

# Health and Safety Policy including EYFS

**Approved by:** Dai Preston, Executive Headteacher

**Date:** 01.09.2024

Dan Brewer, Headteacher

Di Gardner, Safeguarding Director

Sanj Dhadda, Commercial Director

Scott Powell, DSL

Wynford Dore, Chair of the Board

Gareth Newman, Proprietor & Director

Rosie Sayers, Director

Geraint Newman, Director

Peter Rossborough, Director

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## REVIEW PROCEDURES

The Health and Safety Policy for Stratford Preparatory School will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Board of Directors for acceptance.

**This policy is applicable to all pupils and staff, including those in the EYFS**

## HEALTH AND SAFETY POLICY

### STATEMENT OF INTENT

Stratford Preparatory School recognises that ensuring the Health and Safety of staff, pupils and visitors is essential to the success of the School.

We shall endeavour to comply with all applicable health & safety legislation, including the Health & Safety at Work Act (1974) and all regulations made under the act.

We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy has been developed with the assistance of advice from the Department for Education ([Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies \(Feb 2014\)](#)) and the [Health and Safety Executive](#).

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and interested parties and is based on advice from the Department for Education on [Health and Safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the Health and Safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), (COSHH) which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

## **AIMS**

We are committed to:

- > Providing a safe and healthy working and learning environment.
- > Preventing accidents and work related ill health.
- > Meeting our legal responsibilities under Health and Safety legislation as a minimum
- > Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- > Ensuring safe working methods and providing safe work equipment.
- > Providing effective information, instruction, training and supervision.
- > Consulting with employees and their representatives on Health and Safety matters.
- > Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- > Setting targets and objectives to develop a culture of continuous improvement.
- > Ensuring adequate welfare Site exist throughout the school.
- > Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

Health and Safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Directors, staff and pupils will play their part in its implementation.

## **ROLES AND RESPONSIBILITIES**

### **1. Introduction**

In order to achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

### **2. The Board of Directors**

The Board of Directors are responsible for ensuring that:

- > The Health and Safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- > The Executive Headteacher is aware of his Health and Safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- > Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- > Sufficient funds are set aside with which to operate safe working practices.
- > Health and Safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

### **3. The Executive Headteacher**

Reporting to the Board of Directors, the Executive Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this. The Executive Headteacher will:

- > Plan ahead as necessary to make human, financial and other resources available to secure a high standard of Health and Safety management, taking competent advice on matters of Health and Safety where relevant.
- > Provide the final authority on matters concerning Health and Safety at work.
- > Make decisions on Health and Safety issues based on a proper assessment of any risks to Health and Safety, and will ensure the control of those risks in an appropriate manner.
- > Delegate specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Operations Manager, Sanj Dhadda.
- > Report to the board of Directors any significant hazards which need rectifying.
- > Ensure all risk assessments are completed and reviewed.
- > Ensure appropriate evacuation procedures are in place and regular fire drills are held.

### **4. The Manager Responsible For Health and Safety**

The Compliance Manager acts as Health and Safety lead and advises the Executive Headteacher on Health and Safety policy. Acting for and on behalf of the Executive Headteacher, they have the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

The Compliance achieves this by ensuring that:

- > This Policy is clearly communicated to all relevant persons.
- > Appropriate information on significant risks is given to visitors and contractors
- > Appropriate consultation arrangements are in place for staff and their safety representatives.
- > All staff are provided with adequate information, instruction and training on Health and Safety issues.
- > Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- > Risk assessments of the premises and working practices are undertaken.
- > Safe systems of work are in place as identified from risk assessments.
- > Emergency procedures are in place.
- > Machinery and equipment is inspected and tested to ensure it remains in a safe condition.

- > Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, etc.
- > Arrangements are in place to inspect the premises and monitor performance.
- > Accidents are investigated and any remedial actions required are taken or requested.
- > The activities of contractors are adequately monitored and controlled.
- > A report to the Board of Directors on the Health and Safety performance of the school is completed termly.

## **5. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

This includes the Senior and Extended Leadership Team, Site Manager, and Transport Manager. They must:

- > Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Executive Headteacher for the application of the Health and Safety procedures and arrangements.
- > Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- > Carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to the Executive Headteacher.
- > Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work.
- > Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Executive Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- > Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- > Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety.
- > Ensure all accidents are investigated appropriately.
- > Include Health and Safety in the annual report for the Executive Headteacher.

## **6. Special Obligations of Class Teachers**

Class teachers are expected to:

- > Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- > Follow the Health and Safety procedures applicable to their area of work.
- > Give clear oral and written Health and Safety instructions and warnings to pupils as often as

necessary.

- > Ensure the use of personal protective equipment and guards where necessary.
- > Make recommendations to their Executive Headteacher or Head of Faculty on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- > Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- > Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- > Regularly check their classrooms for potential hazards and report any observed to the Site manager.
- > Report all accidents, defects and dangerous occurrences to the Executive Headteacher or Site manager.

## **7. Obligations of the Business Manager**

The Business Manager is responsible for the day to day safe operation of the school site including the catering team and must:

- > Be familiar with the school Health and Safety and other linked policies.
- > Ensure that all staff are instructed and informed to work in accordance with the risk assessments documents.
- > Inform the Compliance Manager or Executive Headteacher of any potential hazards or defects.

Remind the school staff that they must not use the catering equipment without the prior agreement of the Executive Headteacher and Compliance Manager.

## **8. Health and Safety Committee**

The School's Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative

The Committee will review all health, safety and security matters, including a review of policy at least annually.

The Committee will advise the Executive Headteacher and/or the manager responsible for Health and Safety, of any current issues in respect of Health, Safety and Security.

The Health and Safety Committee will comprise Compliance Manager, Site Manager, Catering Manager, Sports and Hall representative, Food and Design Representative, Science Representative, then representatives from each of the other buildings.



## 9. Obligations of all Employees

All employees must:

- > Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- > Observe all instructions on Health and Safety issued by the School or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- > Act in accordance with any specific H&S training received.
- > Report all accidents and near misses in accordance with current procedure.
- > Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- > Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- > Inform their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- > Inform their Line Manager of any shortcomings they identify in the School's Health and Safety arrangements.
- > Exercise good standards of housekeeping and cleanliness.
- > Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- > When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.
- > Report all accidents and near misses in accordance with current procedure.
- > Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- > Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- > Inform their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- > Inform their Line Manager of any shortcomings they identify in the School's Health and Safety arrangements.
- > Exercise good standards of housekeeping and cleanliness.
- > Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- > When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.

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## 10. Obligations of Contractors

Contractors will agree Health and Safety practises with the Executive Headteacher and/or Commercial Director before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

When the premises are used for purposes not under the direction of the Executive Headteacher e.g. the provision of school meals, then, **subject to the explicit agreement of the Board of Directors**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Executive Headteacher of any risks that may affect the school staff, pupils and visitors.

All contractors must be aware of the School Health and Safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Executive Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

## 11. Pupils and Parents

Pupils and parents are responsible for following the school's Health and Safety advice, on-site and off-site, and for reporting any Health and Safety incidents to a member of staff.

Pupils, in accordance with their age and aptitude, are expected to:

- > Exercise personal responsibility for the Health and Safety of themselves and others.
- > Observe standards of dress consistent with safety and/or hygiene.
- > Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency.
- > Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

## 12. Accident and Incident Reporting

All staff are required to ensure that all accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor are reported to the Executive Headteacher (or designated responsible person) without delay.

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Details recorded must include a brief description of the accident, who was involved, location, date, time and action taken.

The Deputy Headteacher will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Information about injuries will also be kept in the pupil's educational record.

The Executive Headteacher will ensure that the accident is investigated and reported to the Board of Directors and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must be investigated and appropriate steps taken to prevent a more serious reoccurrence.

The Executive Headteacher will act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a casual affect, remedial actions shall be taken immediately. The Accident Book shall be reviewed termly and any trends identified will be reported to the Executive Headteacher for action.

Completed Accident Books must be kept for a minimum of 3 years.

### **13. Asbestos**

In accordance with the Control of Asbestos Regulations (2006) The Compliance Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site manager.

- > A full asbestos survey was conducted by ACS Health and Safety Environment Ltd on the 11<sup>th</sup> and 12<sup>th</sup> July 2023.
- > The asbestos survey and accompanying documents are located in the business office.
- > The asbestos survey shall be made available to all staff and contractors prior to any work commencing on the fabric of the building.
- > All work on the fabric of the building shall be entered in the permission to work log and signed by those undertaking the work.
- > Staff are not allowed to drill into, or affix anything to, walls or ceilings without first obtaining approval from the Site Manager.
- > Staff have read and understand the management of asbestos risk assessment.

### **14. Cleaning**

Stratford Preparatory School recognises the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

- > A cleaning rota has been established for all areas of the school.
- > A cleaning rota has been established for all school equipment.
- > Suitably competent staff have been employed to clean the premises.
- > Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).
- > Cleaning staff are provided with suitable hand washing Site.
- > All cleaning products are kept in locked cupboards out of reach of pupils.
- > All premises are to be cleaned and tidied before pupils arrive.
- > Hygienic and safe cleaning materials are available for use in emergencies.

- > Toilets are regularly checked for cleanliness.
- > Surfaces and tables are wiped clean between activities.
- > Outside sand pits are covered and cleaned/changed regularly.
- > Dressing up clothes, display drapes, table ware and blankets are regularly washed.
- > Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- > The school office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- > COSHH Risk Assessments are stored surely in locked Chemical Cupboards.
- > Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

## **15. Contractors on Site**

The Commercial Director is responsible for the selection and management of contractors in accordance with the school policy. The Commercial Director will ensure that all contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors are required to report to the school office, sign the visitor's book and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors will be asked to provide the school office staff with risk assessments, method statements and a copy of their Health and Safety Policy for the work to be undertaken, which shall be agreed with the school before work commences on site.

Where possible, work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.

All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, known to the school, who have to attend during school hours will have DBS clearance via the school office.

The office staff shall monitor areas where contractors work and keep records of all work completed.

## **16. Curriculum Safety (including out of school learning activities)**

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

## **17. Display Screen Equipment**

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, arrangements are in place to manage the risk to significant users of display screen equipment.

The Executive Headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

A display screen equipment assessment shall be conducted and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

## 18. Educational Visits and Journeys

Stratford Preparatory School aims to provide a broad and balanced curriculum. School trips are an essential resource for learning and a key component of the curriculum.

- > All School trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies.
- > The Executive Headteacher and the Educational Visits Coordinator (EVC) are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.
- > School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, fire stations, museums etc... need only be risk assessed before the first such trip. Risks assessments should be reviewed annually, or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.
- > **Trips Involving Animal Contact:** Trips that may involve pupils coming into contact with animals, e.g. farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice "Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions" and suitable hygiene control measures established, and briefed to pupils and staff.
- > **Higher Risk Activities:** Trips involving activities such as trekking, caving, climbing, water sports etc... are considered higher risk. Venues providing such activities must hold a license, as required by the Adventure Activities Licensing Regulations (2004). This license shall be checked, and a copy kept on file, in the school office, before the trip takes place.

## 19. Electrical Safety

The Compliance Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Compliance Manager will also ensure that all portable electrical equipment is PAT tested in accordance with the timescales recommended by the Health & Safety Executive and records of testing

are kept by the Business Manager. PAT Testing was completed on the 24<sup>th</sup> July 2023 by Track and Test Ltd.

All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order. All staff must be familiar with school procedures and report any problems to the Site manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Executive Headteacher.

Electrical equipment is to be sited carefully to avoid trailing leads. Pupils are only allowed to use electrical equipment with adult supervision.

- > All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- > Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- > Any potential hazards will be reported to The Site Manger immediately.
- > Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- > Only trained staff members can check plugs.
- > Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- > All isolator switches are clearly marked to identify their machine.
- > Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- > Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **20. Fire Precautions and Emergency Procedures**

The Executive Headteacher is responsible for ensuring:

- > That a Fire Risk Assessment is completed and reviewed annually.
- > That the school emergency plan and evacuation procedures are regularly reviewed
- > The provision of fire awareness training to all staff.
- > That an emergency fire drill is undertaken every term.
- > The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Compliance Manager is responsible for:

- > The formal maintenance and regular testing of the fire alarm and emergency lighting.
- > The maintenance and inspection of the firefighting equipment.
- > The maintenance of exit/escape routes and signage.
- > Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment as set out in the Fire Safety Policy the school emergency plan and evacuation procedures.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term. The fire alarm is a loud continuous tone.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- > The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- > Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. If the fire is bigger than a waste paper basket, staff should not stop to try to put it out.
- > Staff and pupils will congregate at the assembly points. These are the Senior School playground for years 3 to 13 and the Junior School playground for Reception to Year 2.
- > Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- > The Head Fire Warden will take a register of all staff
- > Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Specific escape routes and who is responsible for assisting pupils with personal emergency evacuation plans (PEEPs) is set out in detail in the PEEP and Pupil Risk Assessment.

## **21. First Aid**

Full details of the school First Aid procedures are contained within the First Aid Policy.

All staff must be familiar with the school arrangements for First Aid.

## **22. Gas Safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a Competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

## **23. Hazardous Substances (COSHH)**

Schools are required to control hazardous substances, which can take many forms. Including

- > Chemicals
- > Products containing chemicals
- > Fumes
- > Dusts
- > Vapours
- > Mists

- > Gases and asphyxiating gases
- > Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Compliance Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

The Compliance Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used, appropriate Safety Data Sheets are obtained and a risk assessment is prepared.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Executive Headteacher.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

All hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures. Including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **24. Inclusion**

Stratford Preparatory School complies with the school policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Executive Headteacher is responsible for ensuring that there are adequate Site and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of Health and Safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Executive Headteacher.

## **25. Insurance**

Stratford Preparatory School have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and Site.

Insurance certificates are displayed in both buildings and are available for inspection by all interested parties.



## 26. Kitchen Safety

The following Health & Safety arrangements specific to the kitchen areas are in place:

- > The kitchen is out-of-bounds to all persons except kitchen staff
- > Environmental health regulations are to be enforced.
- > The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
- > Care shall be taken when handling heavy and/or hot items.
- > Training in food preparation and handling is offered to appropriate staff.
- > Food preparation and handling procedures are monitored and assessed regularly.
- > Food preparation areas shall be kept clean and hygienic.
- > Pupils are encouraged to eat a healthy and well-balanced diet

## 27. Legionella

A water risk assessment has been completed by Salvum Ltd on 17<sup>th</sup> July 2023. The Compliance Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.

## 28. Lettings/shared use of premises/use of Premises outside School Hours

This policy applies to lettings. Those who hire any aspect of the school site or any Site will be made aware of the content of the school's Health and Safety Policy, and will have responsibility for complying with it.

The Commercial Director is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of Site and equipment.

## 29. Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Lone working may include:

- > Late working
- > Home or site visits
- > Weekend working
- > Site manager duties
- > Site cleaning duties
- > Working in a single occupancy office

Any member of staff working after hours must notify the Headteacher and Site Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

### **30. Medicine & Drugs**

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Executive Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

### **31. Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Business Manager.

Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

All faulty equipment must be taken out of use and reported to the Site manager. Staff must not attempt to repair equipment themselves.

### **32. Manual Handling and Lifting**

The Executive Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

- > No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site manager for assistance.
- > Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- > Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.
- > Generic risk assessments for regular manual handling operations have been undertaken and are kept in the school office. Staff are provided with information on safe moving and handling techniques as part of their induction.
- > All manual handling activities which present a significant risk to the Health and Safety of staff shall be reported to the school office, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

It is up to individuals to determine where they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- > Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- > Take the more direct route that is clear from obstruction and is as flat as possible.
- > Ensure the area where you plan to offload the load is clear
- > When lifting, bend your knees and keep your back straight, feet apart and angled out.
- > Ensure the load is held firmly and close to the body. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

### **33. New and Expectant Mothers**

Risk assessments will be carried out each Trimester whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- > Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- > If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- > Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

### **34. PE Equipment**

The Deputy Headteacher is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set out safely. Pupils must not use the PE equipment unless supervised.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked by PE staff before lessons and returned to the designated store area after use.

Any faulty equipment must be taken out of use and reported to the Head of Sport.

### **35. Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in Risk Assessments, it is the Executive Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head/Principal.

### **36. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

### **37. Off-site visits**

When taking pupils off the school premises, we will ensure that:

- > Risk assessments will be completed where off site visits and activities require them
- > All off-site visits are appropriately staffed
- > Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- > For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.

### **38. Risk Assessments**

It is the Deputy Headteachers responsibility to ensure that potential hazards are identified assessments are completed for all significant risks in the school.

The Deputy Headteacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

Heads of department will undertake risk assessments for their specialist areas.

The Compliance Manager will undertake risk assessments for maintenance and cleaning.

The Educational Visits Coordinator (EVC) and Deputy Headteacher will ensure that risk assessments are completed by all staff who organise and lead school visits.

### **39. Security/Violence**

The school site is secured by an electronic entry management system. The Site Team will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to

their line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Executive Headteacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Executive Headteacher.

Security arrangements currently in place include:

- > CCTV & Intruder Alarm System (contractor maintained 24/7)
- > Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- > Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- > Ensuring all visitors and staff sign-in in the EVM upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- > Ensuring all visitors show identification upon arrival if unknown to the school.
- > Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- > Fitting security locks to all windows identified as requiring them by the insurance company.
- > All gates accessed through an Electronic Management System.
- > Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
- > Requiring parents/carers to inform staff in advance, either by telephone, email or in writing if another adult will be collecting their child.
- > Requiring written permission from parents/carers if child is dismissed to walk home alone.
- > Not permitting any child under the age of 14 from collecting a pupil.
- > Ensuring that pupils are handed over personally to the collecting adult.
- > Maintaining a list of key-holders, held in the school office.
- > Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.

#### **40. Site Maintenance**

The Headteacher is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

The Headteacher and Business Manager will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Executive Headteacher.

All staff are responsible for reporting any damage or unsafe condition to the Business Manager immediately.

#### **41. Slips, Trips and Falls**

Stratford Preparatory School recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- > Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.
- > Steps are safeguarded with non-slip treads and heavy duty edge tape.

- > Manhole covers are covered with anti-slip products or marked individually for ease of location in the wet pour covered area.
- > Playground surfaces are regularly checked for suitability and state of repair.
- > Electrical equipment is sited carefully to avoid trailing leads.
- > Corridors and walkways are kept clear of obstructions.
- > Floors are thoroughly dried following cleaning and spillages.
- > Yellow "wet floor" safety signs to be positioned when necessary.
- > Leaves, ice and snow are removed from outside walkways.
- > Employees are trained in the proper use of stepladders and kick stools.

## **42. Smoking**

Stratford Preparatory School operates a strict no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site.

- > The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.
- > Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, staff room or the car park.
- > All transport provided or contracted by the school is smoke free and will display compulsory signage as required by the Health Act.
- > Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.
- > Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy.
- > All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.
- > Staff and the PSHE co-ordinator will ensure smoking related topics are adequately incorporated into class teaching for each Key Stage.

## **43. Staff Training & Development**

The Executive Headteacher is responsible for annually assessing the Health and Safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process. All staff will receive fire awareness training on an annual basis.

Staff given specific Health and Safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and Safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

## **44. Staff Wellbeing**

The Executive Headteacher is responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- > An environment in which there is good communication, support, trust and mutual respect.
- > Training to enable them to carry out their jobs competently.
- > Control to plan their own work and seek advice as required.
- > Involvement in any major changes.
- > Clearly defined roles and responsibilities.
- > Consideration of domestic or personal difficulties.
- > Individual support, mentoring and referral to outside agencies where appropriate.

The mental and physical well-being of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the Headteacher any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in. Employees may discuss in confidence with the Headteacher any personal health or domestic issue which they feel may impact on their role at the school.

#### **45. Swimming**

Each venue is visited by the Deputy Headteacher and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers together with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside. All teachers and pupils are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or pupils.

#### **46. Vehicles near the school**

The School is located on a busy main road. There is no allocated parking for staff, parents and visitors

Parents/carers must park safely on the public road, paying attention to parking restrictions and respecting the access requirements of our neighbours.

When pupils are dismissed via the front door they must be controlled by an adult.

Parents/carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.

#### **47. Visitors**

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

#### **48. Working at Height**

The Compliance Manager is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to BS/EN standards as appropriate.

Stratford Preparatory School recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

The following arrangements are in place relating to working at height:

- > When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.
- > Stepladders and kick stools shall be checked annually by the school office to ensure they are safe to use.
- > The office staff shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.
- > Pupils are not to use stepladders or kick stools.
- > Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

#### **Appendix I – Supporting Policies and Procedures**

1. Educational Visits
2. First Aid
3. Managing Contractors
4. Safeguarding Policy (Child Protection)
5. Curriculum Specific Policies
6. Behaviour
7. Code of Conduct
8. Fire Safety and Procedures
9. Control of Substances Hazardous to Health
10. Food Safety & Hygiene