



# Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## Health & Safety Policy

Document Title	<b>Health &amp; Safety</b>
Date Issued/Approved:	November 2024
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Author/Owner Responsible:	School Business Manager
This document replaces (exact title of previous version):	Health & Safety Policy
Approval route:	Governors
Document Location:	Staff Portal>Policies>Health & Safety
Related Policies:	First Aid Policy, Fire Policy, Educational Visits Policy, Safety Code of Practice Policy, Stress Policy

### **Scope of Policy**

This policy applies to the school including the EYFS.

### **Aim**

Hopelands Preparatory School recognises and accepts its responsibilities to provide, as far as is reasonably practical, a safe and healthy environment for children, staff and other users of the premises. The school will take all reasonable steps to meet this responsibility. Appropriate support is expected from children, staff, parents and visitors and the objective is to develop safety awareness.

### **Scope**

This policy applies to all staff, children, parents and visitors to the school.

## Organisation

The Board of Trustees have the overall responsibility for Health & Safety, with the Head and SBM having day-to-day responsibility for its implementation. However all employees have responsibility under health and safety legislation. Health & Safety is a shared interest in which everyone bears responsibilities. These include:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do.
- Not interfering with or misusing anything provided in the interests of health, safety and welfare.
- Using all equipment safely.
- Be vigilant and report situations or any concerns to the Head, School Business Manager or Governing Board, which may present a serious safety issue.
- Reporting shortcomings in Health and Safety arrangements to the Head or SBM.

Staff are expected to carry out these responsibilities, as appropriate, at all times.

The following duties are the responsibility of the School Business Manager:

- Ensuring, in consultation with the Head, the Health and Safety of all people who work at or visit the school, including the training of staff.
- Ensuring that staff are aware of any matters pertaining to Health and Safety in their particular curriculum areas.
- All matters of Health and Safety relating to the school buildings. Identified concerns will be noted by the School Business Manager and agencies will be contacted to resolve any issues.
- Termly Health and Safety surveys of the school buildings and contents and reporting back to the Governing Body where necessary.

### **First Aid (*refer to First Aid Policy*)**

The school considers the following for its first aid arrangements:

- the number of staff (and pupils) present at any one time.
- the distribution of staff.
- the number of first aiders and the selection of such persons in terms of reliability, communication skills, aptitude to learn, ability to cope with stressful situations and the ability to leave the work they are doing at the time.
- numbers and locations of first aid boxes.
- whether there are inexperienced members of staff with disabilities or specific health problems.
- the size, nature (split sites / levels) and location of the school premises to which members of staff have access in the course of their employment.
- whether there are travelling, remote or lone working staff.
- arrangements for off-site activities.
- arrangements for out of hours school activities, such as parents' evenings.
- arrangements where letting / hiring to third parties takes place.
- parts of the school premises with different levels of risk.

- the types of activity undertaken.
- the proximity of professional medical and emergency services.
- any unusual or specific hazards (e.g., substances, tools, machinery); and
- accident statistics which can highlight the common types of injuries, locations, times etc and help in the tailoring of first aid provision.

### **Fire and Emergencies (*refer to the Fire Policy*)**

All members of staff must consider their own safety when considering fire. Firefighting is discouraged if it puts you in danger. In all instances, your priority must be to evacuate yourself, children and colleagues safely. Extinguishers are provided to aid your escape and tackle small fires once everyone is safe and that you feel competent and confident to do so.

The School has in place procedures for:

- carrying out fire risk assessment.
- preventing fires.
- evacuation in the event of a fire to a place of safety
- maintaining and checking all fire detection, alarm and fighting systems.

In the event of a fire the procedures in the Fire Drill Policy are to be followed.

The following duties are also to be undertaken:

- Termly fire drills held and logged in the Fire Drill Register held on the Staff Portal (School Business Manager to oversee)
- Fire appliances are checked yearly (School Business Manager to arrange)
- Test fire bells weekly and maintain a register (School Business Manager to oversee)
- Test emergency lighting every half term (School Business Manager to oversee)

### **Specific arrangements for PE**

Children are taught how to access and carry equipment safely as part of their PE instruction. All PE equipment is checked annually by the PE Teacher and recorded. The PE teacher remains constantly vigilant and any damaged equipment is removed or fixed. Ass staff are responsible too report any damages they notice to the PE teacher.

### **Specific arrangements for Drama**

Pupils are educated before lessons in drama health and safety, i.e. working on the stage and around lights. When the stage is erected, other activities continue to take place with additional supervision and signage, as appropriate, so staff and pupil health and safety is not compromised.

The school will ensure that the Drama Teacher is trained in the safe use of equipment. Any training will be cascaded down to the staff, as necessary.

Pupils are not, under any circumstances, to change stage lights or assist with staging.

Where drama equipment has been set up, an exclusion zone will be set up beneath areas where work is taking place.

Safety chains must be attached to lights to prevent them from falling down.

Fire procedures whilst the drama equipment is set up in the hall will remain the same - individuals are to exit the building by their nearest exit. In the event of performances, the audience will be advised before the performance of the nearest fire escapes.

### **Accidents and Illness**

All accidents must be logged in the minor injuries log which is held online on the SharePoint. For head bumps or other injuries which are not minor, parents of the children concerned must be informed as soon as reasonably practicable, by a member of staff either by email or phone, depending on the seriousness of the accident. They will be notified on the day of the accident and asked to sign the accident form accordingly, these are held in the School Office.

Medicines requiring administration during the school day will be handed into the office by the parent with clear written instructions regarding dosage and timing. These are held in either the locked medication cupboard in the office or the locked medicine fridge in the staff room.

If a child feels unwell a first aider will administer to their needs and the School Business Manager or School Administrator will contact the parent or guardian via the emergency contact details held in the register.

### **Health**

Hopelands is a nut-free school, and we gather medical information about all new employees and pupils including allergies, illnesses, and conditions through a medical questionnaire upon appointment. All employees are expected to inform their line manager if the condition of their health changes. Parents are to inform school if the condition of their child's health changes.

### **Contractors on Site**

The School Business Manager will, under guidance from the Health and Safety consultants, liaise with contractors working on site so that normal health and safety provisions are not compromised at these times. Staff will be advised when contractors will be on site. The School Business Manager will ensure that all contractors are covered by appropriate insurance, which will be confirmed by the school's insurers.

### **Risk Assessments**

Copies of the risk assessments will be held in the Staff Portal. The School Business Manager will report his or her recommendations to the Board and staff, as appropriate.

### **School Trips (*refer to educational visits policy*)**

Risk Assessments will be carried out prior to all school visits or outings by the lead member of staff. A First Aid Box will be always carried by a member of staff. The Educational Visits Policy must be followed when organising on a school trip.

### **Management of asbestos**

The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").

It is the School Policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected in the School, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The School Business Manager will arrange for this to take place.

Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.

An asbestos management plan will be formulated [by an external competent person], in conjunction with the School Business Manager to either:

- encapsulate any asbestos present and monitor its condition: or
- have the asbestos removed by a licensed contractor.
- the plan will specify:
  - (i) who is responsible for managing the asbestos
  - (ii) responsibility for the asbestos register
  - (iii) the schedule for monitoring the condition of the materials
  - (iv) the associated channels of communication
  - (v) the Bursar will have responsibility for the management of the plan

Where any work is likely to involve contact with asbestos containing materials, the School Business Manager will appoint an HSE licensed contractor to undertake the works.

Where an employee / contractor believe they have discovered asbestos they must contact the School Business Manager immediately so that appropriate action can be taken.

### **On-site vehicle movements**

Due to the nature of the school site, vehicles are not able to enter the school's premises. Should maintenance work require the use of vehicles on-site, the site will be adapted to accommodate this. In this case, a full risk assessment will be conducted to ensure that any risk to pupils, staff and visitors are minimised and accounted for.

### **Communications and Consultation**

All staff are encouraged to report to the Head/ School Business Manager /Governing Board any concerns or changes to their health that might affect their work for example, back pain, pregnancy or illness.

Members of staff should be consulted by the Head/ School Business Manager /Governing Board in good time regarding:

- the introduction of any measure which may substantially affect their health and safety at work.
- arrangements for appointing a competent person to help the school comply with health and safety requirements.
- the information to be given to employees on the risks to their health and safety and the preventive and protective measure adopted by the school.
- the planning and organising of any health and safety training; and
- the health and safety consequences of the introduction of new technology.

### **Display Screen Equipment**

The School Business Manager is responsible for ensuring that DSE assessments are completed, remedial action implemented, and the assessments reviewed as appropriate.

Members of staff who regularly use DSE for a substantial proportion of their work have their workstation assessed through a self-assessment questionnaire.

The School Business Manager will ensure that a self-assessment has been completed for the employers who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more), and that any remedial action identified is implemented. Completed assessments will be kept by the School Business Manager. The self-assessments should be reviewed on a two-year basis or when there has been a significant change in their work environment.

Where the assessment indicates a need for ancillary equipment, the School will take reasonable steps to attend the needs of the employees.

Employees who may be suffering from ill health effects, which may be caused by or made worse by the use of DSE, should report these effects to the School Business Manager. Occupational health assessments may be required to be undertaken by users.

Where eye tests are requested by DSE users, these will be provided free of charge via an NHS Optometrist. Where a user provides evidence from an optician showing that they require spectacles for DSE work, then the cost of spectacles suitable for that purpose will be reimbursed by the School (up to a reasonable figure). Individuals may put this sum towards a pair of spectacles which may also be suitable for other purposes as long as these spectacles are made available for use at work. If an individual desires more expensive lenses/frames they will be expected to pay the extra cost.

Eye tests should be undertaken every 2 years.

Guidance will be provided at induction on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

## **Manual handling**

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc
- General movement of workplace equipment

The School Business Manager will

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, e.g., using a lift truck.
- Where manual handling is necessary ensure that a risk assessment is undertaken, and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

### **Moving Equipment/Working at Height**

When working at height, e.g. displaying work, stepladders or kick stools must be used. Tables/chairs/desks/benches **must not** be used to work at height. Guidance on working at height is held in the office, for further information. Members of staff must not work at height when they are working alone in school. See *working alone policy*. When working at height, risk to pupils and staff are eliminated by creating a safe work zone or completing the work outside of normal school hours.

Children and staff should only lift equipment and furniture within their individual capability. It is the responsibility of the School Business Manager to ensure that training is provided for any hazardous moving and handling activities.

Supervision of a working at height task must be taken into consideration, depending on the level of risk to an individual. Where a member of staff is unsure about this, they should contact the Head or School Business Manager **before** undertaking the task.

### **Slips, trips and falls**

We will maintain all floors and stairs to ensure they remain in good condition. Mops or paper towels must be used to clean-up liquid spills. "Wet Floor" signs must be displayed where a floor remains damp after cleaning.

Additionally, the area should, so far as is reasonably practicable, be kept free from obstructions, articles or substances which may cause a person to slip, trip or fall.

### **Control of hazardous substances**

We endeavour to avoid using hazardous substances in the school, especially during school hours. Where the use of such substances is unavoidable (e.g., cleaning) we will ensure that we have considered alternatives, undertaken COSHH Assessments, provided relevant staff with training/instruction and provided secure storage.

A hazardous substance is one which has, by law, to be labelled with a hazard symbol such as 'very toxic', 'toxic', 'harmful', 'irritant', or 'corrosive'. It therefore includes many chemical substances such as paints and cleaning materials, as well as wood dust and welding fumes.

The school will:

- prevent, reduce and /or adequately control exposure to these hazards.
- implement proper use of controls, of which the use of personal protective equipment is the last resort.
- have emergency procedures in place for dealing with accidents and incidents; and
- provide information, instruction and training regarding hazardous substances to employees.

Asbestos, lead, ionising radiation (e.g., radon), highly flammable liquids and liquefied petroleum gases are covered by special statutory regulations and are outside the scope of COSHH. The school will give attention to the following areas:

- science.
- design and technology.
- art.
- practical room for cookery lessons.
- maintenance and ground activities.
- contractors.

### **Maintenance of electrical equipment**

Only persons authorised by the Head or School Business Manager may carry out electrical testing and maintenance work.

Before using any items of electrical equipment, the member of staff in charge must undertake a visual inspection to identify any defects (e.g damaged cables, broken pins etc) and also check that it carries a sticker indicating that it has passed an electrical safety test within the preceding 12 months. All 230v portable electrical equipment is tested annually and all mains sockets are RCD (trip) protected – however we encourage vigilance as just because it has a sticker doesn't mean that it's safe.

Defective equipment will be taken out of use and labelled accordingly.

All new or second-hand equipment will be checked for safety before being used in school.

### **School security**

Entry to the school during lesson time is via the main school entrance.

All visitors to school are required to report to the school office and, whilst on school premises, are accompanied at all times.

If a parent needs to collect their child/ren during the school day they must report to the office and inform the School Office that their child/ren is leaving school. They must also register their return to school with the School Office.

If a forgotten item is delivered to school for a child e.g. lunch box or sports kit, the person must report to the school office, not to the child's classroom. No child is allowed outside alone during lesson time.

During breaktimes, no child is allowed to leave the playground unless they have been given permission by the staff member on duty.

Lunch time supervisors are responsible for the safety of all pupils during the lunchtime period. A senior staff member is on standby duty during lunchtime.

In the case of an incident occurring during the lunch time or break times, where the children are required to line up, a bell will be rung.

Supervision of children before the start, or after the end of the school day, lays with the parents unless they are in morning or after school care. During MSC and ASC the children are supervised by members of the school staff (numbers of staff dependent on the needs of children requiring the care), and a senior staff member is on standby.



## **Workplace safety for teachers, pupils and visitors (refer to Safety Code of Practice Policy)**

### Welfare

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

### Workplace Safety

All staff must remain vigilant and report any defects or concerns to the SBM or Headteacher.

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and workstation
- be regularly inspected and assessed

Safe access and egress will be maintained in each workplace, including for the disabled

- Provisions will be made to prevent slips, trips and falls and falling objects
- Any storage racking will be inspected regularly and be fit for purpose
- Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs.

Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, e.g., no access
- warning signs, e.g., danger electricity
- mandatory signs, e.g., eye protection must be worn
- emergency or first aid

The school office noticeboard will also display:

- HSE Health & Safety Law poster

### Public Safety

It is the aim of the school to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

## **Stress (refer to Stress Policy)**

### **Recording and reporting accidents (refer to First Aid Policy)**

The School Business Manager or Headteacher will assess the nature of the accident and the reporting requirements. Reference should be made to the HSE Information Sheet EDIS 1 (rev3) ([www.hse.gov.uk/pubns/edis1.pdf](http://www.hse.gov.uk/pubns/edis1.pdf))

In the event of a serious incident, we will consult with our safety advisor about the actions we should take (including whether it is a reportable incident). If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.

The SBM and Headteacher are responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school.

All accidents must be logged in the minor injuries log which is held online on the SharePoint. For head bumps or other injuries which are not minor, parents of the children concerned must be informed as soon as reasonably practical, of any accident noted, and asked to sign the accident form accordingly, these are held in the School Office.

The forms are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors).

Accident reports will be considered at governing board meetings in regular intervals.

All accidents with the potential to have been reportable and those that are reportable will be investigated. This will normally be undertaken by the School Business Manager or Headteacher and may include the taking of witness statements, photographs and the production of a written report. Investigations may also be reviewed by our safety advisor. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.

## **Health & Safety Education**

There is a Health and Safety programme for children built into our PSHE programme, children learn:

- How to keep themselves safe
- Safety advice from the local police force
- Road safety from the County Council
- How to use and move equipment safely

## **Environment**

No smoking, including vaping, is allowed in school property. All cleaning materials and substances are kept in a locked cupboard. All potentially harmful science equipment is kept in a locked cupboard.

The School Business Manager manages the school's cleaning staff.

## **IT and Internet**

Care must be taken when setting up and/or moving equipment to ensure that no trailing leads are left exposed.

Staff and pupils must be advised by the Computing Co-ordinator or School Business Manager of correct posture when using computers. Regular computer users should take frequent short interruptions away from the screen to avoid eyestrain.

## **Training**

The First Aiders qualification will be updated every 3 years.

The Head/School Business Manager will ensure that all new staff are made aware of the policies contained within this document and that it is re-read by all staff annually.


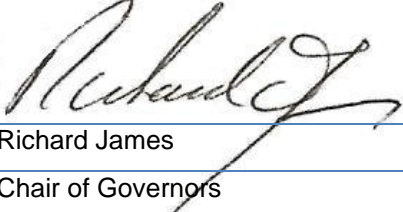
All staff working at the school during term time when children are present in school will complete an enhanced DBS check.

The Head/School Business Manager will ensure that all staff have access to the school's Health and Safety policies and will offer necessary training as appropriate, including in how to complete a risk assessment.

## Regulations

The Workplace (Health, Safety and Welfare) Regulations 1992

Control of Substances Hazardous to Health Regulations 2002 ("COSHH")

This policy was adopted at a meeting of	Hopelands Preparatory School
Held on	<u>May 2022</u>
Date reviewed	<u>Nov 2024</u>
Date of next review	<u>Nov 2026</u>
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Signed on behalf of the senior management team	
Name of signatory	<u>Maria Boix</u>
Role of signatory	<u>Head</u>
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Signed on behalf of the Governing Body	
Name of signatory	<u>Richard James</u>
Role of signatory	<u>Chair of Governors</u>