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# RUPERT HOUSE SCHOOL

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## WHOLE SCHOOL, INCLUDING EYFS, HEALTH AND SAFETY POLICY

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Reviewed by:

SMT Overseeing / Mr Kim Rawlingson / Bursar

Date: October 2019

Governors' Committee: Finance and Operations Committee

Designated H&S Officer: The Bursar

Reviewed Autumn 2019

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## POLICY AND PROCEDURE STATEMENT ON HEALTH AND SAFETY

Where this policy refers to the school this includes the EYFS, Pre-Prep School and Prep School.

The Council of Governors and the Head are responsible for ensuring that the safest possible working conditions are provided within the School and its overall premises together with any other associated premises, i.e. No. 92 Bell Street, Courtnays and the games field. The Bursar is the designated Health and Safety Officer for the school but the ultimate authority for all aspects of Safety and Environmental Health rests with the Chairman and the Council of Governors. There is a nominated Governor responsible for Health and Safety. All employees of Rupert House School are expected to take responsibility for health and safety whenever necessary.

### AIMS

The aims are to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the School premises and to create for them an atmosphere of carefulness both in and out of school. We aim to:

- Establish and maintain a safe and healthy environment throughout the School
- Ensure that all members of staff and volunteer support workers take care of pupils in the same way that a prudent parent would do so
- Establish and maintain safe working procedures and practices
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles
- Ensure the provision of sufficient information, instruction and supervision to enable all people working on the site and pupils to avoid hazards and contribute positively to their own health and safety at work and to ensure that they have access to health and safety training
- Ensure that risk assessment is undertaken on a regular basis and the appropriate steps taken to remove or minimise any risks identified
- Teach children good safety habits as part of the whole curriculum. We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:
  - In the classroom, playing fields, courts, outside play areas
  - When using equipment e.g. scissors, tools, PE apparatus
  - When moving around school
  - When carrying out investigations e.g. a pond, pollution, soil studies
  - When on educational visits

## OBJECTIVES

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- To ensure that all procedures are safe and in compliance with the Health and Safety at Work etc. Act 1974 and regulations made under that Act and any relevant codes of practice and that instruction in safe practice is given and in particular that risk assessments are carried out
- To ensure that all staff, pupils and visitors are adequately advised on safe procedures
- To inform the Governors on Health and Safety issues on a regular basis
- To investigate and keep a record of all incidents and fires; to report immediately to the Governors any serious or potentially serious accidents, occurrences or fires
- To post warning notices and signs and to keep them up to date
- To train all staff in emergency first aid in schools by means of 3-yearly training courses, to have properly equipped first aid boxes and ensure the contents are checked regularly
- To ensure that Early Years staff are trained in paediatric first aid every 3 years (in order to count towards staff qualification ratios in EYFS)
- To ensure that all catering staff and other staff who cook with children are trained to the Level 2 Food Safety Award every 3 years
- To see that adequate fire fighting equipment and appliances are provided and to take prompt action to remedy deficiencies
- To regularly train staff on the use of fire-fighting equipment and fire safety awareness
- To ensure that fire escape routes are kept clear
- To test fire detection and alarm systems regularly
- To have fire drills at regular intervals
- To have regular lock-down drills
- To make sure that the conditions of local authority licences, fire certificates, etc. are observed
- To ensure the safe disposal of hazardous wastes
- To ensure, as far as possible, that preventative health measures are taken

## RESPONSIBILITIES

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### ***The Bursar:***

- is the focal point for day to day references on safety and gives advice or indicates sources of advice
- is responsible for ensuring that the School premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Checks are carried out to ensure all areas are maintained in a suitable state of repair
- co-ordinates the implementation of the approved safety procedures in the school
- maintains contact with outside agencies able to offer expert advice
- reports in writing to the Council of Governors on incidents, risk assessments, safety audits and new procedures at each of their meetings
- arranges for investigation of premises and working practices and is kept informed of accidents and hazardous situations
- reviews regularly safety information concerning the school and recommends necessary changes and improvements
- stops any practices or the use of any plant, tools, equipment, machinery, etc., considered to be unsafe
- takes the necessary steps to inform the local Health and Safety Executive in the event of a major accident
- reports any major incident to the Chairman of Governors as soon as possible

***The Chairman of Governors:***

- Has the ultimate responsibility for Health and Safety throughout the school.

***The Health and Safety Governor***

- Supports the Bursar and the Chairman and offers advice on matters concerning Health and Safety.

***All employees and volunteer support workers***

It is the duty of all employees and volunteer support workers whilst at work:

- to be aware of potential hazards and take responsibility for Health and Safety throughout the premises
- to take care of pupils in the same way that a prudent parent would do so
- to take reasonable care for the health and safety of him/herself and any other persons who may be affected by his/her acts or omissions at work
- to observe the correct procedures and to co-operate with any specialist staff or the Health and Safety Officer in order to minimise any possible occupational hazard
- to make recommendations on safety equipment and on additions to plant, tools, equipment, premises or machinery which are dangerous or potentially so
- not to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare
- to deal with minor incidents requiring first aid
- to be aware of and comply with any safety posters, notices, care at work leaflets, or any other procedural documentation relating to safe working
- to know the special safety measures and arrangements to be adopted in their working area and to ensure they are applied
- to observe standards of dress consistent with safety and/or hygiene
- to exercise good standards of housekeeping and cleanliness
- to know and apply the emergency procedures in respect of fire, terrorist threats, bomb warnings and first aid
- to attend any course related to Health and Safety as detailed by the Head/Bursar

***Teachers***

***The safety of pupils in classrooms, laboratories and other teaching areas is the responsibility of the class teacher.***

- If, for any reason [e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work] a teacher considers that he/she cannot accept responsibility for the overall safety of pupils, he/she should discuss the matter with the Head before allowing work to take place.

***Teachers are expected to:***

- exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, terrorist threats, bomb scare and first aid, and to carry them out
- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- give clear instructions and warnings as often as necessary
- follow safe working procedures
- use protective clothing, guards, special safe working procedures, etc. where necessary.

- write and implement risk assessments in relation to classrooms and other areas that they use and activities for which they are responsible.

***Staff working in the laboratory, art room, gym/games field, textiles room or ICT suite:***

These staff:

- have a general responsibility for the application of the School safety policy to their own department or area of work and are directly responsible to the Bursar for the application of existing safety measures and procedures within that area of work
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, food, waste, technology materials, etc.)
- shall carry out a regular safety inspection of the activities and facilities for which they are responsible and, where necessary, submit a written report to the Bursar
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees, pupils and visitors to avoid hazards and contribute positively to their own safety and health at work
- shall advise the Bursar of requirements for safety equipment, guards, mats, etc., and on additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially dangerous
- shall use protective clothing, guards and special safe working procedures

***All other staff including, domestic and administrative staff and volunteer support workers***

All other staff including domestic and administrative staff and volunteer support workers are expected to:

- know the special safety measures to be adopted in their own specialised areas and to ensure they are applied
- give clear instructions and warning as often as necessary, e.g. slippery floor hazards etc.
- use protective clothing, guards and special safe working procedures
- wear clothing appropriate to the task so as to be consistent with safety and/or hygiene with particular reference to food preparation/consumption areas of the school
- kitchen staff should follow all hygiene regulations as laid down in The Food Safety Act 1990 and all other relevant legislation.

***The pupils***

The pupils are expected, so far as is reasonably practicable and age permits:

- to observe all the safety rules of the School including the instructions of teaching staff
- to exercise responsibility for the safety of themselves and their classmates
- to observe school uniform requirements which preclude unsuitable footwear, some jewellery and other items considered dangerous
- to use, and not wilfully misuse, neglect or interfere with, things provided for his/her safety.

***Visitors***

All persons entering the premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of whom to approach for advice.

### ***Contractors***

The Regulations for Contractors document, together with a copy of this Policy, must be provided to, and signed for, by all Contractors working on School premises before work is commenced.

### ***The Health and Safety officer***

The Health and Safety Officer and/or Ellis Whittam Competent Person (EWCP) will represent staff in any consultations with Rupert House School and will promote and develop measures to ensure employees' health and safety at work. The Officer and/or EWCP will investigate the causes of accidents in the workplace and any dangerous occurrences or potential hazards, investigate any employee's complaint about health, safety or welfare at work and receive information from inspectors and attend any safety committees in connection with these areas.

### ***The Health and Safety Committee***

The Health and Safety Committee will meet termly to consider all points on Health and Safety in accordance with the Terms of Reference, as set out by the Board of Governors, and to promote Health and Safety throughout the School.

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## **POLICY REVIEW**

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This Health & Safety Policy will be monitored on an on-going basis by the Health & Safety Officer to ensure that it continues to reflect the activities of the School. There will be a full review, annually, to establish whether any major changes or additions need to be made to ensure that the document is fully up-to-date and compliant with the prevailing regulations and Independent Schools Standards.

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## **TRAINING**

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Any member of staff, both teaching and support staff, who joins the School will be given induction training upon joining. In all cases the training will be adequate and appropriate to the task that they are to fulfil such that, following training, staff will be competent to safely carry out the task(s) for which they have been engaged.

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## **CONSULTATION WITH EMPLOYEES**

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The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults with its employees, either directly or through the Health and Safety Committee, on the following areas covered by the regulations:

- Any changes which substantially affect their Health and Safety at work – changes in procedures, equipment or ways of working, etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation
- Information on the likely risks and dangers arising from work activities and measures to reduce or eliminate these risks
- The planning of Health and Safety training
- The Health and Safety consequences of introducing new technology

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## CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM)

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The School is aware of its obligations under the CDM Regulations and where small projects are carried out and come under these regulations the School, as client, will carry out the following:

Select and appoint a Principal Designer who will be responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. The Principal Designer will also liaise with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase

Select and appoint a Principal Contractor who will be responsible for planning, managing, monitoring and coordinating health and safety in the construction phase of a project

Ensure that, where there is more than one contractor, a Health and Safety File is prepared on completion of the project and is kept available for those subsequently carrying out construction work.

The CDM Regulations 2015 are triggered, for smaller projects, when two or more contractors are appointed. The Principal Designer and Principle Contractor roles can be fulfilled by the School as client. If this is the case, the School is responsible for undertaking both these roles.

On projects where the CDM Regulations do not apply (where there is only one contractor appointed) or where the School fulfils the Principal Contractor role and appoints contractors under the CDM Regulations, the School will exercise control over contractors as outlined in the section entitled Control of Contractors.

The triggers for larger projects are either that the project lasts longer than 30 working days and has more than 20 workers working simultaneously at any point or the project exceeds 500 person days. These larger projects need to be notified to the HSE before commencement.

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## CONTROL OF CONTRACTORS

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The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

### 1) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- a) Adequacy of Health and Safety Policy
- b) Control Structure
- c) Safe Systems of Work in Operation

d) Training Standards

2) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- a) Special Hazards applicable – e.g. Asbestos
- b) Safe Access to/egress from the site
- c) Confined Space Entry
- d) Chemical Storage
- e) Occupational Health Risks including Noise

3) APPOINTMENT OF CONTRACTOR

Based upon the best bid, taking into account all factors

4) ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE

Full list of Site Rules available for contractors.

5) CONTROL OF CONTRACTOR ON SITE

- a) Nomination of person to co-ordinate all Health and Safety aspects
- b) Pre-commencement meeting to establish Contractor Liaison Person
- c) Arrangement of regular progress meetings
- d) Regular inspection of Contractor's operations
- e) Participation in site Safety Committee - where applicable
- f) Provision by Contractor of Written Method Statements in advance - particularly where they apply to 2 a)
- g) Notification by Contractor of all accidents etc.
- h) All machinery on site to have documentary evidence of Statutory Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015.

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**OCCUPATIONAL HEALTH**

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Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students. In summary, these issues arise from the following areas:

Laboratory Hazards  
Workshop Hazards  
Fieldwork and Site Work

Clinical Activities  
Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of substances is carefully controlled and monitored.

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## VIOLENCE

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The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

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## SAFETY PROCEDURES

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### SECURITY OF THE PREMISES

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The Head Teacher, Bursar and the Caretaker are the main key holders and are responsible for the security of the building.

All employees must ensure that external doors and gates are securely locked at all times unless other arrangements have been made with the Bursar.

It is the responsibility of the teacher to make sure that their classroom is secure, windows and fire doors are closed and that equipment is switched off before leaving the premises.

All visitors are required to report to the Reception Office to be signed in and issued with a visitor's identity lanyard. On leaving the premises, visitors are required to sign out and to relinquish their identity lanyard.

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### SUPERVISION OF PUPILS

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This is covered in the Supervision of Children policy. All teachers are required to make themselves aware of the existing procedures.

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### MEDICAL PROCEDURES

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All staff, both teaching and non-teaching, are trained to deal with minor incidents requiring first aid.

Any teacher who suspects that a child in his/her class is suffering from impetigo or infectious conjunctivitis shall inform the Office immediately, who will contact parents and/or the School's Lead First Aider. Children with head lice shall be sent home wherever possible.

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### SAFETY FROM DISEASES TRANSMITTED VIA BODILY FLUIDS

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Disposable gloves must be worn when treating any accidents/incidents which involve body fluids. Any waste (wipes, pads, paper towels, etc.) must be disposed of appropriately. Children's soiled clothing shall be placed in a plastic bag and fastened securely ready to take home or for disposal.

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### FIRST AID

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See separate 'First Aid policy'

- The Lead First Aider is Mrs Rawlison.
- All first aid boxes shall be checked by the Bursary at the beginning of each term and the Bursary must be advised when items require restocking in the intervening time.

**All** accidents shall be recorded in the appropriate accident book - in Pre-Prep, the Bursary, the Reception Office or the Games bag (the date, time, nature of injury, how it was sustained and remedial action taken). Some follow up information, in the case of more serious injuries, should be added if necessary.

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### MEDICAL EMERGENCIES

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See separate 'First Aid policy'

In the event of a major accident, the Head and/or the Bursar shall take the necessary steps to inform the local Health and Safety Executive. Information on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), including a report form, is kept on the main notice board in the Bursary's office. Accidents during the school day involving a hospital visit should be reported to the Bursar, who will report to the Governing Body.

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### FIRE AND EMERGENCY PROCEDURES

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**FIRE AND BOMB ALERTS** see Appendix A 'fire emergency plan'

In the event of a fire or bomb alert:

- The fire alarm is activated to evacuate the premises of all adults and children (see procedure).

All staff are required to make themselves fully familiar with the locations of telephones, the emergency assembly point and evacuation notices, the sound of fire alarms and the escape routes.

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### EVACUATION PROCEDURE

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- Warning of a fire is given by the loud continuous sounding of an alarm
- Laboratory staff using gas must activate gas isolation switches
- All children and adults must stop what they are doing and leave the building immediately by the most appropriate exit, ensuring that all doors are closed, and walk to the assembly point on the All-Weather Pitch
- Staff must ensure the buildings are clear as they vacate the buildings
- The visitor book, absence lists and register of people who have left the building are taken out by the Head/Secretary and the Staff signing-in sheets and pupil fire register sheets are taken out by the Bursary staff
- The children are lined up in silence, in classes, in register order, on the All-Weather Pitch and a roll call is taken. The Bursar/Head checks that all children, staff and visitors have evacuated the building safely.
- Do not stop to collect personal belongings
- Do not re-enter the building
- The Secretary waits at the front of the school to meet the fire brigade/police and to direct them to the fire
- Nobody goes back into School until instructed to do so.

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### PLAYTIME EVACUATION PROCEDURE

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All staff on duty in the playground, on hearing the fire alarm, move the children on to the All-Weather Pitch and line them up, in silence, in the normal place.

Staff in the building ensure that the building is clear of children.

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### LUNCH TIME EVACUATION PROCEDURE

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All children sitting on the right hand side of the gym (when your back is to the stage) shall leave in single file by the back door of the gym and go down the path to the All-Weather Pitch. Those children at tables on the left hand side go through the door into the cloakroom area and from there, outside, down the steps and ACROSS THE GRASS to the All-Weather Pitch.

All staff not on duty make their way as quickly as possible to the gym area and hence outside.

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### SAFETY PROCEDURES

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Unannounced fire drills take place termly. The fire bells are tested once a week when the building is empty.

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## LOCKDOWN PROCEDURES

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See separate 'Whole School Lockdown Procedures' document.

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## TRIPS AND OUTINGS

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See separate 'Educational Visits policy'

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## NO SMOKING POLICY

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- See separate 'No Smoking, Alcohol and Drugs policy'.
- It is the policy of the Governing Body that Rupert House School is a no-smoking school.
- Smoking (including e-cigarettes) is not permitted in any area of the school by staff, parents or visitors to the school.

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## ON-SITE VEHICLE MOVEMENTS

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Vehicles are not permitted on the main site at 90 Bell Street as vehicular access is not possible during term time.

Control of vehicles at the Games Fields is maintained by clearly defined vehicle areas and awareness by drivers that pedestrians are around.

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## ARRIVALS AND DEPARTURES

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Car parking is a concern at Rupert House as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it 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.

Parents are advised of the following rules:

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## MORNING DROPPING OFF

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Each morning, a member of staff is outside on duty at 8.15 am to help children out of the cars and safely into School. Because it is a busy road, and at peak times there are several cars lined up ready to drop off, parents are asked to abide by the following rules for courtesy and safety.

- Always approach School following the flow of traffic. Never turn and cut across the road.
- Seat your child on the passenger side so that when you stop he/she can be let out of the car in safety and with minimum loss of time.
- Ensure that your child is ready to go when you stop the car, i.e. that he/she has a blazer or coat on, has a School book bag or rucksack and has said 'goodbye' to you. Also make sure that the car doors are unlocked ready for the staff to open.
- Pull up as far along the outside frontage of the School as possible.

- Move off as soon as your car door is safely shut.
- The Traffic Wardens ask that you do not make U-turns. It holds up traffic behind you and is potentially dangerous, particularly at peak times.

Regular letters to parents emphasise the following:

- Consideration for our neighbours
- Use of King's Road car park instead of inappropriate parking
- Safety in crossing the road
- Dropping children off procedure

The Head teacher makes personal contact with any adult who continually parks in an obstructive way. All comments by parents or neighbours are followed up.

Coach times for trips are arranged, where possible, with regard to school start and finish times.

Whenever possible, busy times at both ends of the day are avoided.

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### COLLECTING CHILDREN AT THE END OF THE DAY

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We always assume that a child's own parents will be collecting him/her from school. If this is not the case, we require a note or email to advise us who will be collecting.

Notes on Pre-Prep going home arrangements are sent in to the form teacher. It is the responsibility of the Pre-Prep form teacher to inform the teacher on 'Goodbye' duty of any going home arrangements. This includes children who are going to late story and then going home from the front door.

For the Prep School, notes or emails concerning current going-home arrangements are kept on a hook by the inner front door (for Y5 & 6) and by the studio door (for Y3 & 4). Children should hand their notes in to the Reception Office for the secretary to collate.

Copies of notes or emails concerning children's projected absences/appointments etc. are sent to the form teacher as appropriate.

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### GOING TO GAMES FIELD

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- Pupils are always accompanied to the games field by the appropriate number of adults
- The member of staff in charge shall carry a mobile phone

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### MOVING EQUIPMENT

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If there is equipment that children need to move, e.g. PE equipment, they are trained in how to lift correctly and in how to move the items safely and are properly supervised.

Arrangements must be made with the Bursar to move any heavy equipment.

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992, as amended in 2002' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
  - assistance from other personnel
  - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

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### WORKING AT HEIGHT

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The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.

In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where Work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

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### PROCEDURES FOR THE STORAGE AND USE OF HAZARDOUS SUBSTANCES

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All substances which may be hazardous are kept in a locked store.

Any member of staff using chemicals:

- Must follow procedures laid down in the relevant 'safety data sheet', a copy of which is held in the Bursary
- Must inform the Bursar of any difficulties.

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### MANAGEMENT OF ASBESTOS

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The Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Bursar carries out the following:

- Maintains an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Arranges for the repair, sealing or removal of asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintenance of asbestos containing materials in a good state of repair;
- Informs anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Puts arrangements and procedures in place, so that work which may disturb asbestos-containing materials complies with The Control of Asbestos Regulations 2012;
- Reviews the plan at regular intervals.

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### SLIPS AND TRIPS

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The School is aware that slips and trips are the most common of workplace hazards and make up over a third of all major injuries. The School is also aware that slips happen in wet conditions and that slips and trips often occur through poor housekeeping. In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- Plant and the premises are maintained on an on-going basis
- Flooring is specified appropriately and renewed when necessary

- Housekeeping is maintained to a high level
- Supervision of staff and pupils is in place as required
- Risk assessment is undertaken where extraordinary situations exist

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### PROCEDURES FOR THE STORAGE AND ADMINISTRATION OF MEDICINES IN SCHOOL

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See separate policy '[Managing Medication](#)'

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### ALLERGIES/LONG TERM ILLNESS

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See separate policy '[Managing Medication](#)'

A record is kept of any child's allergy to any form of medication and food (if notified by the parent), any long-term illness, for example asthma, and details on any child whose health might give cause for concern.

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### HEALTH AND SAFETY ASPECTS RELATING TO SPORT

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- Staff responsible for PE or related activities must be fully conversant with the procedures outlined in this Policy and fully knowledgeable about fitness training, prevention of injury and the safety factors involved in their particular activity.
- A bag containing the essential first aid requirements is taken by the PE teacher when leaving the premises.
- Any studs should be of composition rubber and should conform to BS 6366 and will be kite marked or of the moulded type.
- Rings, earrings, watches and other jewellery must not be worn
- Warm-up exercises should be employed before attempting even simple vaults and children taught to avoid a jarring landing.
- All gym equipment is inspected annually. However, any defects observed on gym equipment e.g. loose bolts, unsafe box, split forms, mats below specified thickness are reported to the PE teacher or the Bursar immediately and the equipment is removed from use. Health and Safety guidelines for sports activities are available from the Bursar.

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### ADDITIONAL PROCEDURES FOR EYFS

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- Staff are constantly vigilant for any potential risks to health and safety arising from the indoor and outdoor environment, all surfaces, all equipment used by children or staff. Hazards are reported immediately to the Bursar
- Toys and surfaces are disinfected regularly
- A visual inspection of classrooms and outside area is performed daily prior to the children arriving by the EYFS classroom teachers

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## CONCLUSION

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It is the responsibility of everyone at Rupert House School to be familiar with this Policy and to make the arrangements work. The objective is to ensure that, as far as is reasonably practicable, working conditions are safe and that everyone's working life is accident free.

If any improvement or prohibition notice is served by an Environmental Health Inspector, the Chair of Governors must be advised immediately. The activities specified shall cease immediately. Hazardous situations shall be reported immediately to the Bursar and/or the Head. Suggestions by any member of the staff to improve standards of health and safety will be welcomed.

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## INFORMATION FOR PERSONNEL AND EMERGENCY SERVICES

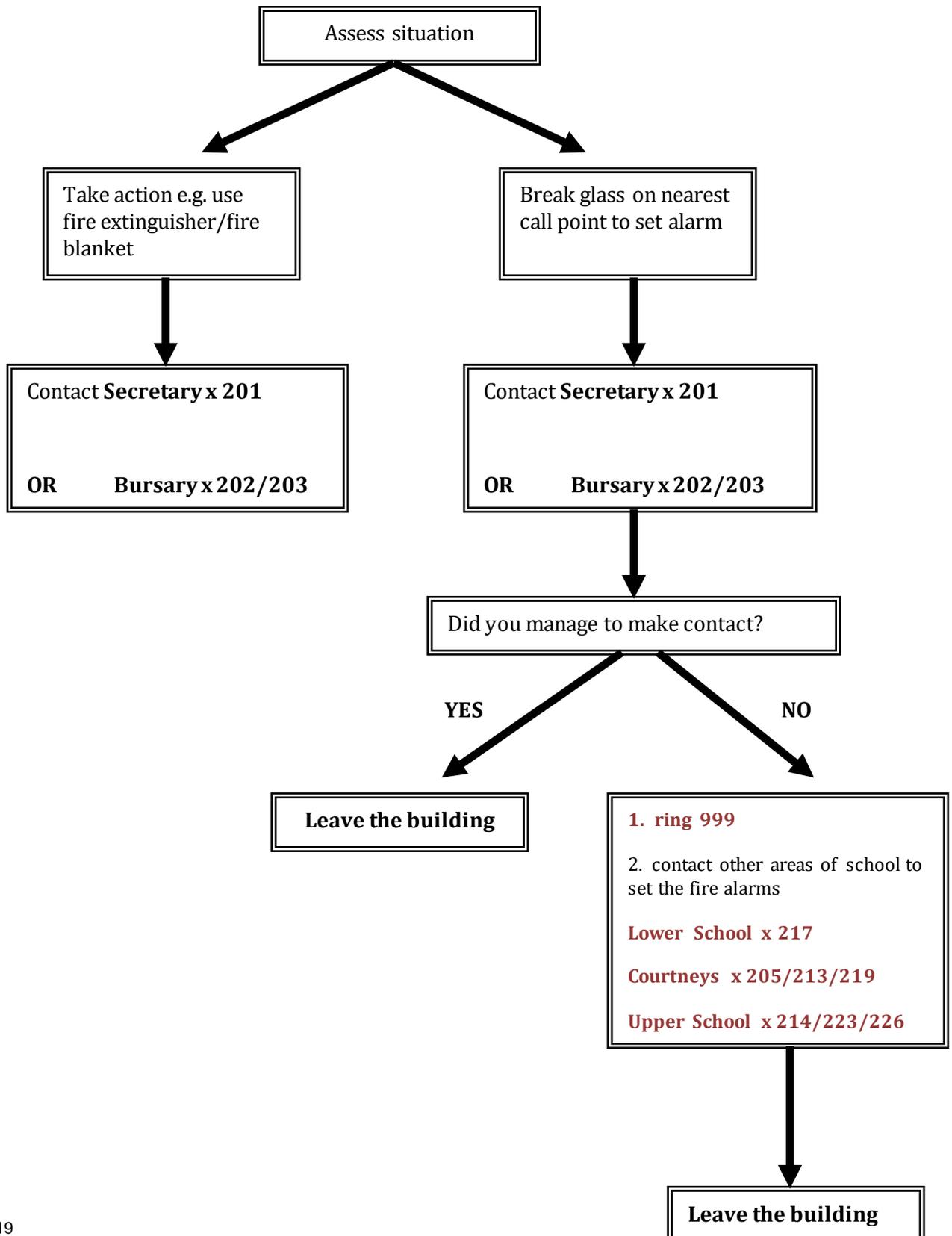
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For information on storage of flammable materials and locations of utility shut-off valves and/or switches - see Appendix B.

For floor plans – see Appendix C

**APPENDIX A - FIRE – EMERGENCY PLAN**

Procedure for what to do when you find a fire:



## APPENDIX B: INFORMATION FOR PERSONNEL AND EMERGENCY SERVICES

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Building	Electrical supply switch – main boards	Gas shut-off valve	Water shut-off valve
No. 90	Inner cellar, right hand side of window	Far left of inner cellar	Meter in pavement outside blue door Stopcock floor Head's study rhs of window
No. 92	Opposite bursary door	Front room under window seat	Cupboard to left hand side of sink
Lower School	Cupboard behind door to Reception N classroom	Meter box on outside boiler housing	To right hand side of Reception N classroom
Courtneys	1. High wall position inside lab next to exit door 2. Inside left entrance door to Busy Bee room	1. Meter outside in covered entrance 2. Second meter in covered entrance	1. Under teacher's sink 2. Under sink to lhs of left entrance door to Busy Bee room
Pavilion	WC	Kitchen	Ground on left side of gable wall facing tennis courts

### HIGHLY FLAMMABLE MATERIALS

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Paint in Courtneys, Art room and Pre-Prep

Small quantity of cleaning materials in cellar cupboard and cleaning cupboard in Pre-Prep building

## APPENDIX C – FLOOR PLANS

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GROUND FLOOR

*PREP SCHOOL*

As at October 2019

↑ TO PRE-PREP

**GYM AND  
KITCHEN**

**Staff Room**

**ICT SUITE**

To Lower School  
↑

**Music Studio/5B**

(Mrs Breen)

RB  
WC

Music

Music

Catering Office

**MUSIC POD**

**AND**

**LOCKER ROOM**

No 92

**SECRETARY'S OFFICE**

**ENTRANCE**

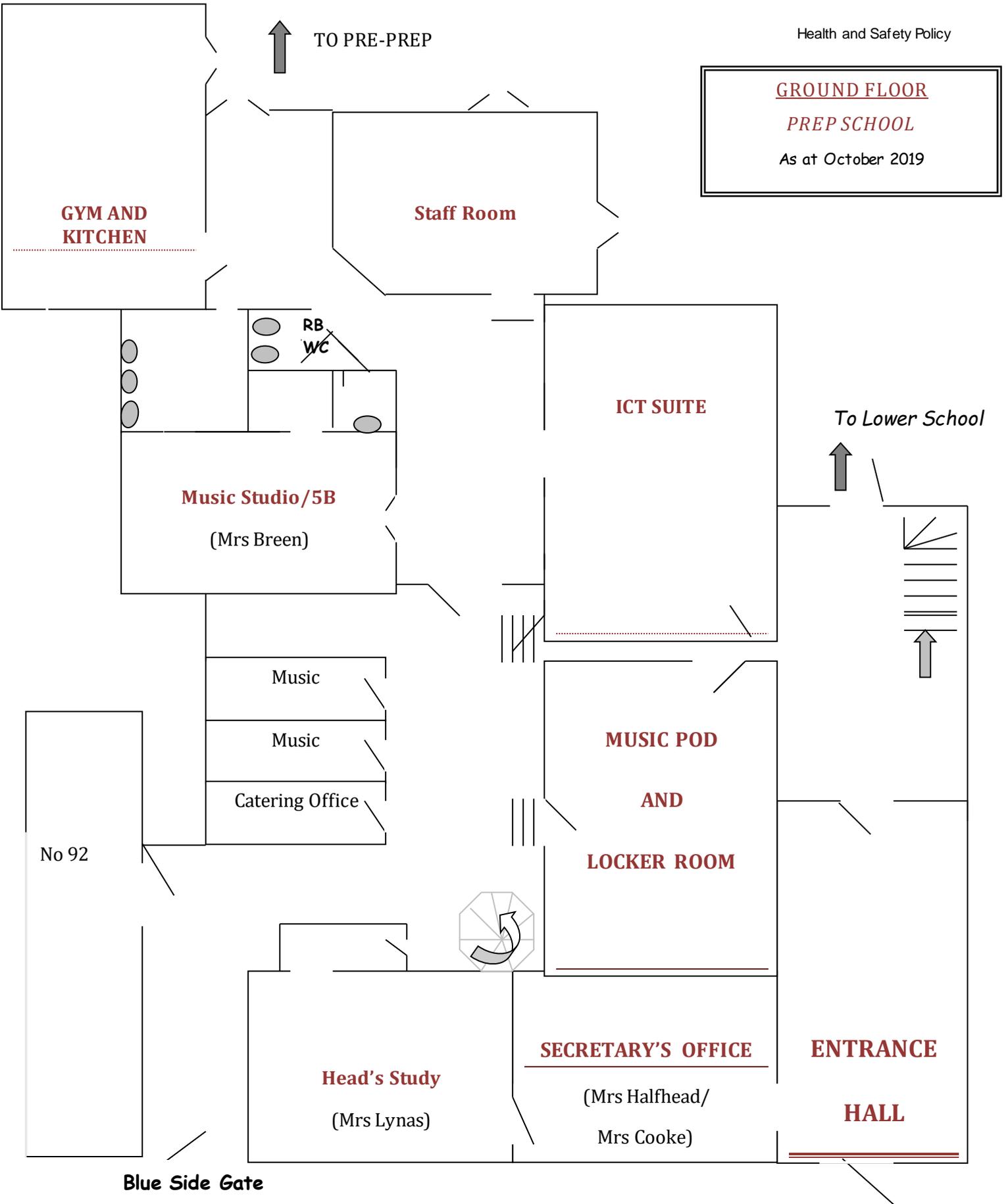
**Head's Study**

(Mrs Lynas)

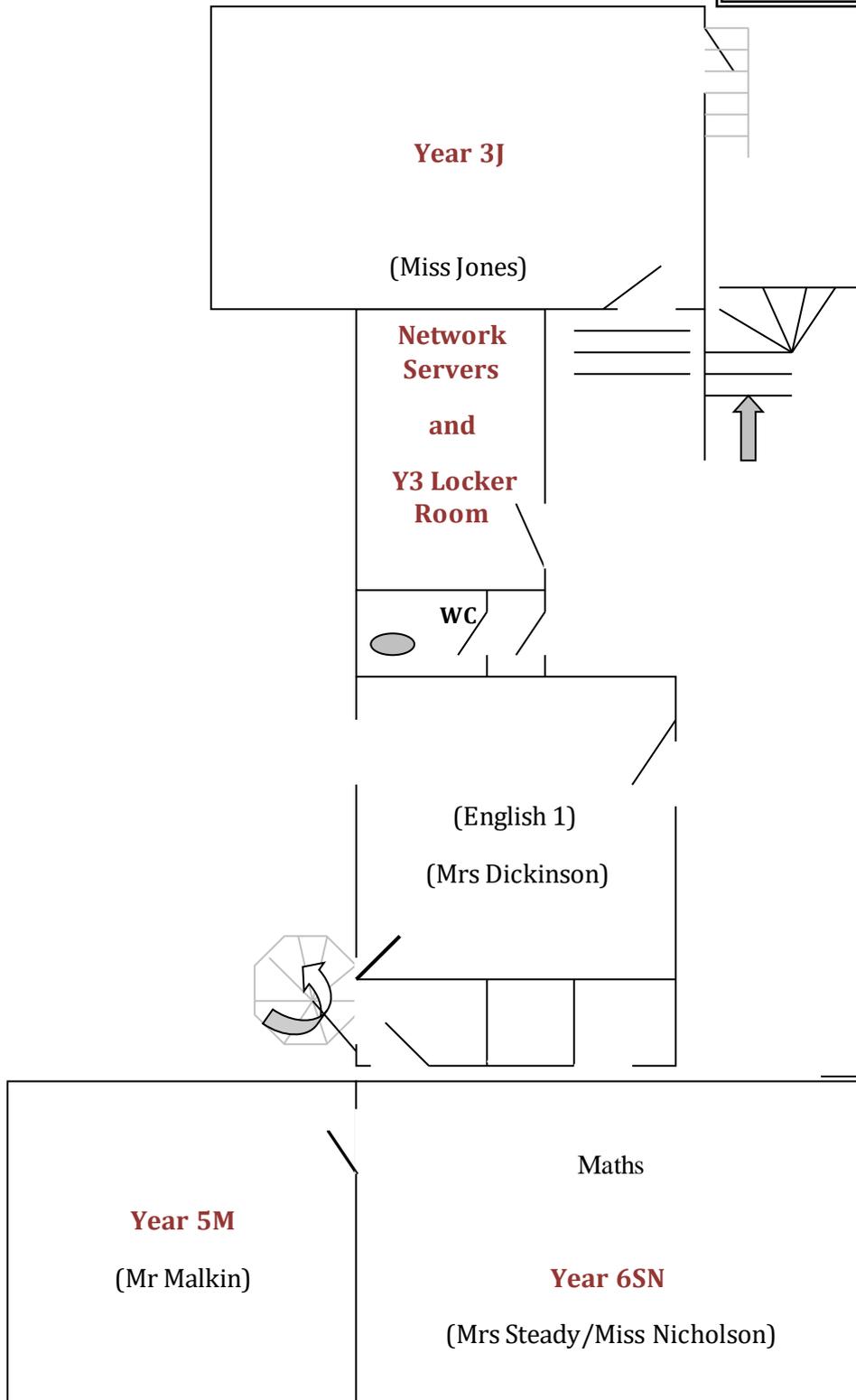
(Mrs Halfhead/  
Mrs Cooke)

**HALL**

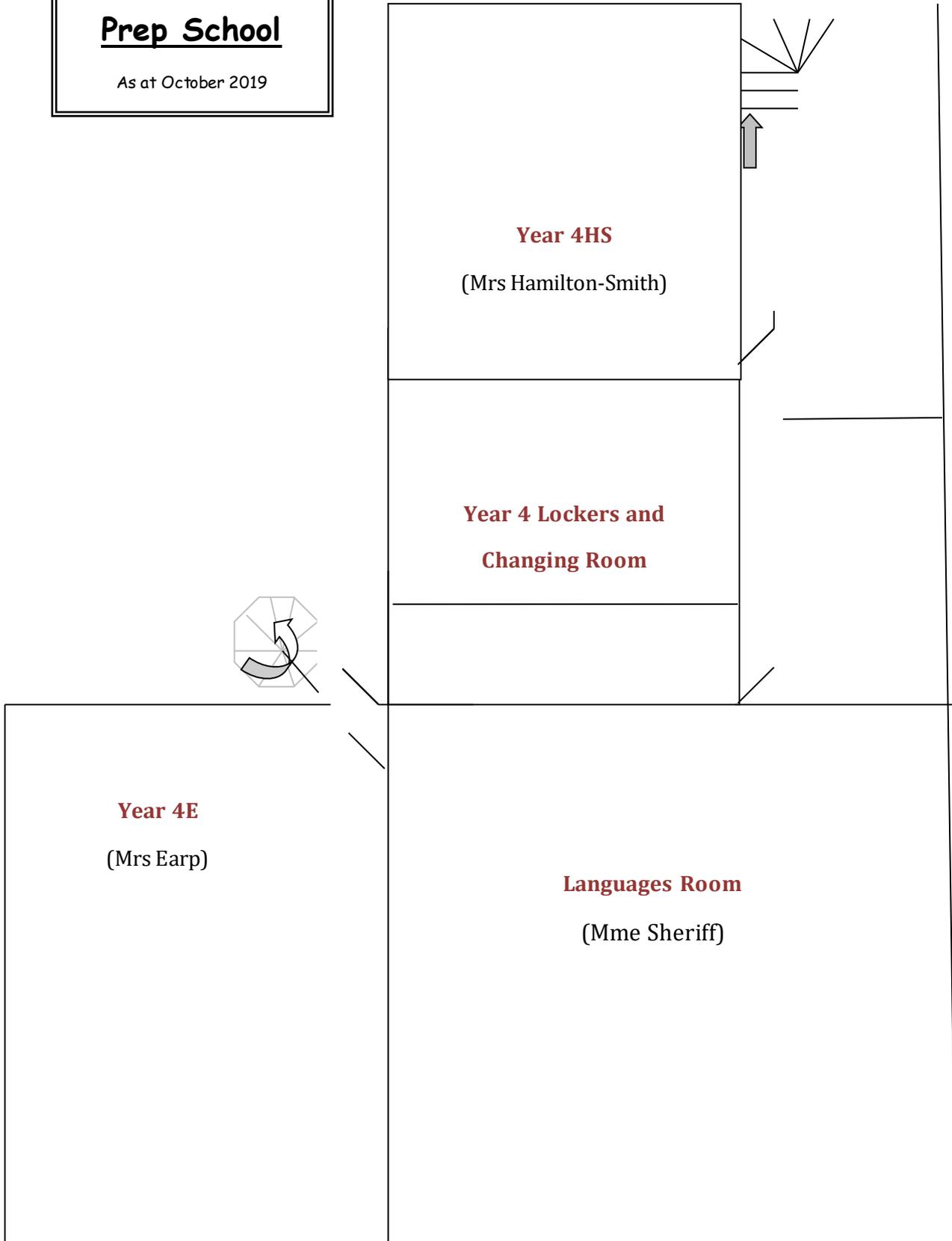
**Blue Side Gate**



**1<sup>ST</sup> FLOOR**  
**Prep School**  
As at October 2019



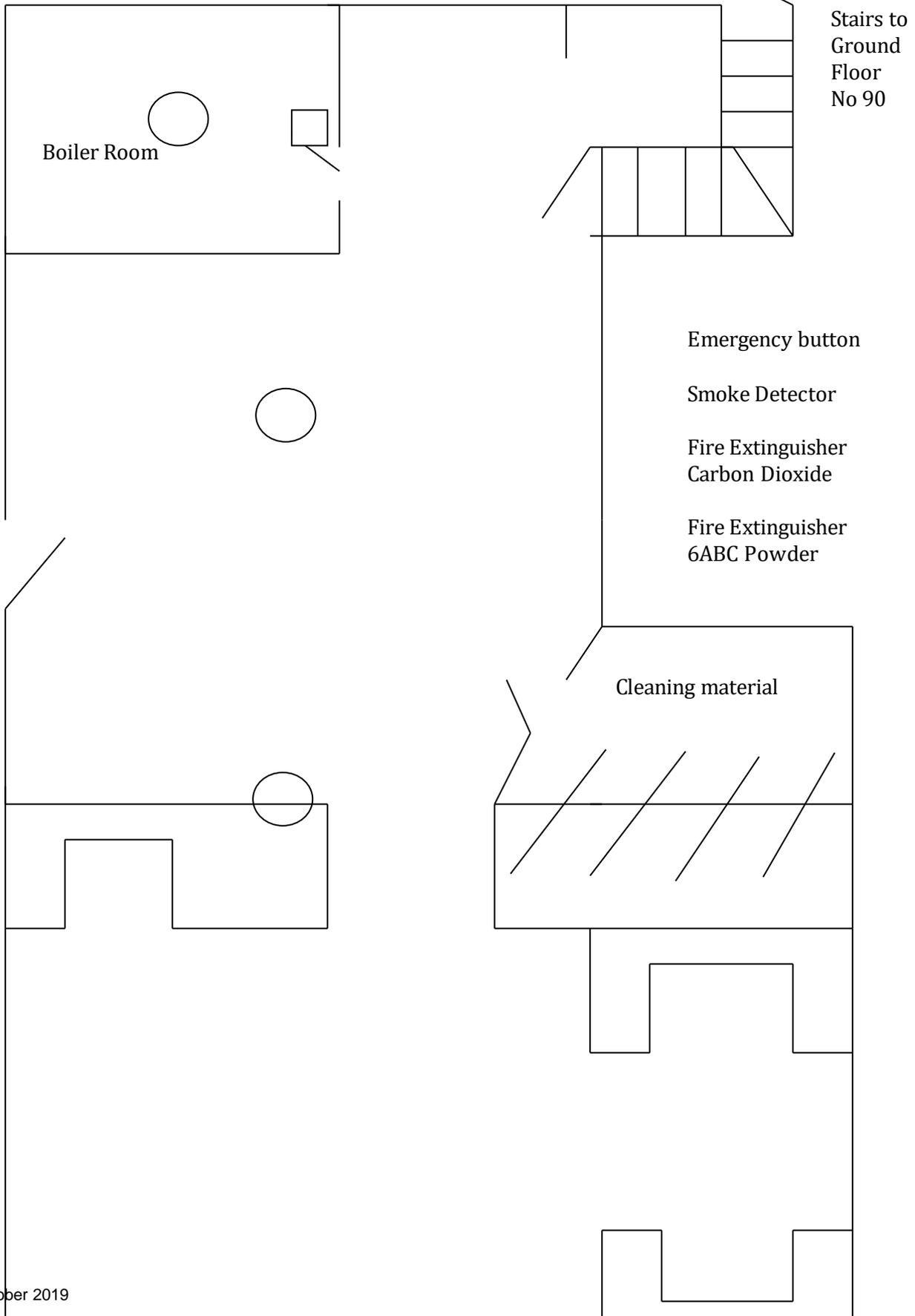
**2<sup>ND</sup> FLOOR**  
**Prep School**  
As at October 2019



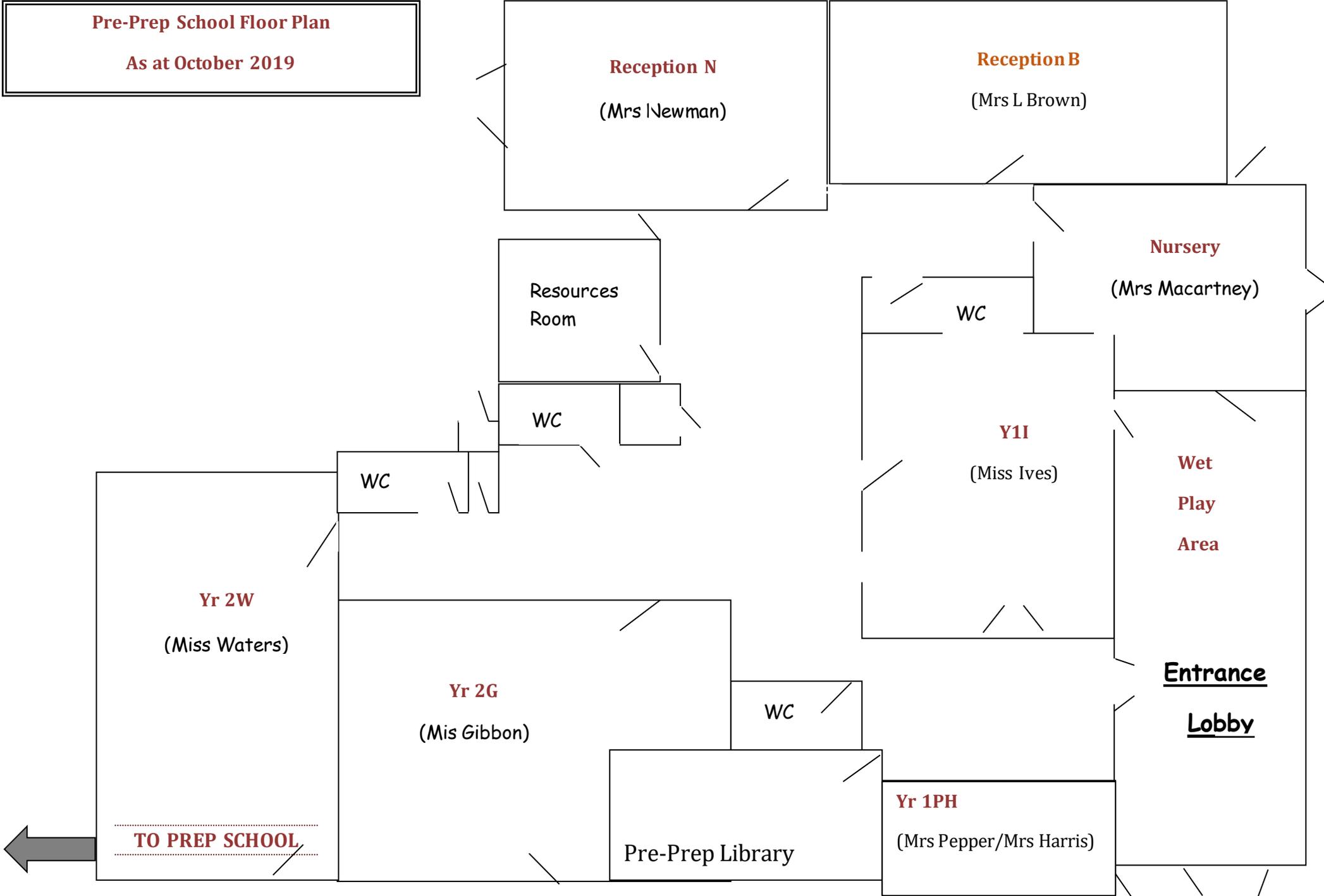
# Basement No 90

As at October 2019

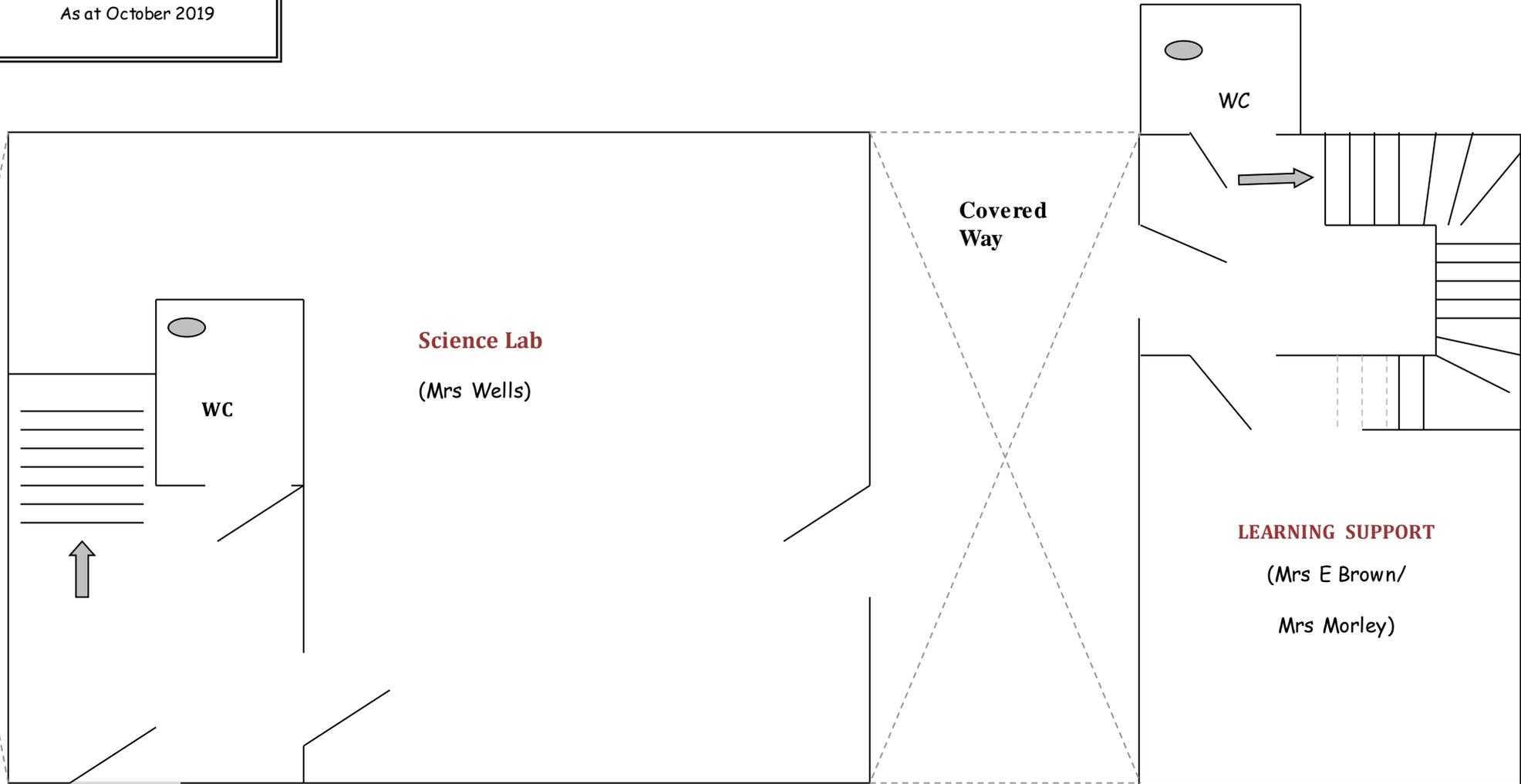
Health and Safety Policy



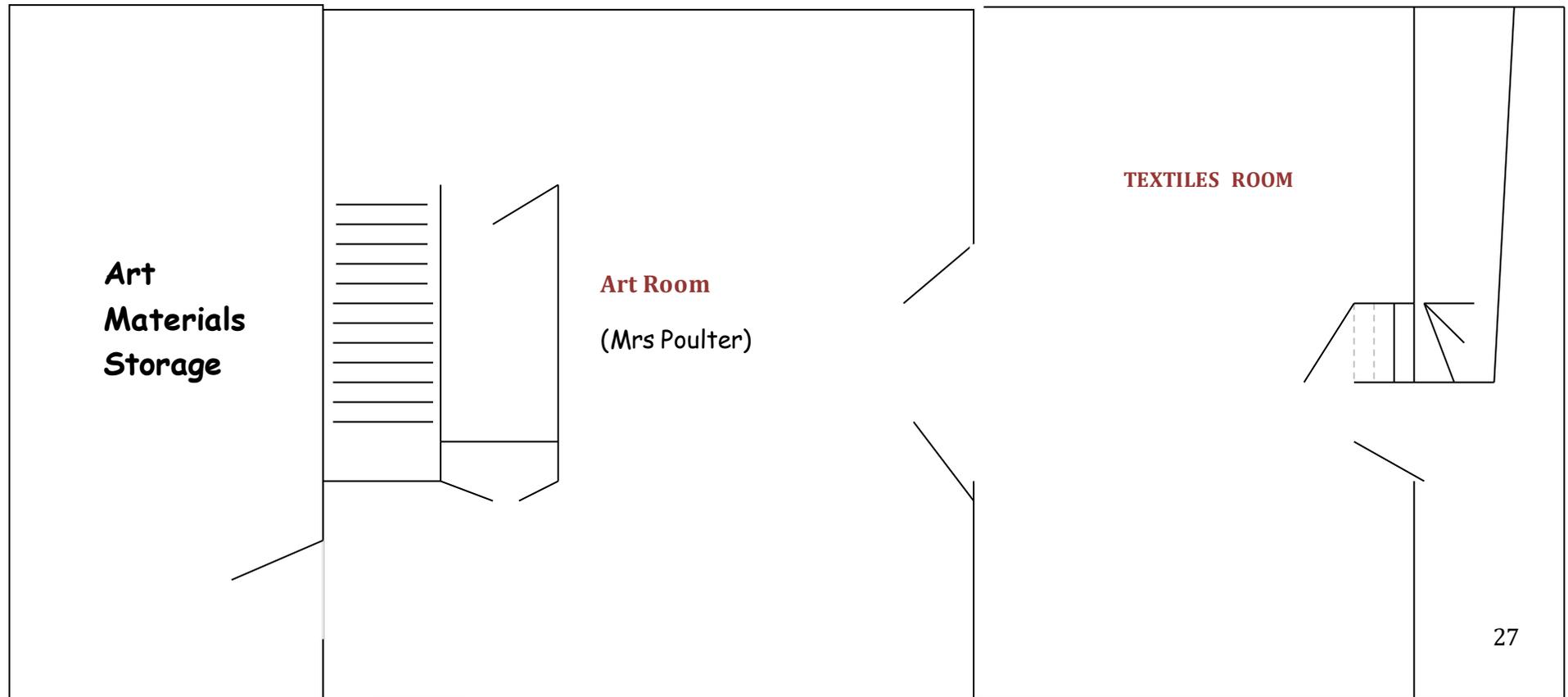
**Pre-Prep School Floor Plan**  
**As at October 2019**



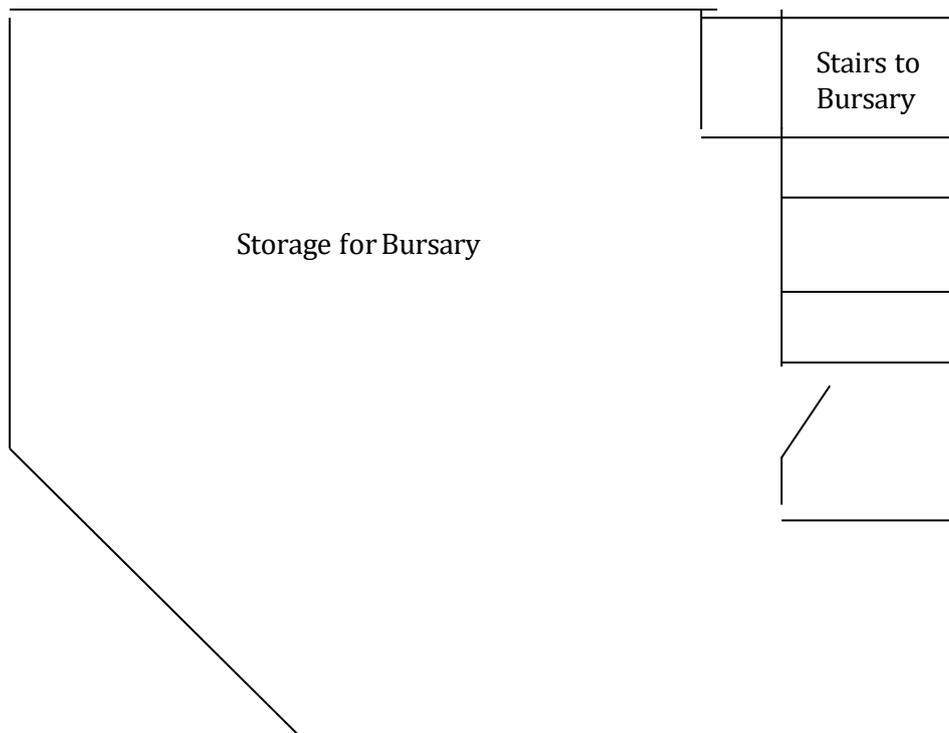
Ground Floor  
Courtney's  
As at October 2019



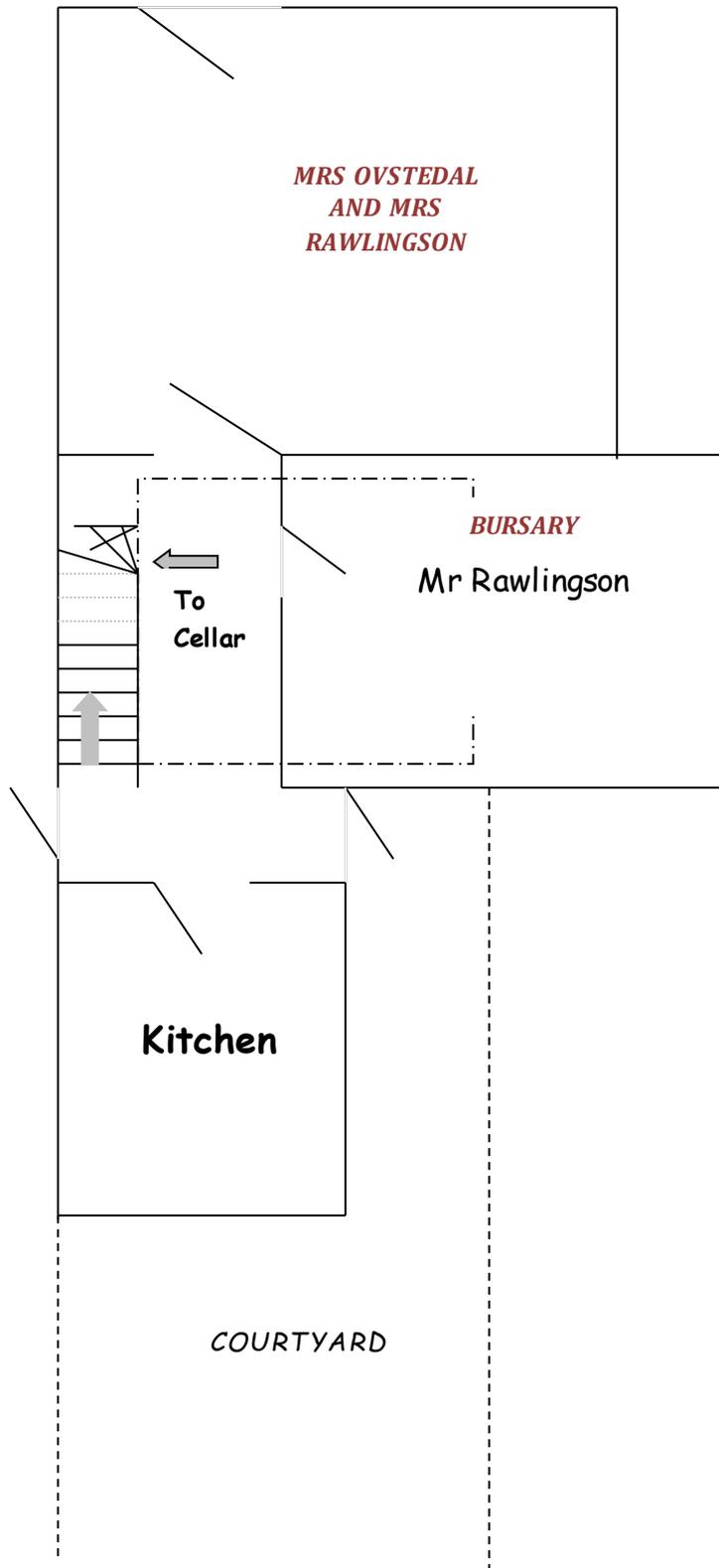
1<sup>st</sup> Floor  
Courtney's  
As at October 2019



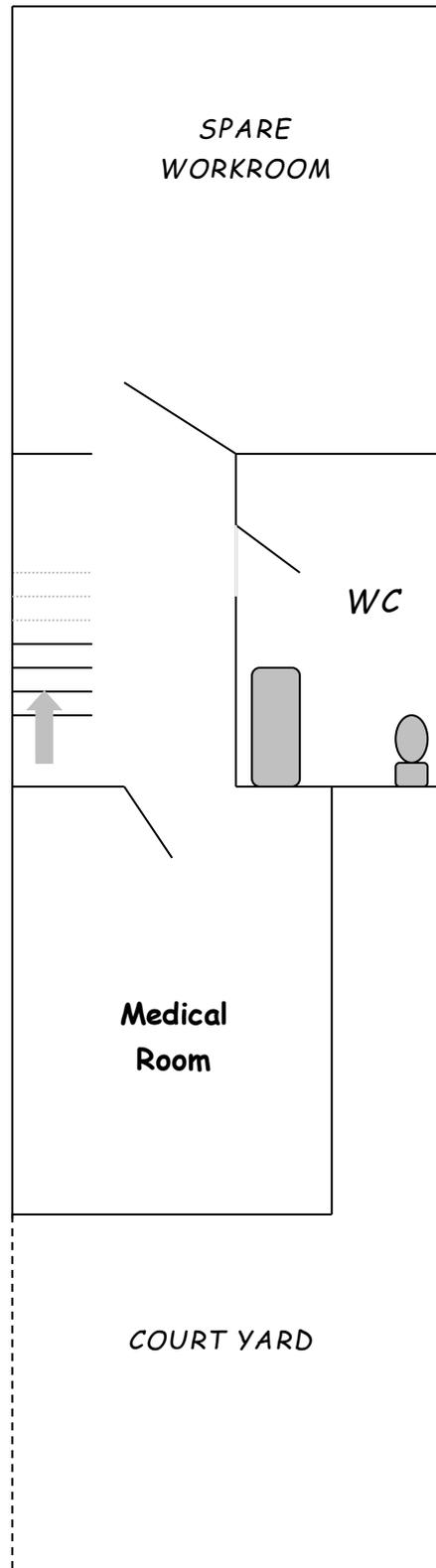
Basement No 92  
As at October 2019



**No. 92**  
**Ground Floor**  
As at October 2019



**No. 92**  
**1<sup>st</sup> Floor**  
As at October 2019



**No. 92**  
**2nd Floor**  
As at October 2019

