



Our Lady's Preparatory School and Day Nursery

Health and Safety Policy 3.1

Background to the Policy

Our Lady's Preparatory School and Nursery has engaged the services of Mentor Health and Safety (part of NatWest Bank) as professional advisor and insurers in matters of Health and Safety: https://www.natwestmentor.co.uk/Health_Safety_Consultancy/

The following policy should be referred to in conjunction with the manual provided by Mentor Health & Safety, stored in the school office.

Health and Safety General Policy Statement

Health and Safety at Work etc Act 1974 and associated regulations

Health & Safety Advice on Legal Duties and powers for Local Authorities, Headteachers, Staff and Governing Bodies – DFE February 2014

Our Lady's is committed to ensuring that the highest standards of Health, Safety and Welfare are integral to all aspects of its operations. The school will take all reasonable steps to ensure the health, safety and welfare of all persons working within the school environment whether staff, pupils or visitors and volunteers.

In addition, the school is committed to ensuring all reasonable safeguards are in place to protect any visitors to the school against risk to their health and safety arising out of the working activities of the school.

Our Lady's is a smoking-free environment with a separate No Smoking Policy.

Our statement of general policy regarding Health & Safety is:

- To ensure each employee/pupil/visitor/volunteer be given such information, instruction and training as is necessary to enable the safe performance of work activities both on the main school site and on off-site visits.
- To provide a place of work that is safe without risk to the Health, Safety and Welfare of all its employees, pupils, visitors, volunteers and contractors.
- To provide facilities and arrangements to enable employees, pupils and their representatives to raise issues relevant to Health and Safety, ensuring that all accidents occurring within the school are investigated and reported promptly.
- To identify and provide adequate control of the risks arising from our work and study activities including the provision and maintenance of plant, equipment and facilities.
- To prevent accidents and cases of work/study-related ill-health and stress.
- **Early Years Foundation Stage (EYFS)** – We keep records of all accidents and injuries on individual accident forms that are reviewed on a regular basis. Parents are always informed of an accident or injury and asked to sign the accident form.

The successful implementation of this policy requires total commitment at all levels. It is the responsibility of all staff and all children to take reasonable steps to ensure that they endanger neither themselves, nor any other person through their activities in the school. All are required to fully cooperate with this policy. Each individual has a legal obligation to take reasonable care for his or her Health and Safety and to take responsibility for the safety of others who may be affected by his or her actions.

Staff should be aware that the key responsibility lies with Our Lady's and the Health and Safety Executive will normally take action against the employer. However, in some circumstances, such as incidents where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

This policy applies to all staff, parents and children, including those in the EYFS. Responsibilities under the Policy

All members of the school community (teaching and non-teaching staff, parents, pupils and Trustees) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe environment.
- Being familiar with all instructions and guidance of health and safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.

- Reporting any unidentified hazards to the Headteacher without delay.

The Management Team (being the Trustees, Headteacher, Deputy Head, Nursery Manager and Maintenance Manager) work towards the school's aims by:

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy is implemented in the school and nursery.
- Ensuring that safe work practices and procedures are applied within the School and nursery.
- Making inspections each term to ensure that a safe environment is being maintained.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school and any other relevant codes of practice and legislation.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire safety equipment is available and maintained.

The Headteacher works towards the school's aims by taking responsibility for the day to-day operations of the Health and Safety policy.

Teachers and all staff work towards the school's aims under this policy by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – remaining vigilant and being careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessment procedures are fully carried out in advance of any off-site visits.

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues.

- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a healthy and safe environment and for their own safe conduct within it.

Parents work towards the school's aim by:

- Ensuring that children attend School and Nursery in good health.
- Providing prompt notes/telephone calls to explain all absences.
- Providing support for the discipline within the school and for the Teacher's/Nursery Nurse's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The Maintenance Manager reports to the Headteacher and is responsible for the following:

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting contractors or ground maintenance contractors are adhered to.
- Ensuring that all waste materials from the school are disposed of safely and regularly and promptly.
- Maintaining a high standard of housekeeping at all times.
- Reporting to the Headteacher any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Headteacher to carry out regular inspections of school premises.

Health and Safety Procedures at Our Lady's

For ensuring involvement of all members of the school community, Our Lady's has:

- Regular communication/meetings with teaching and non-teaching staff to review health and safety issues.

For providing children with opportunities to discuss health and safety issues, Our Lady's has:

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.

For accident prevention, reporting and investigation, Our Lady's has:

- Risk assessments formulated and regularly reviewed.
- Procedures to deal with the clearing up of any liquids (including those that are bodily) that are spilled or which may create a risk to people on the premises.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Headteacher and immediate response to such reports.
- Reporting all accidents to the Headteacher and a note made in the school accident book (EYFS accident forms) in accordance with regulations, including those reportable under RIDDOR.
- Prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

For First Aid provision, Our Lady's has:

- Recognised and appropriately trained First Aiders in school
- Provision of fully stocked first aid kits / supplies located evenly around the site.
- Notification to parents and details of any head injury or minor injuries on appropriate form at handover (requiring acknowledgement and signing by the parent).
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person), a member of staff will accompany any child to hospital.
- A list of first aiders is kept in the school office, along with their training dates.

For fire precautions, Our Lady's has:

- A set of regulations for emergency evacuations.
- A termly fire drill that is monitored in accordance with guidelines.
- Regular checks of equipment, procedures and exits by the Site Manager and equipment monitored yearly by WJ Fire Service, an external company.
- All fire exits clearly signed.

- Fire precautions are highlighted at all appropriate school events (productions, ceremonies etc).

For the use and control of substances hazardous to health, Our Lady's has:

- Storage of such substances locked in relevant cupboards.
- Maintenance Manager's store, which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets for all chemical substances. These are displayed in the relevant storage area.

For electrical safety, Our Lady's:

- Careful positioning of all electrical equipment to avoid trailing leads.
- PAT testing on all portable electrical equipment.

For coping with special medical condition, Our Lady's has:

- Full details are provided to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Regular liaison with parents regarding the above.
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and signed in by an appointed member of staff.
- For administering of medication, please see the school's Medicine Policy and Administering Medicine Form.

For ensuring road safety, Our Lady's has:

- Parking restrictions in the road outside school which parents are regularly urged to obey (including updates on transgressions and any issues in regular emails and newsletters).
- Road Safety discussions and role-play with the younger children.

For ensuring personal hygiene, Our Lady's has:

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

- A programme of health education for pupils.

For ensuring playground safety, Our Lady's:

- School rules about playground behaviour designed to maximize playground safety and conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds.
- Daily checking and cleaning of playground equipment.

For ensuring safety during physical education, Our Lady's has:

- One observer at every swimming session.
- Qualified Swimming Teacher on duty at every swimming session.
- Asthma sufferers are required to take their inhalers with them.
- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

For safety on school trips, farm visits and outdoor pursuit activities (e.g. Forest School), Our Lady's has:

- Risk assessments completed for each school trip – consider staff pupil ratio, issuing of first aid kit, high visibility vests and mobile phone, if possible, visiting the site to risk assess prior to trip. Every group supported by a member of school staff.
- For further details, see the Our Lady's Educational Visits and Risk Assessment policies.

Pest / Vermin

For the control of Pest/Vermin there is a contract in place to deal with this problem and the Headteacher/Deputy/Nursery Manager/Maintenance Man will liaise with the company as necessary.

Monitoring & review

The School will review this Policy every year and any guidance or advice published by the HSE, DfE and/or other relevant bodies will be monitored on an ongoing basis, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

Reviewed: August 2018

Signed:

A handwritten signature in black ink that reads "Helene Robinson". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

**Helene Robinson
Headteacher**

To be reviewed: 12 months from "Reviewed" date