
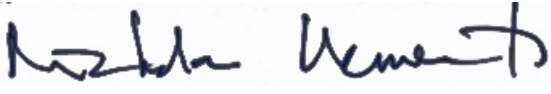




HEALTH and SAFETY POLICY (including EYFS)

	Date	Signed
Date reviewed	Sept 2019	 (Mrs. Emma Wood, Headmistress)
Ratified by Proprietor	Sept 2019	 (Mr. Nicholas Clements, Proprietor)
Date of next review (policy normally reviewed annually)	SEPT 2021	

Overview

This Policy is written in accordance with Health & Safety Executive guidelines. There are three parts:

Part 1 Principles, Responsibilities and General Practice

Part 2 Policy and Execution; Management

Part 3 Locations, First-aiders, Fire Marshals, Key Contractors

Part 1 Principles, Responsibilities and General Practice

PRINCIPLES and RESPONSIBILITIES

- 1. Principles** The two overarching principles are, firstly, that, as a fundamental responsibility, matters of health and safety should be at the forefront of the minds of all members of staff, both for others and for themselves, as they execute all their duties for the School and for the children of the School.

Secondly, members of staff carry at all times a general responsibility for the health and safety of the children of the School. This applies whenever a member of staff is in charge or has a supervisory role of one or more children. Additionally, all members of staff should at all times maintain a high level of alertness and watchfulness concerning the health and safety of all the children of the School.

An important further principle is that education and training of the children in health and safety matters are included as part of School life and of the School's programme of education.

- 2. Responsibilities**

- a. Senior Responsibilities.** The Proprietor has overall and final responsibility for health and safety of the staff and pupils of the School. In execution and review of policy, and in all aspects

of the management of health and safety matters, the Proprietor is assisted by the Headmistress and the Bursar.

b. Other Responsibilities. Part 2 of this policy gives details about how other responsibilities and duties are defined.

GENERAL PRACTICE

3. Health and Safety Procedures and Practice, and Relations to Other Relevant Policies

a. Accidents and Injuries. In the event of any injury, the teacher in charge should act in accordance with the School's medical procedures, undertaking first aid and calling for assistance as appropriate, and acting to ensure that all children are safe. All accidents and injuries must be recorded in the School's Accident Record, in accordance with Health and Safety Executive requirements.

b. Medical Care and Safety. The School's medical procedures cover first aid, accident and emergency procedures, routine and preventative care, control of medicines, and all aspects of medical care.

c. Other Health and Welfare Policies; Child Protection Policy. Other relevant policies in this general area include restraint policy and intimate care policy. The School's child protection policy also encompasses areas related to health and safety.

d. Catering and Food Safety. The catering manager is responsible for day-to-day food and catering safety and hygiene, including management of allergens. The catering manager reports to the Bursar, who has overall responsibility for policy and general management.

e. Fire Precautions. Fire safety is covered in the fire safety policy. As a summary, Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held regularly under arrangements made by the Headmistress, assisted by the Site Manager, who is responsible for keeping a record of fire drills, response times and any recommendations or action taken. The Site Manager is responsible for the regular monitoring and testing of all fire prevention equipment.

f. Off-site Visits and Travel; Minibuses. Policy and arrangements for (a) off-site visits and travel and (b) minibuses are covered in respective School policies.

g. Uniform and Clothing. Staff should ensure that children's uniform, and sports or other dress, is safe to wear, for any particular event or activity.

h. Unpleasant, Aggressive, Bullying or Unlawful Behaviour. Aspects of these areas may relate to health and safety, and are covered in the School's anti-bullying policy.

4. Security, Visitors and Access

a. Security.

- physical security. The Site Manager is responsible for the checking and monitoring of the physical security of the premises and its land. This comprises the maintenance of and advice about fences, walls, gates and all physical barriers, and also about alarms systems, keys and access codes.

- data protection and electronic security. The Bursar is responsible for data protection. The financial controller is responsible for the monitoring of electronic security and advising on any security enhancement measures which may be appropriate.

b. Visitors and Access. The Headmistress monitors arrangements for visitors and access. The Office Manager oversees arrangements and advises on operation and development.

If any member of staff suspects that a person may be on the School site who is unauthorised, he or she must immediately inform the Headmistress or another senior member of staff.

5. Health and Safety of Members of Staff

a. General. Complementing the duties of all members of staff concerning the health and safety of others and of themselves, the School's duty is to uphold a safe and secure environment for all members of staff and for all those who visit or undertake work at the School. The principles and practices given in this policy are applicable equally to all members of staff.

b. Senior Staff; Reporting . The School's senior staff have a duty to uphold a sense of pastoral care for all staff, and should discuss any concerns with the Headmistress, Deputy Head or Bursar. Equally members of staff themselves should approach the Headmistress or a senior staff member if they feel their own health or safety is being affected adversely by any aspect of School life or the School environment. This would include stress at work.

c. Staff Handbook, Code of Conduct. The staff handbook and code of conduct cover policy and practice concerning work and conduct of staff, and include aspects of health and safety.

d. Training. The School will at various times provide individual, group or whole-school staff training in health and safety matters.

6. Health and Safety Education and Training for Children

a. Curriculum and School Life. The curriculum in all year groups includes health and safety related topics. For example, Lower School geography includes a topic about the work of the police and of fire and rescue services. Teaching about areas such as dangerous situations or hazardous substances is included in, for example science, PE and PSHE. In general School life, for example in play times or in moving around the School or on trips, staff should always teach and

instruct about situations of potential hazard or danger. School prefects and play leaders are given training in safety matters.

b. Road Safety. Road safety training is provided in Year 6 as part of a summer term course in safe cycling. Additionally, under the guidance of the Deputy Head, two road safety officers are appointed each year from the Year 6 class. They help disseminate road safety guidance throughout the School, and take part in a children's road safety conference.

Part 2 Policy and Execution; Management

Policy and Execution		
Overall and final responsibility for health and safety practice and policy	Nicholas Clements (Proprietor)	
Responsibility for the execution of this policy, and for good practice in all areas	Emma Wood (Headmistress)	
Management and Responsibility	Responsibility (the named senior manager has overall responsibility for the particular area)	Action/Arrangements
<u>Risk Assessment</u> Make arrangements for risk assessment, and for communication about risk	<ul style="list-style-type: none"> • <u>Austen Hardwick (Deputy Head)</u> • Les Butler (Site Manager) • Katie Hickmott (School Nurse) 	<ul style="list-style-type: none"> • relevant risk assessments completed • recommendations for actions arising out of those assessments communicated as necessary
<u>Health and Safety Education and Training for Staff and Pupils</u> Ensure that all pupils, and parents as necessary, are given guidance about health and safety matters and about any particular health and safety situations which may arise <u>Information and Specialist Training for Staff</u> Provide written health and safety information, instruction, training and supervision to all staff.	<ul style="list-style-type: none"> • <u>Emma Wood (Headmistress)</u> • <u>Susan Allison (Bursar)</u> • Les Butler 	<ul style="list-style-type: none"> • inform pupils and parents about any particular health and safety matters which may arise, either at School or off-site • make arrangements for fire drills • provide specialist staff training as required • ensure that statutory notices are suitable displayed, and that any other health and safety notices are displayed as appropriate

<p><u>Management of Key Contractors</u></p>		<ul style="list-style-type: none"> • check key contractors to ensure that they have the necessary qualifications, professional designations and child protection checks to undertake work on school premises. Key contractors are to be issued with “Permit to Work on Premises” forms, which will identify any risks which may be prevalent whilst working in any about any particular space or area.
<p><u>Communication and Consultation</u> By means of the operation of the Health and Safety Committee, and by other means as necessary, consult with and ensure that all members of the School community are of aware of and mindful about health and safety matters,</p>	<ul style="list-style-type: none"> • <u>Nicholas Clements (Proprietor)</u> 	<ul style="list-style-type: none"> • Ensure that the Health and Safety Committee operates effectively to review risks, debrief on any relevant incidents, accidents or injuries and cover any other concerns • Ensure that health and safety is a regular agenda item at appropriate meetings

<p><u>Emergency Procedures (in cases of fire, gas leak, electrical danger and all other emergency situations)</u></p> <p>Ensure that emergency equipment and signage is in place, effective, operational, and updated and checked as necessary. All rooms and floors have suitable evacuation in case of fire or other significant incidents (gas leak, electrical fault etc)</p>	<ul style="list-style-type: none"> • <u>Susan Allison (Bursar)</u> • Les Butler (Site Manager) <p><u>Fire Marshalls</u></p> <ul style="list-style-type: none"> • Sarah Sutherland (basement) • Rosemary Lippard, Kate Spain (ground floor) • Shisho Basra, Mark Dickins, Julie Hilditch, (first floor) • Nikki Botley, Anita Ellis (second floor) 	<ul style="list-style-type: none"> • Ensure escape routes are well signed and kept clear at all times • Test fire alarms termly or as required; maintain fire drill and fire evacuation records and plans, updating as necessary • Liaise with alarm and fire extinguisher providers • Ensure that all fire and emergency procedure signs are clear and accessible, and that they are regularly checked and updated or upgraded as necessary
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<p><u>Routine Maintenance and Cleaning</u></p> <p>Uphold safe, healthy, hygienic and clean working and learning environment and conditions</p> <p>Maintain plant equipment; ensure safe storage and use of hazardous, controlled and other substances, including controlled medicines</p>	<ul style="list-style-type: none"> • <u>Susan Allison (Bursar)</u> • Les Butler (Site Manager) • Sarah Sutherland (Chef) • Anita Armstrong-Mawrie (Housekeeper) • Nikola Krokova (Cleaning Supervisor) 	<ul style="list-style-type: none"> • Ensure arrangements are in place for annual inspections and testing of equipment and machinery. Ensure that prompt action is taken to address any defects or signs of wear or potential failure • Ensure high standards of hygiene and cleanliness • Ensure control hazardous, and other substances, including controlled medicines
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Part 3 Locations, First-aiders, Fire Marshalls, Key Contractors

Health and safety law posters	basement kitchen
First-aid boxes	School office, medical room, basement kitchen, all classrooms (except Year 6 which has very close access to school office box), homework teas room, Orangery
Accident Book	Medical room or school office
<u>First-aiders</u>	Appointed First-Aiders: Katie Hickmott (School Nurse), Rosemary Lippard, Nicky Mason (School Office) and Paula Smith (School Office). Most other members of staff are trained in paediatric first aid.
<u>Fire marshalls</u>	See above
<u>Key Contractors</u>	<p>Electrical contractor Thames Electrical (07788 537252)</p> <p>Boiler maintenance Hadene (01634 673700)</p> <p>Painters and decorators /building maintenance Wallers (01795 424435), TPT Construction and Maintenance</p> <p>Plumbing Gary Strickland (07889 983622)</p>

Play equipment Fire risk assessment Window cleaner Fire extinguishers services, intruder alarm, emergency lights Legionella risk assessors Absestos risk assessors	Outdoorsy Living Ltd (01622) 430006 Fire Action Ltd (01474 873556) Kevin Holland (01474) 357336 or 07956 311771 IDH Alarms (01474 363535) Immerse Water (0845 468 2183/07479 927131) AJW Asbestos Surveys (01825) 761404
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