



Hopelands Preparatory School

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

Health & Safety 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 and includes the EYFS.

Organisation

All employees have responsibility under health and safety legislation. 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.
- Reporting situations to the Head or Bursar, which may present a serious and imminent danger.
- Reporting shortcomings in Health and Safety arrangements.

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

The following duties are the responsibility of the Bursar:

- 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 Bursar will be given details of agencies to 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 (eg 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.

The School has in place procedures for:-

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

The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-

- posting a copy of the fire map on notice boards;
- bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
- providing at least one trained Fire Marshal in every building. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

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 Drill Register located in the school office (Bursar to oversee)
- Fire appliances are checked yearly (Bursar to arrange)
- Test fire bells weekly and maintain a register (Bursar to oversee)
- Test emergency lighting monthly (Bursar 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 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 drama lights and stage are erected, no other activity will take in the hall i.e. lunch/PE.

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.

Accidents and Illness

All accidents must be reported in the accident book, which is located in the kitchen. Parents of the children concerned must be informed of any accident noted in the accident book and asked to sign the book accordingly.

Medicines requiring administration during the school day will be handed into the office by the parent with clear written instructions regarding dosage and timing.

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

Health

We gather medical information about all new employees 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.

Contractors on Site

The Bursar 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. Whenever possible staff will be advised when contractors will be on site. The Bursar will ensure that all contractors are covered by appropriate insurance, which will be confirmed by the school's insurers.

Risk Assessments (refer to risk assessment policy)

Copies of the risk assessments will be held in the office. The Bursar will report his or her recommendations to the Board and staff, where necessary.

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 carried by a member of staff at all times. The Educational Visits Policy must be followed when organising on a school trip.

Management of asbestos

The School will be the dutyholder 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 any of the School campus, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Bursar will arrange for this to take place.

An asbestos register will be maintained for each property where the School is the Dutyholder showing the location, type and condition of the asbestos. The Bursar will be responsible for the up keep of the register.

Details of the asbestos register will be made available to all occupants of the building and visiting contractors (as required).

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 Bursar 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 Bursar will appoint an HSE licensed contractor to undertake the works.

Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they accidentally exposed.

Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Bursar 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 any concerns or changes to their health that might affect their work for example, back pain, pregnancy or illness.

Where there are Safety Representatives appointed by recognised Trade Unions the Safety Representatives and Safety Committees Regulations 1977 will apply. They should be consulted in good time in respect of all health and safety matters provided the school has been informed in writing of the appointment of each Safety Representative and the group of employees that s/he represents.

The Health and Safety (Consultation with Employees) Regulations 1996 require schools to consult with members of staff who are not already covered by representatives appointed by recognised trade unions on health and safety matters. Consultation may be direct with individual employees or indirect through "Representatives of Employee Safety" ("RES").

Members of staff should be consulted 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.

The functions of RES are to make representations to the school on potential hazards, dangerous occurrences and general matters affecting health and safety and to represent the group of staff s/he has been elected to represent on all matters of health and safety.

RES should be provided with such information as is necessary for them to participate fully and effectively in the consultation process, have access to information contained in records kept under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR 2013") and receive training, time off and facilities to enable them to carry out their functions fully.

Consultation may take the form of regular health and safety committee meetings attended by RES where the Bursar commonly acts as Chairperson.

Display Screen Equipment

The Bursar 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 should have their work station assessed.

The Bursar will ensure that a self-assessment has been completed for each member of staff and that any remedial action identified is implemented. Completed assessments will be kept by the Bursar. 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 this will be provided by the School. Equipment includes, but is not limited to:

- specialist seating
- footrests
- anti-glare screens
- wrist support
- window blinds
- specialist desk

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 Bursar. 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.

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. It is recommended that HSE guidance INDG36 is issued to all users as part of their information, instruction and training;

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 Bursar will

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by automation, eg 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. The Working at Height Regulations 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.*

Children and staff should only lift equipment and furniture within their individual capability. It is the responsibility of the Bursar 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 Bursar **before** undertaking the task.

Slips, trips and falls

The Workplace (Health, Safety and Welfare) Regulations 1992 stipulate that every floor, surface or traffic route in a workplace should be suitable for the purpose for which it is used, and should be properly constructed and maintained for safe usage. 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

The Control of Substances Hazardous to Health Regulations 2002 ("COSHH") establish that schools must have in place appropriate measures to ensure that the risks to the health and safety of pupils / students (as well as staff) from exposure to hazardous substances are minimised.

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:

- undertake a risk assessment of hazardous substances as defined by the regulations. This includes substances in use, those which are generated by a process or those which occur naturally;
- 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;
- maintain, examine and test control measures;
- keep records;
- provide health surveillance for staff as necessary;
- 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 (eg 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 Bursar may carry out electrical testing and maintenance work.

Before using any items of electrical equipment, the member of staff in charge must check that it carries a sticker indicating that it has passed an electrical safety test within the preceding 12 months. 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 (*refer to Registers and Security Policy*)

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.

No children are allowed to leave the playground unless they have been given permission by the duty member of staff.

Two members of staff are on duty each break time. Lunch time supervisors and the duty member of staff are responsible for the safety of all pupils during this period.

In the case of an incident occurring the lunch time a bell will be rung.

One bell - The children stand still

Two bells - The children line up as in a fire drill.

Supervision of children at the beginning and end of the school day is set out in the school Prospectus.

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

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 work station
- 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, balconies and gantries.

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

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

The school noticeboard will also display:

- health & safety policy statement
- HSE Health & Safety Law poster
- emergency procedures
- details of first aiders and fire marshals

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 Bursar 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)

If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.

Teachers 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. This will be by completing the accident book (usually detachable forms) when they attend the Medical centre for any occurrence requiring first aid.

Completed accident forms are forwarded to the Bursar. The forms are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records should be kept in a locked filing cabinet in the School Office to ensure compliance with the Data Protection Act.

Accident reports will be considered at every meeting of the School Health and Safety Committee.

All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Bursar and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.

For serious incidents the Bursar should consider obtaining legal advice at the outset of any investigation. Such support can be obtained by contacting ISBA.

The Bursar will contact the school insurer where any incident is felt likely to result in a claim.

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 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 Bursar 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 ICT Co-ordinator or Bursar of correct posture when using computers. Regular computer users should take periodic stops approximately every 20 minutes to avoid eyestrain.

Training



The Health and Safety consultant will give training in the use of fire extinguishers to all new staff.

The First Aiders qualification will be updated every 3 years.

The Bursar will ensure that all new staff are made aware of the policies contained within this document.

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

The Bursar 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.

This policy was adopted at a meeting of	Hopelands Preparatory School
Held on	November 2015
Date to be reviewed	November 2017
Signed on behalf of the senior management team	
Name of signatory	Sheila Bradburn
Role of signatory	Head
Signed on behalf of the Governing Body	
Name of signatory	Richard James
Role of signatory	Chair of Governors

