. The minibus capacity is as follows:

Peugeot Minibuses: 16 passengers plus driver

Ford Minibus: 11 passengers plus driver

People Carriers: 8 passengers plus driver

Journey Log. The journey log, kept in the vehicle file in the vehicle, must be filled in at the start and end of every journey and left in the vehicle file (see Annex F).

First Aid Kit. Any defects, losses or use of the first aid kit must be reported immediately upon return to the Health Centre.

Fuel. Drivers' must ensure that the fuel tank is at least three quarters full when the journey is completed. All minibuses and the people carrier use diesel fuel. All vehicles have an All Star fuel card and each card is registered to the vehicle number plate. This allows drivers to refuel on account at most garages. The driver will be required to hand the cashier the card and provide

the number plate and mileage.

11.6 Emergency and Breakdown Procedures. Guidance on the driver actions are provided in each passenger vehicle. In the event of breakdown or accident on a motorway or other hazardous location, get all passengers out of the vehicle to a safe area. The driver must wear the high-visibility safety jacket at any roadside breakdown or other incident. A guide is provided in the vehicle.

Breakdown: In the event of a breakdown, contact Education Breakdown Assistance by following the instructions on the AA breakdown card in the vehicle file. You will also find in the file some Education Breakdown Assistance notes on what to do in the event of a breakdown. In addition, as necessary, please inform the School. On return to School, ensure the breakdown is reported to the Operations Manager.

Accident: In case of an accident follow the procedure in Annex H. If the journey is delayed by accident, breakdown or any other unforeseen circumstances advise the School as soon as possible and then again once the journey is resumed to notify the revised expected time of arrival at the destination. In the event of an incident following which a driver is required to produce documents to the police, the insurance certificate, MOT certificate and road fund document are available from the Operations Manager.

Safety. The driver is responsible for the conduct and safety of all passengers. The driver must not consume any alcohol or illegal substances, to do so will constitute gross misconduct. The driver must ensure the rules in Annex I are applied.

Traffic Offences. Any traffic offences (e.g. speeding or parking fines) are the sole responsibility of the driver.

Annexes:

- A. Vehicle Fleet Responsibilities
- B. Driver Check Lists
- C. Minimum Driver Requirements
- D. Maintenance and Safety Checks
- E. Driver Questionnaire
- F. Vehicle Log
- G. Drivers Hours
- H. Accident or Breakdown Procedure
- I. Safety Rules

ST GEORGE'S SCHOOL
ANNEX A – VEHICLE FLEET RESPONSIBILITIES

	Minibuses	People carriers	Maintenance Van	Grounds Vehicles	Gardener Buggy	Records
Insurance	Bursar					Bursar
Section 19 Permits	Operations Manager					Applied for and records kept by Operations Manager. Permits held in minibuses.
Minibus Training	Operations Manager					Operations Manager
Road Fund Tax	Operations Manager					Operations Manager
Servicing	Operations Manager					Operations Manager
MOT	Operations Manager					Operations Manager
Maintenance	Operations Manager					Operations Manager
Weekly Checks	Gerrards Cross Minibus driver		Clerk of Works	Groundsman (Periodic)		Operations Manager
Booking	Driver					Operations Manager
Congestion Charge	Driver's responsibility EXCEPT for London bus run					Operations Manager
Licence Annual Checks	Operations Manager					Operations Manager
Approved Driver List	Operations Manager					Operations Manager

ANNEX B – DRIVER PRE-TRIP AND POST-TRIP CHECKLIST

Pre-Trip Checklist

Am I on the Bursar's list of drivers for this vehicle?
Does the School have a list of all passengers, time out and time expected back?
Exterior check of vehicle to include: <ul style="list-style-type: none"> · Visual check of tyres – do they seem to be properly inflated? · Any signs of engine oil or other fluid leaking from under the bonnet?
Lights ... get someone to check all the lights with you.
Sufficient fuel?
Have I got the vehicle file?
Have I got the vehicle box (probably under seats in back of vehicle)?
Do I know where the fire extinguisher is and how to use it?
Check oil, coolant, windscreen washer and brake fluid level if away from School for over one day.
Complete the first part of Journey Log.
Are all the doors properly secure?
Are all passengers strapped in?
Remind passengers not to put their feet on back of seats
Is the luggage securely stowed? Nothing should be carried that blocks the aisles.

Post -Trip Checklist

The driver is responsible for the condition in which the vehicle is returned to School. It should be left in the condition the driver would expect to find it.

Clean interior.
Inform Reception you are back.

Return keys to staff room.

Leave a minimum of 3/4 tank of fuel in the tank.

Complete Journey Log.

Report to School Healthcare Professional any use of First Aid Kit.

Report to Bursar any accidents or damage.

Report to Operations Manager any maintenance issues.

ANNEX C – MINIMUM DRIVER REQUIREMENTS

Reference:

A. DVLA INF28 Driving a Minibus 12/08.

Common to All Vehicles. All drivers must:

- Be an employee of St George's School and/or driving with the Bursar's permission.
- Hold a full driving licence i.e. not a provisional licence.
- Hold a clean driving licence or one with 6 or fewer points from minor traffic offences only. Any convictions and points for more serious offences e.g. drink driving or 7 points or more must be declared and will be referred to the insurers.
- Have completed the driver's questionnaire (**Annex E**) available from the Bursar's office and be named on the approved list of authorised drivers held by the Operations Manager.
- Be fit, free from illness, medication, alcohol or drugs and should not be suffering from any mental/physical disability which could affect his/her ability to drive.
- Have read this policy.
- Disclose any change in their health or driving licence or pending convictions.

Minibuses. All drivers must:

- See requirements common for all vehicles (above).
- Be aged between 25 and 70 (insurance requirement).
- Not be driving the minibus for hire and reward (i.e. minibus driving not included in contract nor specific payment received for driving).
- Hold the appropriate driving licence:
 - Hold a D1 PCV (Passenger Carrying Vehicle) Licence. Or
 - Hold a D1 Licence issued before 1st January 1997. Or
 - Hold a B Licence (car driver)
- Have held the appropriate licence for at least 2 years.
- Have been assessed as competent to drive by the Operations Manager and reassessed every 4 years.
- Be thoroughly familiar with the vehicle (i.e. have received induction) and have driven the vehicle without passengers.

People Carriers. All drivers must:

- See requirements common for all vehicles (above).
- Be aged between 21 and 70 for insurance purposes.
- Hold a B Licence.

Maintenance and Agricultural Vehicles. All drivers must:

- See requirements common for all vehicles (above).
- Be aged between 21 and 70.
- Hold a B Licence.

ANNEX D – MAINTENANCE AND SAFETY CHECKS

Vehicle	Month and Year					Instructions
						1. Insert date of check. 2. Insert initials of Checker. 3. Carry out checks, ticking boxes as appropriate. 4. Return form to Operations Manager monthly.
		Week				Remarks
Check	One	Two	Three	Four	Five	
Date of Check:						
Initials of Checker						
Bodywork, including doors, windows and reflectors.						
Tyres – condition and pressures (including spare).						
Engine oil level and absence of obvious leaks.						
Radiator water level.						
Battery – condition and security of anchorage						
Seats and seat belts – check security and condition						
Windscreen, windows & mirrors – condition						
Windscreen wipers and washer levels						
All Lights (including number plate lights)						
Mirrors – clean, secure and adjusted.						
Horn, reversing alarm and indicators.						
Number plates – condition and security						

Operation of doors and locks						
Fuel						
Instruments						
In addition, check the presence of the following						
· Small bus permit on windscreen						
· Jack, handle and wheel brace						
· First Aid box complete: o Two large wound dressings 18x18cm o Two medium wound dressing 12x12cm o Two eye pads o Two triangular bandages o One packet of 25 assorted adhesive dressings o Ten foil packed antiseptic wipes o Twelve assorted safety pins o One pair of rustproof blunt-ended scissors.						
· Warning triangle & high visibility jacket						
· Cloth for interior windows						
· Squeegee/scraper for exterior windows						
· Fire extinguisher						
· Torch and spare batteries (does it work?)						
· Tyre pressure gauge						
· Dustpan and brush						
· Vehicle File including Journey Logs and copies of the insurance certificate, MOT Certificate, small bus permit and Vehicle Fleet Policy						

Tyre Pressures:

Vehicle	Front	Rear	Vehicle	Front	Rear	Vehicle	Front	Rear
Minibuses	51 psi	70 psi	Peugeot Boxer	44 psi	45 psi	Berlingo Van	42 psi	46 psi
People Carrier	58 psi	65 psi	Peugeot Teepee/Ford Torneo	52 psi	62 psi			
Maintenance Van			Ford Transit					

ANNEX E: DRIVER QUESTIONNAIRE AND AUTHORISATION

To be completed by drivers of the St George's School Ascot vehicle fleet:

Name:	
Age and Date of Birth: Minibus and car - 25 to 70; Vans - 21 to 70; Tractors - 17 to 70.	
Date Passed Test:	
Driving Licence Number: Full not Provisional:	
Points on Licence: Must be 6 or less from minor offences only.	
I have no convictions for serious motor offences (e.g. drink driving, driving without due care and attention) nor are there any prosecutions pending.	Initial:
I do not suffer from any physical or mental disability which could affect my ability to drive.	Initial:
I have read and understood the School's Minibus and Vehicle Fleet Policy.	Initial:
I have not had any motor vehicle insurance declined, cancelled or refused at normal terms.	Initial:
I have completed the induction course with the Operations Manager and have been briefed on the safety procedures. I am aware of the height and width of the vehicles and that I must take this into account when entering restricted areas e.g. height restrictions in car parks.	

Attached documents (photocopies):

Documents (all required)	Yes/No
Driving Licence Photo Card	YES/NO
Driving Licence Paper Document	YES/NO
Induction Record	YES/NO

I hereby warrant and declare that the above statements and particulars are true and that there is no material fact that should be disclosed. I agree to advise immediately any changes in my particulars.

Signature..... Date.....

With effect from (date) the above named member of staff is authorised to drive School minibus/people carrier /grounds vehicles/gardener buggy (delete as required).

Signature..... Date.....
Bursar

ANNEX G – DRIVERS HOURS

Drivers should follow the guidance below:

DRIVING HOURS		
	Driving only	Driving + other work
Maximum length of working day (Note 1)	13 hours	10 hours
Of which, spent driving	9 hours	4 hours
Maximum time driving without a break from work	2 hours or sooner if tired	2 hours or sooner if tired
Minimum length of break (Note 2)	15 minutes	15 minutes
Daily rest period	11 hours	11 hours
Weekly rest period	45 hours	45 hours

- With each additional driving period, the break time should be extended.
- Second drivers should also have adequate rest breaks.
- Drivers should never be expected to do a day's work, or be awake for a day and then drive for several hours in the evening.

Notes:

1. Taking account of work undertaken before starting a journey.
2. After 4 ½ hours of driving, the accumulated length of breaks from driving should be at least 45 minutes.
3. A short journey (e.g. within 10 miles of School) when risk of tiredness causing an accident is significantly reduced, can justify an extension in length of working day. This must be discussed and agreed by the Bursar or a Deputy Head in advance of the journey.

ANNEX H – ACCIDENT PROCEDURE

DO NOT ADMIT ANY RESPONSIBILITY OR OFFER TO CORRESPOND WITH ANY THIRD PARTY

1. Note the time and correct place where the accident occurred.
2. Note the weather condition and if the road was wet or dry.
3. Note the number of any police officer attending the scene.
4. Obtain the names & addresses of any independent witnesses.
5. Obtain the following details from the other driver(s):
 - Name
 - Address
 - Telephone Number
 - Car Type
 - Car Registration Number
 - Details of damage to the other vehicle(s)
 - Insurance Company Name
 - Insurance Policy Number
 - The names of any passengers in the other vehicle(s)
6. If anyone is injured (however slightly) obtain the following details of the injured person(s)
 - Name
 - Address
 - Nature of injury
 - Name of hospital to which they are taken
7. If any person is injured **you must notify the police**. If you are unable to give your name and address to the owner of any damaged property (e.g. lamp post, unattended car etc) you must advise the police. Injuries to any animal must be reported to the police.
8. A full report of the incident with all the details set out above must be made as soon as possible to the Bursar. If you do not return to School the same day as the incident you must telephone and speak to the Bursar.

ANNEX I – SAFETY RULES

- When carrying passengers in the rear, the emergency exit doors must be left unlocked. These doors are primarily for use as an emergency exit and should not be used as an entry and exit in normal circumstances.
- The hazard warning lights must be switched on at all times when passengers are boarding or alighting.
- It is St George's School Ascot policy that all passengers wear the seat belts provided at all times. It is the driver's responsibility to implement this policy.
- Passengers must remain seated while the vehicle is moving.
- Doors must remain closed until the vehicle is brought to a complete stop.
- The driver should strive to park so that passengers can exit onto the pavement and not the road.
- Luggage and equipment should be stowed securely in order not to obstruct gangways, exits or driver vision.
- Suitable contact numbers e.g. SLT emergency number should always be carried.
- The vehicle must not be used to carry flammable or other dangerous substances unless it is properly packed so that it will not cause damage to the vehicle or injury to passengers.
- Whilst the engine is running the vehicle must not be filled with fuel or have the fuel cap removed.
- The vehicle must not be used to tow a trailer.
- The driver should arrange to have a School mobile phone on all journeys where passengers are carried. Trip mobile phones are available from the Operations Manager.
- The minibuses are fitted with hands free kits. Minibus drivers should not make any mobile phone calls whilst driving unless absolutely necessary. If a message is received then the driver should ensure it is safe to receive the call or should find an appropriate place to stop the vehicle before attempting to read the message. Any breach of this mobile phone rule will be treated as a disciplinary matter.

APPENDIX 1: Example of Area Risk Assessment

Corridors and stairways

HAZARD (Corridors Stairways Specific)	WHO MAY BE HARMED	RISK		CONTROL MEASURE	COMMENTS / ACTION
		LIKELI- HOOD	IMPACT		
Worn stair treads and floor coverings	Pupils / Staff & Visitors	Low	Medium	Termly inspection by HM. Staff to report any worn floor coverings / stair treads to the St George's maintenance department.	
Lack of natural light	Pupils / Staff & Visitors	Medium	Medium	Appropriate lighting provided. Maintained emergency level lighting on at all times / on loss of power as deemed appropriate for individual areas.	Full Emergency lighting tests and checks carried out by the St George's Fire Officer on a monthly basis.
Lack of light if power is lost	Pupils / Staff & Visitors	Low	High	Maintained emergency level lighting on at all times / on loss of power as deemed appropriate for individual areas.	Full Emergency lighting tests and checks carried out by the St George's Fire officer on a monthly basis.
Fire	Pupils / Staff & Visitors	Low	High	St George's operates a 'Smoke Free Policy'. The use of naked flames is to be avoided. Heating will only be provided by means of the central heating system. (no electric heaters in rooms) Combustible waste to be removed daily. Provision of fully working fire alarm which is tested regularly. Termly fire drills. Provision of Fire doors and extinguishers.	Alarm and Extinguisher testing and inspection undertaken by Reading Extinguisher Services (RES)
Objects and waste placed on the floor	Pupils / Staff & Visitors	Medium	Medium	Pupils and Staff to keep floors and stairways clear of waste, personal items, books, bags and clothing.	

APPENDIX 2: BROADMOOR ESCAPE PROCEDURE

On being notified of an escape from Broadmoor or similar hazard, the following action should be taken:

During School hours 8.15am – 6.45pm	Out of School Hours 6.45pm – 8.15am (Boarding)
Inform the Senior Member of Staff on duty.	Inform the Senior Member of Staff on duty.
She/He will then instigate the following procedures :	
Sound the School bell (pulsing) to indicate to all staff and girls that they must get inside immediately.	Sound the School bell (pulsing) to indicate to all staff and girls that they must get inside immediately.
Phone or radio call to a staff members in the Sue Cormack Hall and Swimming Pool as there are no bells/do not hear the School bell.	
Remove the Signing Out book from the front hall table.	Remove the Signing Out book from the front hall notify Loveday and Knatchbull to remove their Signing Out books
Alert the front office to post a notice on the signing out books informing girls that no one is to leave the School grounds.	HMs/ boarding staff to register all girls in their house and account for any girl who is signed out
Post a notice on the staff room board to inform staff of the escape and the restriction of the girls to the School grounds, unless accompanied.	Any girl who is signed out needs to be telephoned to establish her whereabouts and assess a plan for each girl depending on where they are.
During lesson time, teachers are to register the girls and notify the School Office if anyone is missing from their lesson.	
During either break/ lunchtime girls are to move their tutor rooms swiftly to be registered. Any absences report to the School Office.	
When notified through the Cascade system, School Office to pass on the information as requested,	When notified through the Cascade system, Office to pass on the information as requested.

APPENDIX 3: DISRUPTIVE EVENT - RESPONSE

Introduction. Very occasionally a disruptive event may affect the school day. Examples of such an occurrence include: extreme weather; power cuts; loss of heating or a potentially dangerous situation on the School site. The principle adopted is that St George's will endeavour to stay open for as many pupils as possible for as long as practicable and will aim to return to normality as soon as possible following any period of disruption. Safety remains the priority and parents and staff should not travel to School if they cannot do so safely. The School will restrict its opening if, in the opinion of the Senior Leadership Team and based on the best advice available at the time, the risk to pupils, parents and staff from travelling to school, or remaining there, is too great.

Plan of action. With pre-warning of a hazardous situation (e.g. extreme weather), ideally a decision would be made the previous evening, but if not, it will be made by the SLT before 06.30 on the day. The decision will be communicated as swiftly and widely as possible that the School is likely to be affected by a disruptive event and this will be accompanied by further advice. For example, travel to School may be advised against, learning moved online, changes to the timetable or other restrictions applied. Boarding pupils will receive separate advice tailored to their situation. This information will be sent to all affected parties in as timely a fashion as possible and will be communicated through a broad range of methods including, but not limited to: email, text, website, Dragonfly, phone, local radio and other social media platforms. If the disruption is significant then the SLT will decide whether or not to enact the Emergency Plan. If a hazardous situation arises with very limited or no pre-warning, the SLT may invoke the Emergency Plan but will otherwise develop and communicate an appropriate course of action. This will focus on the safety of staff, pupils and visitors while seeking to minimise the level of disruption and the period it lasts. It may include the early departure of pupils and will almost certainly include high levels of communication.

Online Learning. If direction is given that day pupils are to remain at home, lessons will follow the "School Closure Timetable" (on Dragonfly). Lessons will be shortened to 45 minutes in length and will be taught via video conferencing (Google Meet) wherever possible. In the event that this is not possible, staff will post resources on Dragonfly in advance of the lesson start time. Boarders are likely to remain in School and will join remote lessons at School. Their other activities will be organised by the Deputy Head (Pastoral). If safe to do so, staff will be requested to attend if they can get to School safely to assist with core operations.