



*inspirans flammam
posteritatis*

**ROSEMEAD
PREPARATORY
SCHOOL & NURSERY**
DULWICH

**P12.5 - HEALTH AND SAFETY
POLICY
(INCLUDING EYFS)**

Rosemead Preparatory School
Thurlow Park Road
London
SE21 8HZ

HEALTH and SAFETY POLICY STATEMENT

- a) The Governors and Head are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard Health and Safety of paramount importance and give it the highest priority.
- b) The objective of the Health and Safety Policy is to minimise risks to the Health and Safety of the staff, children and others affected by the School's activities, by identifying and then controlling hazards.
- c) The Head, assisted by the Health and Safety Officer, will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards.
- d) Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned.
- e) Staff are under a legal obligation to cooperate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to their Line Manager, the Health and Safety Officer or the Head.

Signed:

Chairman of Governors

Signed:



Head:

1.0 AIMS

Our aims for this policy are to ensure that health and safety are effectively managed to ensure that the safety and welfare of the school's children, staff and visitors is maintained and that a safety culture is developed.

2.0 BACKGROUND AND REGULATIONS

2.1 The Governing body notes the provisions of the [Health and Safety at Work, etc. Act 1974](#), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are or are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of children, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its children.

2.2 The Governing body has taken note of the [Health and Safety: responsibilities and duties for schools 2018](#) given on the DfE website. It has also taken note of the advice given by the Health and Safety Executive in their document '[Leading sensible health and safety management in schools](#)' (HSE).

2.3 The aim of the Governing body is, "To provide a safe and healthy working and learning environment for staff, children and visitors."

2.4 Whilst the safety provisions made by the Governing body cannot prevent accidents or ensure safe and healthy working conditions, the governing body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Staff and children must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.5 Whilst the Governing body will seek to ensure a safe environment, Employees also have a duty to look after their own and others' health and safety.

3.0 RESPONSIBILITIES

The Chair of Governors, as executive officer, accepts ultimate responsibility for ensuring that health and safety is effectively managed throughout the school and that adequate resources are made available as required. This responsibility is delegated for day-to-day management as below;

3.1 The Head

The Head has delegated responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, children and visitors engaged in school sponsored activities and will take all reasonable steps to achieve this.

3.1.1 The Head is:

- Required to take all necessary and appropriate action to ensure that all the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- Responsible for ensuring that staff, who are assigned health and safety responsibilities are aware of, and understand, how to fulfil their duties and complete these tasks
- Responsible for providing staff with suitable and sufficient training and information to enable them to undertake their activities.

The Head will delegate the day-to-day organisation of the health and safety arrangements to the Health and Safety Officer. This person will act as the focal point for day-to-day references on safety and will give advice or indicate sources of advice.

3.2 Health and Safety Officer

The Health and Safety Officer will:

- Monitor the Health and Safety policy, ensuring that governors, employees and other persons involved with the school have access to up-to-date copies and are carrying out their duties in accordance with it.
- Keep up to date with current legislation and inform other staff as appropriate.
- Make termly health and safety inspections of common areas and play areas
- Help to produce, implement and monitor health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- e) Liaise with the Head and Caretaker in organising regular fire drills, recording them formally in the Fire Drill File, which is kept in the school office. They will check with the Caretaker that there is a Fire Procedure poster in all access routes.
- Take note of, and action, the minutes of weekly SLT and staff meeting minutes, which both have Health and Safety as standing agenda items.
- Ensure that regular visitors observe the school's safety rules.
- Facilitate the required statutory and mandatory training as advised..
- Collate accident, incident and near miss information for review at the Health and Safety Committee

3.3 Caretakers

The caretakers have day-to-day responsibility for:

- a) The management of welfare facilities at the school
- b) Fire alarm weekly testing
- h) Securing the premises.
Monthly emergency lighting testing
Daily inspection of the fire escape routes to ensure that they are clear, that fire fighting equipment is present and fire doors are operational.
Completion of routine water hygiene tasks

3.4 First Aid Coordinator

The First aid coordinator have day-to-day responsibility for:

- a) Health records for children.
- c) Children's personal details & emergency contacts.
- d) First aid records.
- e) Checking and maintaining First Aid Kits
- f) Completion of medical risk assessments for staff and children
Completion of personal emergency evacuation plans
Monitoring of first aider training records

3.5 Catering Contractor

The Catering Contractor has day-to-day responsibility for:

- Managing the health and safety of the kitchen, including food safety matters. Ensure that equipment is kept in good condition and raise any issues with the above to the Health and Safety Officer.
- Provide copies of health and safety inspections

3.6 Heads of Department and Heads of Year

The Heads of Department/Heads of Year are responsible for:

- Keep up to date with health and safety guidance within their department sector
- Complete risk assessments (room, task, COSHH and manual handling) as required and keep these documents under review
- Complete termly inspections of their department areas
- Involve the children in health and safety at the school
- Take the lead on health and safety matters within their area/department

- Manage staff health and safety training within their department
- Keep the department/area health and safety folder on the shared drive up to date
- Assist/lead on accident investigations within their department
- Comply with responsibilities as detailed within other school health and safety policies and procedures.
- Storage and checking of equipment and apparatus within their department.
- Arrangements for off-site activities including games and fixtures and provide copies of these documents to the Educational Visits Coordinator.

Head of Operations

- a) Management of statutory inspection and testing of the following services/systems
- Electrical installations and electrical equipment
 - Asbestos
 - Fire safety systems and equipment
 - Emergency lighting systems
 - Lighting protection systems
 - Water systems including the management of Legionella bacteria

3.7 All Members of Staff

3.7.1 All staff will make themselves familiar with the requirements of the School Health and Safety Policy and associated school health and safety policies and procedures, which are relevant to the work of the section in which they work. They should:

- a) Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- b) Cooperate with the Thurlow Educational Trust to ensure that statutory duties or requirements are complied with.

3.7.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

3.7.3 All staff planning or leading school visits, events and sporting fixtures should ensure that risks arising from the location, activity, journey and individuals attending (allergy etc) are identified and where possible reduced, with residual risks being clearly documented.

3.7.4 In particular all members of staff will:

- a) Be familiar with the Health and Safety Policy and all safety regulations as laid down by the governing body.
- b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and children.
- c) Ensure that parent helpers are aware of the health and safety arrangements applicable to them.
- d) Be familiar with the emergency procedures in respect of fire, lockdown and first aid and be prepared to carry them out.
- e) Exercise effective supervision of the children and give clear instructions and warning as often as necessary.
- f) See that all plant, machinery and equipment are properly used, in good and safe working order and are adequately guarded and report any issues to the Head of Department/Director or Department/Head of Year
- g) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- h) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- i) Report any defects in the premises, plant, equipment and facilities which they observe, via the Maintenance email address .

- j) Take an active interest in promoting health and safety and suggest ways of reducing risks.
- k) Report any health and safety problem which they are not able to put right immediately, to the Health and Safety Officer.
Report all accidents, incidents and near misses.
Report any issues with personal protective equipment that they have been provided or use to their line manager

4.0 ARRANGEMENTS OF HEALTH AND SAFETY

Asbestos

For the arrangements of Asbestos within the school please see the school Asbestos policy which can be found on the shared drive.

Accident reporting

All members of staff have a duty to report any accident or near miss incident that they are involved in or witness.

Where the accident involves a child, this must be reported to the School First Aid Coordinator at the Prep and the school secretary at the Pre Prep, so that it can be logged and where required the child's family is informed.

All accidents, incidents and near misses should be reported on the accident form that can be located in the forms folder on the shared drive to enable an investigation to be completed and remedial action taken to prevent recurrence. Those reporting or recording incidents should be alert to potential trends or themes in reporting patterns.

Certain accidents are required to be reported to the HSE under the Reporting of Injuries Disease and Dangerous Occurrences Regulations. Any incident of violence or physical aggression against staff, whether by fellow staff member, parent, pupil or other MUST be reported immediately to a line manager and/or the Headmaster immediately.

Auditing, Monitoring and Review

The Health and Safety Policy will be reviewed annually or in response to any event to ensure that actions identified are being implemented and that the plan reflects current best practice.

The Head will inform the Board of matters arising from educational aspects, through the Head's report and the Health and Safety Officer will inform the Property and Health and Safety Committee of ongoing activity to monitor compliance with the current legislation.

The Health and Safety Officer will provide periodic reports to the relevant committees and the Board, on the effectiveness of Health and Safety management.

This policy will be reviewed periodically to ensure that it continues to be effective and will be formally reviewed in 2 years following approval.

Construction Projects

The procedures for the selection, appointment of contractors for construction projects within the school premises are defined in the financial procedures. All works undertaken must take into account:

- The Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety.
- Other relevant health and safety legislation.

For health and safety purposes the school must be notified by the person arranging the works in advance, of the following:

- The delineated area of the works – including the associated adjacent area, which, for health and safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed “the site”.
- The scope of the works.
- The name of the Contractor undertaking the works.
- The dates and times of operations within the school.
- For the duration of the works, the cleanliness of the site and the health and safety of all persons affected by the operations on the site are the responsibility of the contractor undertaking the works, who must ensure the school is indemnified against the works.
- Access to and from the site is the responsibility of the contractor undertaking the works.
- Vehicles are not permitted on the school grounds whilst the school is in session without explicit permission from the school office.

Consultation

To meet the requirement to have a health and safety meeting at which representatives of the staff and management can review health and safety, the school has established the Property and Health and Safety Committee, as sub committee of the Board. This meeting is attended by the Governor with responsibility for Health and Safety and Staff representatives. There is currently no Union representation.

Additionally health and safety is a standing agenda item for the following meetings:

- All SLT meetings
- All full staff meetings
- All section meetings

Minutes of the Property and Health and Safety Committee are taken and reviewed by the school Board of Governors and by the Head and will be stored in the shared drive.

Control of Contractors

All contractors appointed at the school must provide copies of their site specific risk assessments and where applicable method statements, competencies and relevant insurance documents.

Contractors will be taken to their point of work and provided with periodic supervision.

Control of substances hazardous to health

Control of Substances Hazardous to Health (COSHH). COSHH risk assessments need to be completed for all hazardous substances and these must be shared with staff who use these substances. They should also be stored in your department folder on the shared drive.

BLEACH or Bleach products are **Not** allowed on school premises. A register of Safety Data Sheets is maintained for known substances and staff should refer to these for safety information. Staff must report spillages to the Caretaking staff if they are unable to respond.

Disability and accessibility

For the arrangements of disability and accessibility please see the school Accessibility plan which can be found on the shared drive.

Display screen equipment

Workstation assessments will be completed for all administration staff using the HSE DSE workstation assessment form. Once completed these need to be passed to the Health and Safety Officer for review.

[Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](https://www.hse.gov.uk/dse/)

Equipment

Staff must only use equipment for which they have been trained and deemed competent to use. All equipment must be inspected before use with any faults or concerns being reported to the Head of Department immediately.

Events

A risk assessment must be completed for all events that are run by the school. Once completed these should be passed to the Health and Safety Officer to review. Completed events risk assessments will be stored centrally on the shared drive.

Fabric of the building and grounds

Termly site inspections will be completed for the whole school, completed by Heads or Department or Heads of Year. A building condition survey will be completed every 5 years with actions being worked through in priority order. A tree survey is completed every 5 years, and again actions will be worked through in priority order.

Fire

For the arrangements for fire safety, please see the school Fire Safety Policy which can be found on the shared drive.

First Aid

For the arrangements of first aid please see the schools First Aid Policy, which can be found on the shared drive.

Spill kits have been positioned around the school to enable staff to respond to human waste spillage

Gas

There is a mains gas supply into the building. The statutory inspection of gas safety is coordinated by the Head of Operations and testing reports are held centrally on the shared drive.

Induction and Training

All staff complete a structured induction when joining the school. The procedure that is followed for staff inductions is detailed within the school Induction Policy that is held centrally on the shared drive.

Information in relation to the management of Health and Safety is available from the Health and Safety Officer. Owing to the autonomous nature of the Caretaking Staff, all employees are reminded not to undertake ANY task for which they do not have the appropriate knowledge, experience or equipment.

Training will be provided to all staff to ensure that the school fulfils its obligations under the Health and Safety at work Act and the Management of Health and Safety.

Statutory training includes:

- Manual Handling
- Working at Height
- Health and Safety
- Fire awareness
- Safeguarding

Additional training includes:

- First Aid, including Paediatric
- Basic defibrillator training for all staff
- Advanced defibrillator training for staff who have enhanced First Aid training

All Staff are reminded not to undertake ANY task for which they do not have the appropriate Training, Knowledge, Experience or Equipment

Legionella

Legionella risk assessments are completed at the school every two years, but more frequently if there are changes to the water systems. Any actions raised within these reports will be worked through based on priority rating.

Routine water hygiene tasks are completed at the school to reduce the risk of legionella bacteria growth within the school water systems. The records are held within the relevant school water hygiene log book.

Staff with responsibility for legionella management tasks will complete legionella awareness training on a two yearly basis.

Lifting Equipment

There is a lift located at the Pre-Prep building and this is subject to 6 monthly statutory inspection. The statutory inspection of lift is coordinated by the Head of Operations and testing reports are held centrally on the shared drive.

Lone working

Staff will not routinely complete lone working activities, but where this happens a lone worker risk assessment should be drafted that details the controls that are in place to manage the safety of lone workers. This should be monitored by the lone workers line manager.

Manual Handling

Staff will not routinely complete manual handling tasks, but where this happens a risk assessment should be drafted that details the controls that are in place to manage the activity. This should be monitored by the Head of Department/ Director of Department or Head of Year manager.

Manual handling training is delivered to all staff annually during INSET day training. Any manual handling aids should be inspected as part of the termly inspections completed at the school.

New and Expectant Mothers

A risk assessment will be completed for all new and expectant mothers as soon as the school is notified. The new and expectant mothers line manager will complete the risk assessment with the employee and will review this as each trimester.

Completed risk assessments should be held securely in personnel files.

Occupational Health Physician

To support staff following any illness or accident arising from within or without their employment, the school will retain the services of an external Occupational Health Physician to provide the relevant support or advice.

Personal Protective Equipment

The school will provide any equipment identified as being required for the task. Equipment ranges from Medical Gloves for First Aid activities to Protective Footwear for the maintenance staff. Please advise the Bursar if PPE is required for any task being planned.

Staff must report any issues with the PPE that they use to their line manager.

Pressure Systems

There are pressure systems at the school and the statutory inspection of these systems is coordinated by the Head of Operations and testing reports are held centrally on the shared drive.

Risk Assessment

For details of the risk assessment procedure, please see the Risk Assessment policy on the shared drive.

All staff receive training in risk assessment in line with the risk assessment policy. The school has adopted the 5 x 5 matrix for likelihood and severity.

Risk assessments will be completed for classrooms, tasks and equipment and will be completed by the relevant Head of Department or Head of year. Risk Assessments are stored in the relevant department file on the shared drive.

Risk assessments must also be completed for all events run by the school.

Risk assessment may also be required for staff and children with medical conditions. These will document the controls required/in place for the person with the medical condition to be at the school. These documents must be stored securely.

Security

For details of the lock down procedure please visit the shared drive.

The School Security is regularly reviewed and changes made as necessary.

Serious Imminent Danger

For details of the lock down procedure please visit the shared drive.

Trips and Visits

For the arrangements of educational trips and visits please see the school Trips and Visits Policy, which can be found on the shared drive.

Vibration

Staff will not routinely be exposed to high levels of vibration emissions, but where this happens the risk of exposure to vibration emissions will be documented within the task/equipment risk assessment. The details of this risk assessment included the controls that are in place to manage these risks and must be shared with all staff who it affects. The risk assessment for vibration emissions will be monitored by the line manager.

Staff who use vibrating equipment will be briefed as to the risks and explained what they must do if they experience symptoms.

Welfare

Welfare facilities are provided at the school. These will be kept clean and in good condition. If there are concerns in relation to the welfare facilities, this should be raised via the maintenance email.

Wellbeing

The arrangements of wellbeing are detailed in the school Wellbeing Policy, which can be found on the shared drive

Work at Height

A Ladder/Hop up register will be maintained by the Caretaker so that its condition of the equipment is checked on a termly basis. This check will be documented to evidence that the check has been completed.

Working at height training is delivered to all staff during INSET day training.

