

# Chiswick & Bedford Park Preparatory School

## Health and Safety Policy

### Introduction

Chiswick and Bedford Park Preparatory School (“the School”) is committed to providing and maintaining a safe and healthy environment for all our pupils and staff and others with whom we work. The health and safety of all the people who learn or work at the School are of fundamental importance.

This Policy should be read in conjunction with the following policies:

- *Anti-bullying*
- *Behaviour*
- *Crisis Management*
- *E-Safety*
- *Educational Visits*
- *Fire Safety and Evacuation Procedure*
- *First Aid*
- *Intruder*
- *Risk Assessment*
- *Safeguarding and Child Protection*
- *SEND*
- *Staff Handbook*
- *Visitors*

### Statutory Requirements

This Policy is written with due regard to the following statutory requirements:

#### ***Responsibilities and Duties for Schools***

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

- *The Department for Education non-statutory advice ‘Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (February 2014)*
- *Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives*
- *Managing Asbestos in your School (2015)*
- *Noise at Work Regulations (2005)*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) RIDDOR*
- *HSE Incident Reporting in Schools, Guidance for Employers.*

## **Objectives**

The School will do all that is reasonably practicable to:

1. Prevent accidents and work-related ill health.
2. Comply with statutory requirements as a minimum.
3. Assess and control risks from curriculum and non-curriculum work activities (risk assessments).
4. Provide a safe and healthy working and learning environment.
5. Ensure safe working methods and providing safe working equipment.
6. Provide effective information, instruction and training.
7. Consult with employees and their representatives on health and safety matters.
8. Monitor and review its systems and prevention measures to ensure they are effective.
9. Set targets and objectives to develop a culture of continuous improvement.
10. Ensure adequate welfare facilities exist throughout the School.
11. Ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable.

## **Management Responsibility**

Ultimate responsibility for health and safety and for ensuring that the above objectives are met rests with the Proprietors of the School. The Proprietors have delegated the day-to-day running of the School, including the management of health and safety, to the Headmistress. The Proprietors will make adequate arrangements to monitor the effectiveness of this Policy.

## **Role and Responsibilities of the Headmistress**

The Headmistress is responsible for ensuring compliance with this Policy and undertakes the following responsibilities:

- A positive health and safety culture are actively demonstrated and promoted;
- All NEW staff are trained adequately in the safety procedures at the School;
- Members of staff are consulted at staff meetings about health and safety matters and staff are required to raise any concerns about health and safety IMMEDIATELY;
- Ensures that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to reasonably minimise the health and safety risks to pupils, staff and any other people who may be affected by the School's activities;
- Conducts 6-monthly check (see Equipment Checks);
- Develops safe systems of work and procedures and ensures that they are implemented;
- Sets a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices;
- Ensures prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people;

- Ensures that she personally undertakes all relevant training and all staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees;
- Ensures that all plant and work equipment provided is: selected with due regard to safety, is suitable, properly maintained and subject to all necessary tests and examinations;
- Ensures that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay (*see RIDDOR paragraph*);
- Ensures there are adequate and effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them;
- Ensures information that may assist safety representatives in their role is provided to them as necessary; and
- When commissioning work through partners and contractors, ensures that they are selected and managed in line with statutory requirements.

### **Review and Meeting**

The Headmistress and Deputy/Assistant Head will meet at least three times a year to review and monitor the effectiveness of health and safety arrangements at the School. At this meeting the following items will be reviewed:

- Details of any accidents/incidents or near misses
- Quality of risk assessment in school –
- Fire drills and procedures –
- H & S activity in school
- Daily checks in EYFS –
- PE and Games
- Contractors –
- Items raised in staff meetings
- Policy and Procedure review
- Quality of off-site visit planning

Following the meeting, the Headmistress will report back in writing to the Proprietors.

### **Staff Responsibilities**

Staff will be given a copy of this Policy and should read it carefully and keep it in a safe place for reference. A Health and Safety checklist and information poster is on display in the staff room.

All members of staff must:

- Exercise effective supervision of their pupils, ensuring that pupils in their care are never left unsupervised; know the procedures for fire, first aid and other emergencies and carry them out;
- Take reasonable precautions to safeguard the health and safety of themselves and others. This includes notifying the Headmistress if their ability to perform their duties is impaired by reason of medication, drugs, alcohol, illness etc.;
- Observe all health and safety rules and procedures as laid down by the School and use all health and safety equipment provided;

- Alert the Headmistress to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage both AT the School and AWAY from the School;
- Carry out regular safety inspections of their areas;
- Ensure that risk assessments are carried out on all relevant risks and effective measures are taken to control all risks;
- Provide regular and appropriate health and safety information to relevant persons e.g. fire drill information to children;
- 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; and
- Report all accidents, defects and dangerous occurrences to the Headmistress.

**Failure to adhere to this Policy may render a member of staff liable to disciplinary proceedings.**

## **HEALTH & SAFETY PROCEDURES**

### **Accident Reporting**

- All injuries sustained by a person on School premises must be recorded in the appropriate Accident Report Book kept outside the School Office. (See *First Aid Policy* for further information).
- The Headmistress is responsible for reporting any incident as required by current regulation such as RIDDOR or EYFS.

### **Accidents Involving Blood** (See *First Aid Policy*)

Accidents involving blood, e.g. cuts, nose bleeds, etc. carry the danger of Hepatitis B and HIV. The procedures described in the School's First Aid Policy should also be followed for the cleaning up of other bodily products. A record must be made of the incident.

### **Asbestos**

An audit of asbestos was undertaken by specialists in 2002 and all asbestos was removed from the School following that audit.

### **Control of Substances Hazardous to Health (COSHH)**

- Wherever possible, no potentially harmful substances are used in the School by teachers or pupils. If potentially dangerous substances are used COSHH assessments must be carried out.
- The Cleaning Company provide a full and comprehensive Health and Safety Manual (Oscar Cleaning Services Ltd CBPPS Site File) including all risk assessments and any relevant COSHH arrangements. This is held in the School Office.

### **Educational Visits** (See *Educational Visits Policy*)

## Equipment Checks

Equipment	Responsibility	Frequency	How tested
Fixed electrical system	Qualified certified electrician	2 years	Full check
Portable electrical appliances	Qualified certified electrician	Annually	Each appliance is checked and the plug marked with date of testing
Water systems <ul style="list-style-type: none"> <li>• Temperature</li> <li>• Chemical</li> <li>• Tanks</li> </ul>	Headmistress Competent contractor	Monthly Annually N/A	Thermometer Ensure safe levels
Sports equipment	PE staff	Termly	Ensure in good working order and safe.
First aid boxes	Teaching Assistant and school office	Weekly	Check restocked
Health and Safety Inspection	Headmistress	Every 6 months	Checklist

### **Fire** (See *Fire Safety and Risk Assessment Policies*).

- As well as ensuring that the required number of staff receive fire awareness training, the School will ensure that half-termly evacuation drills are conducted.
- Firefighting equipment is checked annually by professional contractors, and weekly by the Fire Marshall (Assistant Administrator) and the Headmistress.
- Escape routes are checked weekly by the Fire Marshall (Assistant Administrator) and the Headmistress.
- Fire evacuation procedures are displayed in all rooms and should also be explained to any visitors.

### **First Aid** (See *First Aid Policy*)

The School ensures that staff receive First Aid and Paediatric training as required. All staff who teach pupils in the EYFS, and a minimum of 7 others, hold a current Paediatric First Aid Training Qualification. In addition 8 staff hold a current St John Ambulance First Aid in the Workplace Training Qualification. Certificates are kept in the Training Folder in the School Office.

In addition all staff receive training at the Autumn Staff Meeting on the correct procedures for reporting any form of incident or accident both at and away from School. These procedures are also clearly outlined in the Staff Handbook.

### **Infectious Diseases**

Any suspected infectious disease should be reported to the Headmistress or School Secretary who will telephone a parent to come and collect the child. If necessary, all parents will be informed by email or parentmail of such a disease present at the school.

### **Intruders** (See *Intruder Policy*)

### **Lone Working**

Lone working may include:

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

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.

### **Medicines**

This may only be administered by office staff after written request by parent or guardian. Teaching staff should NEVER administer any medicine and it should not be allowed in the classroom.

*See First Aid Policy.*

### **Outside Contractors**

Outside contractors are required to compile their own risk assessments for any work which they carry out in the School. The School will approve risk assessments for such work. The School will ensure that the contractor is reputable and meets all necessary regulations.

### **RIDDOR**

The Headmistress is responsible for reporting to the Health and Safety Executive (HSE) any incident at School covered by RIDDOR (2013). This applies to all relevant accidents, diseases and dangerous occurrences arising out of or in connection with work. Further information can be found in the HSE Incident Reporting in Schools Guidance for Employers.

### **Risk Assessments** (See *Risk Assessments Policy*)

The above Policy requires staff to plan and carry out risk assessments prior to a school visit and submit these to the Deputy Head for approval. If possible, the member of staff should visit the venue before the school trip. Parental permission is required before pupils participate in off-site trips or visits with the exception of permission for short local trips, e.g. walk to the post box, which is obtained once on entry to the School.

Class Teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the children are in their care. Risk assessments are kept in the School Office.

### **Road Safety**

Road Safety, especially at the start and end of the school day, is a major concern. Drivers parking cars near the school or dropping or collecting children at the School should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the yellow road markings in front of the school should be observed at all times. Six large yellow signs are put out around the school at the start and end of the school day to prevent parking on corners. A member of staff stands outside the School to assist the safe parking procedures. Parents/carers are encouraged to use the voluntary one-way system around the local area. Regular letters to parents emphasise the following:

- Not parking on yellow lines or on the corners opposite the School.
- Parents are advised to use the recommended route to approach the school to decrease congestion.
- Consideration of our neighbours
- Security

The last person leaving the School building each day (usually the cleaner) is responsible for ensuring that the School is securely shut up at the end of each day and the burglar alarms set. It is the responsibility of class teachers to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises. It is also their duty to ensure that sharp items such as scissors are stored correctly and used safely.

### **Smoking**

Smoking is not permitted in any area of the school by staff, parents or visitors to the school. No Smoking signs are displayed by all entrances to the School

### **Supervision of Children**

- Staff should maintain good order and discipline, safeguarding health and safety at all times;
- No pupil should be left unsupervised;
- Staff should be in class when pupils arrive;
- The same duty of care applies to after school and early morning clubs;

### **Swimming**

The School makes use of the swimming facilities at Acton Swimming Baths. Swimming is considered an off-site activity.

### **Staff Training**

- The School will ensure that sufficient numbers of staff receive training in First Aid and Paediatric First Aid, and that someone with the latter training always accompanies EYFS off-site visits.
- The School will ensure that sufficient numbers of staff receive training in fire awareness.
- The School will ensure that staff receive periodic Risk Assessment training (*see Risk Assessment Policy*).

### **Visitors (See *Visitors' Policy*)**

The School recognises its duty to protect the health and safety of all visitors, including contractors and temporary workers.

All visitors must report to the front door where they will be asked to sign the visitors' book and wear a visitors' badge at all times.

### **Work Experience**

Work Experience Students are inducted in line with the School's induction policy. A risk assessment will be carried out and appropriate action will be taken to ensure that work experience students are not exposed to any significant risks.

<b>Date reviewed</b>	<b>Date of next review</b>	<b>Date approved and agreed by Proprietors</b>
<b>August 2020</b>	<b>August 2021</b>	<b>August 2020</b>