



# HARVINGTON PREP SCHOOL

## HEALTH AND SAFETY POLICY (INCLUDING EYFS)

Harvington Prep School,  
20 Castlebar Road,  
Ealing,  
London W5 2DS.

## **HEALTH and SAFETY POLICY STATEMENT**

- a) The Governors and Headmistress 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 Headmistress, assisted by the Health and Safety Officer, will provide a positive lead in organizing 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 co-operate 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 Bursar or the Head.

Signed: .....

Chairman of Governors

Signed: .....

Headmistress

Dated: .....

## **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 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 Advice on Legal Duties and Powers for Local Authorities, School Leaders, Staff and Governing Bodies (2014), 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'.
- 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:

- a) 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.
- b) Responsible for ensuring that staff, who are assigned health and safety responsibilities are aware of, and understand how to fulfill their duties.
- c) Responsible for providing staff with suitable and sufficient training and information to enable them to undertake their activities.

The Head will delegate some of 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 (Premises Manager)

The Health and Safety Officer will:

- a) Monitor the Health and Safety policy, ensuring that governors, employees and other persons involved with the school have up-to-date copies and are carrying out their duties in accordance with it.
- b) Keep up to date with current legislation and inform other staff as appropriate.
- c) Make termly health and safety inspections.
- d) 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 in organising regular fire drills, recording them formally in the Fire Drill File, which is kept in the school office. He will check that there is a Fire Procedure poster in all rooms.
- f) Take note of, and action, the minutes of weekly SLT and staff meeting minutes, which both have Health and Safety as standing agenda items.
- g) Involve children in the health and safety of the school.
- h) Ensure that regular visitors observe the school's safety rules.
- i) Facilitate the required statutory and mandatory training as advised from time to time.

### 3.3 Premises Manager

The Premises Manager has the day-to-day responsibility for:

- a) Workplace regulations 1992 (e.g. heating, ventilation, cleaning, lighting, seating, storage, water supply and quality, sanitary conveniences, ventilation, doors).
- b) Electrical installations and equipment.
- c) Hazardous materials (including asbestos).
- d) The Control of Substances Hazardous to Health (COSHH).
- e) Personal Protective Equipment (PPE).
- f) Safety signs.
- g) Fire alarms .
- h) Fire extinguishers and other fire equipment.
- i) Fire signs and notices.
- j) Escape routes and fire doors.
- k) Legionella awareness.

- l) Securing the premises.
- m) E. coli awareness

### **3.4 School Administration**

The school administrator and office staff have day-to-day responsibility for:

- a) Accident and incident records.
- b) Health records.
- c) Children's personal details & emergency contacts.
- d) First aid records.
- e) Checking and maintaining First Aid Kits
- f) Seeking risk assessments from intended visit venues

### **3.5 Catering Staff**

The catering manager has day-to-day responsibility for:

- a) Kitchen safety and hygiene.
- b) Kitchen equipment.
- c) Personal protective equipment (PPE) and suitable footwear of catering staff.
- d) Essential training for catering staff.

### **3.6 Head of PE**

The Head of PE is responsible for:

- a) Storage of the equipment and apparatus.
- b) Checking all equipment on a termly basis.
- c) Arrangements for off-site games and fixtures.

### **3.7 All Members of Staff**

3.7.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice, 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.

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, bomb scare 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.
- 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, to the appropriate person.
- 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.

#### **4.0 MANAGEMENT OF HEALTH AND SAFETY**

4.1 The Head will inform the Governors of matters arising from educational aspects, through the Head's report. Additionally health and safety is a standing agenda item for the following meetings:

- All SLT meetings
- All full staff meetings

4.2 The Health and Safety Officer will inform the Head of ongoing activity to monitor compliance with the current legislation and the effectiveness of health and safety management. He will also meet on a termly basis with the Health and Safety Governor to review health and safety matters that have arisen during the term. The Health and Safety Governor will then report back to the Board of Governors.

#### **5.0 TRAINING**

5.1 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
- Health and Safety
- Fire awareness
- Safeguarding

Additional training includes:

- First Aid
- Paediatric First Aid

## **6.0 CONTRACTORS, MAINTENANCE PERSONNEL AND VISITORS**

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

- a) The Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety.
- b) Building Contracts undertaken on Educational Premises (from the Educational Advisory Committee).

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

- a) 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”.
- b) The scope of the works.
- c) The name of the Contractor undertaking the works.
- d) The dates and times of operations within the school.

6.2 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.

6.3 Access to and from the site is the responsibility of the contractor undertaking the works.

6.4 Vehicles are not permitted on the school grounds whilst the school is in session without explicit permission from the school office.

## **7.0 ACCIDENT REPORTING**

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

7.2 Where the accident involves a child, this must be reported to the School First Aider, so that it can be logged and the child’s family informed.

7.3 All staff related accidents should be reported in the accident book so that the cause can be investigated and remedial action taken to prevent recurrence. Those reporting or recording incidents should be alert to potential trends or themes in reporting patterns.

7.4 Certain accidents are required to be reported to the HSE under the Reporting of Injuries Disease and Dangerous Occurrences regulations. These include any incident where a

staff member requires more than 7 days absence or there is a fracture of a bone other than the fingers or toes.

- 7.5 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 Headmistress immediately.

## 8.0 Specific Risk Issues.

**COSHH** - Control of Substances Hazardous to Health. Certain substances are identified as potentially causing harm to health or the environment. Such substances will carry a distinctive warning sign. Such substances should only be used in accordance with the guidance provided.

**Slips, Trips and Falls** - One of the most common accidents arises from, Slips, Trips and Trips. All staff are required to ensure that the caretaker is informed of all spillages and that they are cleared immediately or marked with warning signs. Any Trip hazards which are identified should be reported immediately and the area made safe.

**Falls** - Working at height is not permitted. Any work activity above ground level should only be undertaken using the appropriate equipment, such as a stepladder or kick stool.

**Manual Handling** - Back injuries are the greatest cause of time lost at work and care must be taken before undertaking any moving or handling task. Always assess the load and seek help if required.

## 9.0 REVIEW

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

### **Annexes:**

Annex 1: Relevant legislation

Annex 2: Health and Safety Arrangements



## **Annex 1:**

### **Health and Safety Legislation**

Two of the most important pieces of health and safety legislation affecting educational establishments across the UK are the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all employees and others who may be affected by any work activity.

Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.

The key pieces of legislation affecting education establishments are:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Control of Asbestos at Work Regulations 2006
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Electricity at Work Regulations 1989
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Control of Substances Hazardous to Health Regulations 2002
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2007
- Disability Discrimination Act 1995
- The Health and Safety (First Aid) Regulations 1981

Although these are the main pieces of legislation affecting health and safety in schools and colleges, other legislation may also be applicable.

## **Annex 2:**

### **Health and Safety Arrangements**

Chair of Governors

Headmistress

Staff

Risk assessments of activities

Implement Safe systems

Report accidents/near misses of health and safety issues

Staff Meetings H&S Issues

School Business Manager

H&S and Fire Risk Assessments

Ongoing inspection through Caretaker

Review accident reports/near misses

Staff Meetings - Discuss H&S Issues

School Board of Governors

CONTROL CO-OPERATION COMMUNICATION COMPETENCE

External H&S advisor

Internal advice and review