

HEALTH AND SAFETY POLICY

The Health and Safety Policy is in accordance with The Health and Safety at Work Act 1974, The Education (Independent Schools Standards) Regulations 2014 and the 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' (2014). Reference is also made to the Department for Education guidance on Fire Safety and First Aid for schools and RIDDOR.

This policy is applicable to all staff, volunteers and parents of children within the school, including those in EYFS. This document is available in written format upon request and a copy can also be located on the school's website.

This policy consists of three parts:

- Part 1 Organisation of Health and Safety - Responsibilities of the Head
- Part 2 Organisation of Health and Safety - Responsibilities of Others
- Part 3 Specific Arrangements for Health and Safety

PART 1: ORGANISATION OF HEALTH AND SAFETY – RESPONSIBILITIES OF THE HEAD

The school's priority is to ensure that all the operations within the school environment are delivered in a manner that is safe and healthy for all. The Head is committed to promoting the welfare of all in the school community so that effective learning can take place in a safe and secure environment.

The Head has overall responsibility for implementing the school's health and safety arrangements as assigned by the Proprietor and Governing Body. The Head will:

- Ensure that all employees comply with their obligations listed in this Health and Safety Policy.
- Promote a healthy and safe culture within the school and on all visits and trips in order to prevent accidents and incidents and work-related ill health.
- Be the focal point for day-to-day references on health and safety and provide advice where appropriate.
- Seek specialist advice on health and safety matters when necessary.
- Ensure that risks are assessed and that safe working practices are put in place to minimise those risks.
- Ensure that any hazards are rectified immediately and that any misuse of equipment is immediately stopped.
- Ensure that the minutes of the Health and Safety Committee Meeting are reviewed with the Senior Management Team each term, that recommendations for action are reviewed and implemented as needed and that full records are kept of all recommendations and actions taken.
- Ensure that training is undertaken by employees appropriate to their duties, for example, Manual Handling Training, Food Hygiene, First Aid, Minibus Driver Training.
- Ensure that Matron arranges for regular deep cleaning and pest control services as required.
- Ensure that catering staff adhere to health and safety guidelines for preparation, cooking and storage of food.
- Ensure that the school complies with its reporting requirements and obligations for record keeping.
- Provide termly updates to the Proprietor and Governing Body on the fulfilment of the school's obligations.

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PART 2: ORGANISATION OF HEALTH AND SAFETY RESPONSIBILITIES OF OTHERS

Although key responsibilities for specific health and safety related duties are listed below, it should be noted that all staff at the school have a duty under the common law to take care of children in the same way that any prudent parent would do, are aware of their responsibilities to promote high standards of health and safety and that they take reasonable care of their own safety, that of children, visitors, temporary staff, volunteers and contractors.

RESPONSIBILITIES OF THE ESTATES MANAGER

The Proprietor and Governing Body delegate responsibility for ensuring the upkeep and maintenance of the fabric and estate of the building and school grounds to the Estates Manager who will take responsibility for the following actions:

- Ensure that the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- Advise the Head on any measures that may need to be put in place in order to carry out maintenance work to avoid risks to health and safety.
- Coordinate the advice given by specialist safety consultants and ensure that updates to school practices and procedures are put in place, as required.
- Ensure that the school has a fire risk assessment, carried out by an external specialist consultant, which is updated every 3 years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

The Estates Manager will fulfil the obligations of the role listed in Part 3 of this policy.

The Estates Manager will review the minutes of termly meetings of the school's Health and Safety Committee and ensure that recommendations for action are undertaken and that records of reviews, testing schedules, repairs and maintenance are retained.

RESPONSIBILITIES OF THE EXTERNAL HEALTH AND SAFETY ADVISOR

- Ensure that overall arrangements for health and safety are regularly reviewed, including fire safety and the general condition of the school.
- Reports to the Head on actions required with recommended timescales.

RESPONSIBILITIES OF THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is comprised of the external Health and Safety Adviser, Matron and the School Safety Officer.

The Health and Safety Committee will meet once per term. Responsibilities include:

- Monitoring the effectiveness of health and safety in the school.
- Assisting the Head in the development of safety rules and safe systems of work.
- Monitoring the effectiveness of staff communication and educational materials relating to health and safety in the workplace.
- Encouraging suggestions and reporting of hazards, accidents and defects by all members of staff.
- Reviewing the Fire Risk Assessment and each time it is amended, submit a report to the Senior Management Team.
- Updating the Health and Safety Policy, as required by changes to regulations, practice and procedures.

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- Reviewing accidents and incidents and agreeing preventative measures and recommending actions to the Head.
- Updating risk assessments.
- Reviewing staff training requirements, including first aid training, security, the outcome of fire evacuation practices, kitchen operation, use of minibuses and other school vehicles and trips and visits and all new or revised policies tabled at each term's meeting.
- Ensuring the implementation of professional advice, as appropriate.
- Assessing and monitoring communication relating to health and safety in the workplace.

RESPONSIBILITIES OF HEADS OF DEPARTMENTS

Heads of Departments are responsible for ensuring the health and safety of their staff, children and others, especially visitors who may unfamiliar with the school, those who are disabled, or who have special educational needs.

Heads of Departments are responsible for ensuring the safe use of equipment in their area, as detailed in Appendix 1 – Roles and Responsibilities for Use of Equipment.

RESPONSIBILITIES OF TEACHERS AND ROOM LEADERS

All teachers and room leaders to:

- Exercise effective supervision of children, be aware of emergency procedures and carry them out when necessary.
- Be aware of safe systems of work to be adopted in their area and apply them as necessary.
- Give clear instructions and warning of hazards and safety measures as and when necessary.
- Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons and activities and ensure that appropriate control measures are deployed.
- Ensure that personal protective equipment is used, where required by a risk assessment.
- Exercise careful control of products and materials during practical lessons/activities and where appropriate, with reference to the relevant risk assessment.
- Check, as far as is reasonably practicable, that the work area and equipment is safe before use.
- Inform the line manager of any concerns they may have about the safety of a particular task/activity in order that they may assess and if appropriate, modify the method of work.

Teachers and Room Leaders are responsible for ensuring the safe use of equipment in their area, as detailed in Appendix 1 – Roles and Responsibilities for Use of Equipment.

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RESPONSIBILITIES OF ALL EMPLOYEES

All employees should:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, including children, parents and visitors.
- Cooperate with their employer in all matters of health and safety, so as to enable the law to be complied with.
- Not intentionally or recklessly interfere with, or misuse equipment or fittings provided in the interests of health, safety or welfare.
- Report to their line manager any serious or immediate danger to health and safety, any shortcomings in the arrangements for health and safety, damage to or defective furniture or wear and tear of the premises, which may constitute a hazard.
- Follow instructions when using any machinery, equipment, dangerous substance or safety device.
- Use equipment when satisfied they are trained to use it.
- Ensure that all corridors, passageways and fire exits are kept clear of rubbish and obstructions.
- Pay particular attention to trip and slip hazards.
- Perform their work in accordance with training and instructions.
- Know the school's Fire and Emergency Evacuation Procedures and First Aid Policy for both fire and first aid and any special safety measures used in their area of work.

Disciplinary action may be taken against anyone who disregards safe working practices.

RESPONSIBILITIES OF CHILDREN

Children will be instructed, in an age-appropriate way, to follow guidance given to them to help them be healthy and safe in school and will be taught to understand their responsibilities for the safety of themselves and others with whom they play/work. They must observe all the health and safety rules of the school and follow instructions given to them by staff. Children must not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

During an emergency, children must listen to and follow the instructions given to them by any member of staff.

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PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

This part of the policy is concerned with the arrangements that the school has put in place to minimise potential risks along with the person(s) accountable for managing the risk.

ACCIDENTS

An accident is any occurrence which may/may not cause injury to people or property. Any 'near misses' should be reported to the Head/Deputy Head/Matron. If necessary, the event should be reported to the School Safety Officer and logged in the Accidents and Incidents File. The Head/Deputy Head/Matron will decide if an investigation is required and ensure that this is undertaken and any remedial action taken.

Accident Requiring Emergency Services

When an accident occurs, which requires emergency medical support, the Head/Matron or a member of the Senior Management Team will telephone the emergency services. First aid will be provided immediately until the emergency services arrive at school. The Head/Deputy Head/member of the Senior Management Team or a member of the Human Resources Team (if the emergency is for a member of staff) will contact the parent or person named on the staff emergency contact details and inform them of the accident and the name of the hospital where the pupil/staff member will be taken to.

Accident Requiring Hospital Visit

If the accident does not warrant an ambulance but which needs hospital attention, then the child or staff member will be treated by a first aider and then transported to hospital. The Head/Deputy Head/member of the Senior Management Team or a member of the Human Resources Team (if the emergency is for a member of staff) team will contact the parent or person named on the staff emergency contact details and inform them of the accident and the name of the hospital where the pupil/staff member will be taken to.

CATERING

The Catering Team has the following responsibilities:

- Ensuring that kitchen equipment is switched off at the end of service - The Chef and the Catering Team.

The Chef has the following responsibilities:

- Ensuring the professional deep cleaning of all equipment at 6-week intervals.
- Ensuring that high level of cleaning of all cooking, food preparation and storage surfaces takes place weekly.
- Ensure that kitchen equipment is safely used and correctly stored.

COMMUNICATION

Appendix 2 contains a diagram of the basic chain of command for the implementation of this Health and Safety Policy. All communications relating to health and safety should follow this pattern.

ELECTRICAL SAFETY

Responsibility for the following testing remains with the named person:

- Regular portable appliance testing – the Estates Manager.
- Electrical Safety Testing. All the buildings at the school have current electrical installation certificates – the Estates Manager.

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Only authorised members of the school may use reprographic equipment and computers.

Any defects in such equipment must be reported to the IT Technician.

ENTERING AND LEAVING THE PREMISES

Designated members of staff are responsible for opening the building at the start of the school day.

The Cleaning Team are responsible for securing the building at the end of the day and setting the alarm.

EXTREME WEATHER CONDITIONS

During periods of extreme weather, the Maintenance Team is responsible for maintaining safe access to and from the school, surrounding pathways and the car park.

FIRE DETECTION EQUIPMENT AND FIRE TESTING

- Weekly testing all fire alarms and recording all tests – the School Safety Officer.
- Arranging an annual service of alarms, smoke detectors, emergency lights and fire extinguishers - the School Safety Officer.
- Monthly check of portable fire equipment – the School Safety Officer.
- Monthly check of emergency lighting – the School Safety Officer.
- Organising annual checks of emergency lighting to be undertaken by a specialist contractor – the School Safety Officer.
- The School Safety Officer is responsible for maintaining records of tests.

FIRE PREVENTION

All staff are responsible for ensuring that fire routes and exits are kept clear.

- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Maintenance Team.
- Half-termly fire practices, combined with a programme of inducting new staff and children with emergency escape procedures and the presence of trained Fire Marshals to help ensure that the school can be safely evacuated in the event of a fire – the School Safety Officer.
- Checking and switching off all kitchen equipment at the end of service – the Chef.
- Checking that all Scientific and Design and Technology equipment is switched off at the end of the school day – Science and Design and Technology teachers.
- Checking and switching off all computers, projectors, printers and electronic whiteboards every evening – teachers and staff and during holidays and weekends – the IT Technician.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flameproof containers – Science, Art and Design and Technology teachers/ the Maintenance Team.

FIRST AID

Paediatric first aid training is provided to a large number of staff who may be called upon to provide first aid during the performance of their role. On expiry of their certificates, Matron is responsible for organising refresher training.

The school has a First Aid Policy and an Administration of Medicines Policy.

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Maintenance of first aid boxes is the responsibility of Matron. When staff take children off-site, then a first aid box is taken on the visit/trip.

HAZARD AND ACCIDENT REPORTING

Most hazards are created by poor 'housekeeping'. Therefore, all staff must take reasonable care for the health and safety of themselves and others they work with.

All employees are responsible for reporting hazards of which they become aware during the course of their work. They should inform their line manager, who will log hazards in the Maintenance Log held in the school office. The Maintenance Team is responsible for alerting the Head/Health and Safety Committee of any serious hazards. The Head and/or the Maintenance Team will ensure that the hazard is isolated and ensure that the necessary modifications/repairs are made.

An employee who witnesses an accident or dangerous incident, including a 'violent' incident should report this immediately to their Room Leader/Heads of Department or the Head. The Head is responsible for ensuring that the accident or incident is logged in the Accidents and Incidents File. If the accident or incident is found to be caused by faulty plant, equipment, premises or unsafe systems of work, the Head will instruct the appropriate person to remove or isolate the hazard until the necessary modifications/repairs are made.

LEGIONELLA, WATER AND DRAINAGE

The Estates Manager is responsible for:

- Maintaining water quality and ensuring that water testing is in place and recorded.
- Ensuring that drains and gutters are kept unblocked. Checking that all drain runs are clear – the Maintenance Team/Groundsman.

MANUAL HANDLING

The Estates Manager is responsible for ensuring that training is provided on Manual Handling where this is a requirement for the normal performance of the work.

The School Safety Officer is responsible for maintaining an audit of the manual handling activities in the school.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable PPE will be provided, free of charge, where identified as necessary in a risk assessment. The employee is responsible for informing their line manager as soon as they become aware of a need to replace PPE that they use. Matron is responsible for organising PPE where it is required.

ACCESS TO SPECIFIC AREAS OF THE SCHOOL

The following areas/activities present identified and significant risks and have risk assessments in place. Where appropriate, the person responsible for controlling access is named.

- **PE** - The Head of PE - for all outdoor games, swimming, athletics, gymnastics and dance.
- **Science** - The Science Teacher – for all experiments and the use and storage of equipment. COSHH assessments and CLEAPSS Hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.

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- **Design and Technology (DT)** – The DT Teacher - for all activities and the use of all equipment.
- **The Catering Department** - for all activities, safe use and storage of equipment and flammables, COSHH procedures for chemicals and other products.
- **Maintenance, Caretaking and Grounds.** Children are not allowed entry to the Maintenance, Caretaking and Grounds Departments. The staff of the Maintenance, Caretaking and Grounds Departments are responsible for all their activities, safe use and storage of equipment and flammables, COSHH assessments for chemicals and other products.

RIDDOR

The Head/Matron will be responsible for reporting all staff, child, parent and visitor accidents at work that fall under RIDDOR.

*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), places a legal duty on employers to report [work-related deaths](#), [major injuries](#) or [over-three-day injuries](#), [work related diseases](#), and [dangerous occurrences \(near miss accidents\)](#). The easiest way to do this is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.*

RISK ASSESSMENTS

The Head is responsible for ensuring that up-to-date risk assessments are maintained for the following areas by those named as having the duty delegated to them:

- Fire Risk Assessment – the School Safety Officer.
- Catering and cleaning functions, including Hazard Analysis Critical Control Points (HACCP), system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) – School Safety Officer/Matron.
- Grounds maintenance, including use of pesticides and COSHH - the Estate Manager/ Groundsman.
- Maintenance functions, including working at heights, electricity, manual handling and building work, the use of power tools, COSHH and flammable materials - the Estate Manager.
- Asbestos Register - the Estates Manager.

The Head is responsible for ensuring that up-to-date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials) – the Head of Science.
- All outdoor games – the Head of PE.
- Swimming – the Head of PE.
- Athletics – the Head of PE.
- Dance and gymnastics – the Head of PE.
- Art – the Art Teacher.
- Music – the Head of Music.
- Design and Technology (including COSHH and flammable materials) – Design and Technology Teacher.
- All outdoor lessons – relevant teacher.
- All visits and trips – relevant teacher.

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The Head is responsible for ensuring that up-to-date risk assessments are maintained for the following areas. The named person is responsible for ensuring that risks are minimised is included:

- Outdoor play areas – Matron/Groundsman.
- Sand tray and sand activities – the Room Leader.
- Water activities – the Room Leader.
- Art and Craft Activities – the Room Leader.
- General play resources and equipment within the playroom – the Room Leader.
- Book areas – the Room Leader.
- Waste disposal – Matron/Room Leader.
- Storage areas – Matron/Room Leader. All staff working in the area are responsible for ensuring that they store items in the correct way.
- Toilet areas – Matron.
- Kitchen area and food handling – Matron/Chef.
- Procedures for evacuating the Building – Matron/School Safety Officer/room staff.

Copies of all risk assessments are kept in the school's Risk Assessment File.

SAFETY AND SECURITY

- Building security (including alarms, CCTV, locking external doors and windows) – the Head, who in turn have delegated day-to-day management to the Maintenance Team/IT Technician.
- Preventing unsupervised access by children to potentially dangerous areas, the Science laboratory, the Design and Technology room etc. – All staff, working in cooperation with the Heads of PE, Science and Design and Technology.
- Controlling lone working after hours – Matron.

For the purpose of ensuring the safety of visitors, all visitors must report to Reception on arrival in the school building. They will be required to sign in the visitors' book and wear a visitor's badge. Visitors must wait in the Reception area until collected by a member of staff and will be accompanied by a member of staff whilst in school. Staff are responsible for their visitors' safety whilst on-site and, in the event of a fire alarm, must ensure the visitor evacuates the building. Visitors will be required to sign out when leaving the building and must return their visitor badge.

TRAINING

Responsibility for organising and maintaining records of training is as follows:

- Minibus training – the Transport Manager.
- Science-related health and safety training – the Science Teacher.
- Design and Technology related training – the Design and Technology teacher.
- Health and safety training for the Catering and Cleaning staff – Matron.
- Briefing new children on emergency fire procedures – Teachers and Room Leaders.
- Training new staff on emergency fire procedures - the School Safety Officer.
- Inducting new staff in health and safety – the Human Resources Manager/the School Safety Officer.
- Identifying specific health and safety training needs of staff – the Senior Management Team, line managers or supervisors.
- First aid training - Matron.

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TRIPS AND VISITS

Risk assessments are carried out on various school trip locations, including sporting activities and trips abroad. The risk assessments are stored in the Risk Assessments File. It is the responsibility of the staff member and the School Safety Officer, leading the trip/visit/activity, to either review the existing risk assessment kept on file or to carry out a new risk assessment for a new venue/trip/visit/activity.

The staff member leading the trip/visit/activity will complete a trip risk assessment, which lists the staff and children's names, the location and timings to and from school. Details of any medical conditions, allergies and medicines, which may be required by staff or children during the trip/visit/activity, will be included on the trip assessment.

The staff member leading the trip/visit/activity will obtain any medicines required from Matron.

The school maintains a Minibus Diary which records which minibus is allocated to which event. The Transport Manager is responsible for ensuring that it is in a fit and roadworthy condition and serviced at the required intervals.

USE OF EXTERNAL SPECIALIST CONSULTANTS

The school will use external consultants when necessary to advise on matters of health and safety within the school:

- Structural Surveyors are retained to provide advice on the external fabric of the school.
- Specialist engineers monitor and service the school's plant, equipment, including boilers and hoists annually.
- Design and Technology equipment and machinery is serviced annually, as required.
- Equipment used by the Maintenance Department is serviced annually, as required.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO).
- Matron will arrange for professional advice from a Dietician on healthier food, menu planning and special diets as required.
- Matron will arrange for deep cleaning of all equipment, high level cleaning of all cooking, food preparation and kitchen storage surfaces.
- Matron will organise appropriate pest control measures, as required.
- The school has a fire risk assessment that is updated every 3 years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added to the school.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors are tested 6-monthly by a qualified contractor.
- A qualified contractor tests emergency lighting and extinguishers 6-monthly.
- Service call points are serviced every 6 months by a qualified contractor.
- The school maintains an asbestos register and the Estate Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place.
- The school has current electrical test certificates for all its buildings. Qualified NICEIC Electrical Engineers are used to inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305.

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VEHICLES

- Procedures for managing car parking on-site and vehicles on-site – the Maintenance Team.
- Ensuring the school minibus and other vehicles are properly maintained and roadworthy – the Transport Manager.
- Ensuring that all minibus drivers receive the training to do so – the Head/Transport Manager.

WASTE MANAGEMENT AND CLEANING ARRANGEMENTS

Waste is collected daily by the cleaning team and stored in secure waste containers.

All employees are responsible for reporting accumulation of waste to Matron.

Large items of waste that require special attention should be notified to the Maintenance Team who will arrange for its disposal.

All employees are responsible for arranging to clear up spillages which occur in their area.

Other spillages and leaks should be reported to the Room Leader/Heads of Department and recorded in the Maintenance Log.

WORKING AT HEIGHT

The Estates Manager will ensure that only approved steps/ladders should be used when working at height and only by a person trained to do so.

The Health and Safety Policy has been reviewed on 31 August 2018 and it will be reviewed on or before 31 August 2019.

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APPENDIX 1 ROLES AND RESPONSIBILITIES FOR USE OF EQUIPMENT

	Person Responsible for Risk Assessment	Person authorised to use	Person responsible for checking/repairs	Frequency of inspection
Access equipment, ladders	Maintenance Team	Maintenance Team	Maintenance Team	Daily before use
Caretaking and cleaning equipment, including hand tools	Maintenance Team	Maintenance Team	Maintenance Team	Daily before use
PE and Play equipment	Head of PE/PE teachers/room leaders	Head of PE/PE teachers/children/room leaders	Head of PE/PE teachers/room leaders	Daily before use
Design and Technology equipment	Design and Technology teacher	Design and Technology teacher/children	Design and Technology teacher	Daily before use
Laboratory equipment	Head of Science/Science teachers	Head of Science/Science teachers/children	Head of Science/Science teachers	Daily before use
Art equipment	Head of Art	Head of Art/children	Head of Art	Daily before use
Stage lighting equipment	Maintenance Team	Maintenance Team	Maintenance Team	Before each use
Mobile staging	Maintenance Team	Maintenance Team	Maintenance Team	Before each use
Portable electrical appliances	The Estates Manager	Maintenance Team/Design and Technology teachers/Science teachers/room leaders/staff authorised to use	Maintenance Team/Design and Technology teachers/Science teachers/room leaders/staff authorised to use	Before each use
Display screen equipment	IT Technician/IT teacher	Staff/children under supervision of the IT teacher	IT Technician/IT teacher	Daily before use
Kitchen equipment	Kitchen staff	Kitchen staff	Kitchen staff	Daily before use

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APPENDIX 2 - DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

