

Farrowdale House

INDEPENDENT PREPARATORY SCHOOL

Proprietors:

Ms S. Hall & Miss Z. Campbell

Head Teacher:

Miss Z Campbell BA Hons PGCE



Health and Safety Policy

This policy applies to the whole school including the EYFS

General Statement

This policy is written with regard to *the 'DfE Health and Safety: responsibilities and duties for schools (2018)* and the HSE document *Sensible health and safety management in schools*

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Proprietors take responsibility for protecting the health and safety of all children, visitors, contractors, members of staff and other interested parties.

Farrowdale House supports the involvement of employees and will encourage consultation on health & safety issues through regular H&S tours and staff meetings.

The proprietors accept that the identification, assessment and control of health & safety and other associated risks is a managerial responsibility. They will endeavour to allocate realistic resources to ensure that so far as is reasonably practicable, health & safety risks are eliminated or minimised.

The proprietors will ensure, so far as is reasonably practicable:

- that Farrowdale House School organises and plans effectively for health & safety;
- that all significant risks which could arise from Farrowdale House School's activities are assessed, and either eliminated or reduced to acceptable levels;
- that safe places and systems of work are provided and maintained;
- that articles and substances provided for use are safe;
- that staff are trained and competent to perform their duties;
- that staff are consulted on health & safety issues;
- that staff are aware of their specific responsibilities for health & safety, and that the relevant safety requirements and codes of practice are adhered to;

- that the effectiveness of this policy is monitored and reviewed at regular intervals;
- that competent advice on health & safety matters is available.

Through the development of policies, planning, implementation of safe systems, monitoring, review and audit, the proprietors will work towards the provision of evidence to demonstrate that they are doing their reasonable best to achieve and maintain a safe working and learning environment.

Company Responsibilities

We will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. We will manage our business in such a way, and so far, as is reasonably practicable, that the safety and welfare of persons not employed by us are not exposed to risks.

Objectives and Commitment

Our objectives are to:

- ❖ Reduce risks and prevent injury and loss due to damage.
- ❖ Identify health and safety hazards and manage those hazards so that the risks are effectively controlled.
- ❖ Work to safety standards which satisfy our statutory requirements and reflect good industry working practices.
- ❖ Review and develop these standards continuously and revise them accordingly when changes in legislation, industry practice or technology occur.

We are committed to consult with employees on health, safety and welfare issues by:

- ❖ Ensuring that our employees are trained to understand and carry out their responsibilities. This will involve, but will not be limited to, selection, training, re-training, and continuous assessment of employee performance.
- ❖ Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

Legal Obligations

We recognise the legal obligations placed on us by the Health and Safety at Work etc. Act 1974 and other statutory legislation as may be applicable to our undertaking. Our Health and Safety documentation and records, will be made freely accessible to employees, contractors, self-employed associates, visitors and members of the public who may be affected by our operations.

Should any employee have any questions on any health and safety related matter they must discuss it with the Head teacher or Proprietor.

Delegation of Duties

All employees have a duty to take reasonable care for the health and safety of him/herself and other people whilst at work although the proprietors have the primary responsibility to ensure the Health and Safety of all employees. All staff should report

hazards to a member of the Head teacher or Proprietor as soon as they are noticed and are actively encouraged to discuss any aspects of H&S with proprietors.

Workplace safety

All employees, whether teaching or non-teaching have the following responsibilities: -

- to take reasonable care of themselves and others who may be affected by their actions or omissions;
- to co-operate with the proprietors on health & safety matters;
- to use any equipment or hazardous substances in the way they have been instructed;
- not to interfere with or misuse anything provided in the interest of health & safety;
- to report any concerns over health & safety to the Head Teacher or Proprietor.

School security

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors app in the entrance hall.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher immediately. The Head teacher will warn any intruder that they must leave the school site straight away. If the Head teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the Head teacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box inside the staffroom, Office and Kitchen. The majority staff have been trained in first aid. See First Aid policy for further details.

Should any incident involving injury to a child take place, one of the trained members of staff will be called to assist. If necessary, staff will telephone for emergency assistance.

We record in the school logbook all incidents involving injury, and in all cases, we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

For individual children who have specific medical needs, a health care plan will be written, where necessary.

Medicines

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period.

Where on the other hand children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Staff involved in administering the medication will only be those trained in first aid.

Hazardous Substances

All substances used in school – The domestic staff have COSHH assessment where relevant. All cleaning items are kept away from children. The Cleaner's products are securely locked in the cleaner's room.

Selecting and Managing Contractors

All visitors to the school are expected to sign in and out and be assigned to a member of staff while in school. Visitors are required to wear a visitor's badge and all staff should challenge any stranger on the premises and report to the school office if there is a concern. Contractors either have a valid DBS, or are not left unsupervised. All contractors are shown the asbestos working document before work is started.

Maintenance of Equipment

The following are serviced/tested annually:

- ❖ Boiler
- ❖ Fire Alarm
- ❖ Fire Extinguishers
- ❖ Burglar Alarm

The Proprietors are responsible for ensuring that all services are carried out as required.

Any faulty equipment must be removed and reported to the head teacher immediately.

Management of Asbestos

The cellar does contain asbestos. An 'asbestos' report is held in the school office, and the Proprietor has had training. No staff are allowed in the cellar.

Accidents

Any visitor or member of staff that has an accident must complete the Staff Accident Book – please see the Head teacher or Proprietor who will go through it. The head teacher must be informed of any injuries. Each class has access to the accident book for reporting children's accidents. Some accidents must be reported under RIDDOR (*HSE- Incident reporting in schools (accidents, diseases and dangerous occurrences)*). The head is responsible for this.

Fire procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

The fire call points are tested on a weekly basis, and fire drills take place once a term. If the fire alarm sounds, everyone must evacuate the building and meet at the evacuation point in the playground. During induction, all staff are trained in fire procedures. For further details, see Fire risk assessment, Fire procedures, and staff handbook.

NB- we are a No Smoking School

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also Educational Visits policy)

Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Theft or other criminal acts

The teacher or Head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head teacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if he or she wishes the matter to be reported to the police.

The health and welfare of staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Head teacher without delay.

Manual Handling

All permanent staff are trained on manual handling during induction. All staff are to follow the set procedure when lifting or carrying.

Slips and Trips

Slips and trips are one of the most common accidents to occur. Staff, pupils and visitors must take due care and consideration, and refer to risk assessments where appropriate. Any spillages must be cleaned up immediately and the 'wet floor' sign placed in the area.

Risk Assessments

Copies of risk assessments will be held in the office and reviewed as applicable. See separate risk assessment policy

Health and safety emergencies

In the event of an emergency, all staff should know how to contact the emergency services- dial 999, ask for ambulance/police/fire service and be ready with the following information:

1. YOUR TELEPHONE NUMBER

01706 844533

2. GIVE YOUR LOCATION AS FOLLOWS:

**FARROWDALE HOUSE PREPARATORY SCHOOL
FARROWDALE HOUSE
FARROW STREET
SHAW**

3. STATE THAT THE POSTCODE IS:

OL2 7AD

4. GIVE EXACT LOCATION IN THE SCHOOL/SETTING

5. GIVE YOUR NAME

6. GIVE NAME OF CHILD/ADULT AND A BRIEF DESCRIPTION OF THEIR SYMPTOMS (IF AMBULANCE)

7. INFORM THE SERVICE OF THE BEST ENTRANCE AND STATE THAT THE CREW WILL BE MET.
8. INFORM THE SCHOOL OFFICE/HEADTEACHER

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously.

Monitoring and review

The Proprietors of the school are responsible for health and safety matters and, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Head teacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

This policy will be reviewed annually

Reviewed September 2021