



# *Leicester Preparatory School*

## *Health and Safety Policy*

*Last Reviewed: October 2017*

*Next Review Due: October 2018*

### **Purpose**

We believe that pupils, staff, visitors and other users of the site should be able to work in a healthy, safe and secure environment.

### **Procedure**

The content of this policy should be seen within the provisions of the 1974 Health and Safety at Work Act and other relevant legislation.

As far as is reasonably possible the school should provide -

- safe and secure premises, plant and working conditions
- first aid facilities and trained first aid personnel
- opportunities for staff to be involved in promotion of health and safety issues
- a regular review of health and safety arrangements and practices.

### **Practice**

The overall accountability for health and safety matters is that of the Headmaster. In his absence, another member of the Senior Management Team should be involved, with first port of call being Alison Samuels (Health and Safety Portfolio). It is the responsibility of all staff to report immediately any perceived breaches concerning health and safety.

All staff will set a personal example through safe behaviour. They will familiarise themselves with the arrangements for emergency evacuation of the school. **A fire practice will be held once a term.**

All visitors must report to reception, **a log must be kept.**

Where appropriate, protective clothing and other protective equipment must be used.

All equipment must be checked on a regular basis in accordance with guidelines.

All materials must be stored in safe conditions. Dangerous materials must be stored in line with appropriate regulations. Similarly, used empty containers must be disposed of in line with appropriate regulations.

**Safety notices (fire etc)** must be displayed around the school.

Any accidents or other dangerous occurrences should be reported to the Headmaster and the appropriate documentation should be completed and sent off to the appropriate authority.

Normal school procedures should be such that they support health and safety procedures.

### **Monitoring**

Matters of Health and Safety significance identified by risk assessment shall take priority for funds. All staff are asked to report Health and Safety issues immediately to the Headmaster or Alison Samuels.

## Appendix 1

### HEALTH, SAFETY AND WELFARE AT Leicester Preparatory School - ROLES AND RESPONSIBILITIES

#### RESPONSIBILITIES

##### *Legal background*

**Leicester Preparatory School** as the employer must make sure that the school meets the standards for school premises set out in the *Education (School Premises) Regulations 1999(SI1999/2)*. These include

The structure of buildings  
Fire safety.

There is a general requirement that the health and safety of people in a school building or on school land is "reasonably assured".

Also **Leicester Preparatory School** must have accommodation which can be readily made available and suitable for the caring of sick or injured pupils and for medical and dental examination and treatment during school hours. It cannot be used for teaching accommodation.

**Leicester Preparatory School Ltd** as the employer under *The Health and Safety at Work etc Act 1974 (HSWA)* must take reasonable steps to ensure the health and safety of employees and other people, ie: non- employees such as pupils and visitors who may be affected by the school's undertaking whether on or off the premises.

**Leicester Preparatory School** under the *Management of Health and Safety at Work Regulations 1992* must arrange to organise, control and review how the health and safety measures are managed.

**The Governing body (Director Francis Fernandes)** as the employer must ensure that **Leicester Preparatory School** carries out risk assessments, records significant findings of these assessments and tells employees of health and safety procedures.

**The Chairman of governors of Leicester Preparatory School** under *HSWA* is obliged to take all measures within their power to ensure that the school premises are safe and not hazardous to the health and safety of staff, pupils or visitors. This also means ensuring any necessary action identified in risk assessments and other inspections to comply with any relevant statutory provision are carried out.

**Leicester Preparatory School** under the *Occupiers Liability Act 1957* must take reasonable care to make sure that any visitor will be safe while on its premises.

**Leicester Preparatory School Ltd and its employees at Leicester Preparatory School** under *common law and HSWA* must look after children in their care. Leicester Preparatory School should, according to the DFES, include in the number of qualified first aiders required for the implementation of the Health and Safety (First Aid) Regulations 1981 which is applicable to employees, an additional number based on their assessment of possible risks to children.

**Leicester Preparatory School** under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR) have a duty to report certain accident, incidents and ill health to employees and pupils to the Health and Safety Executive.

**Leicester Preparatory School Ltd** under Section 520 of the Education Act 1996 must make arrangements for encouraging and helping pupils to go for medical and dental inspection and treatment during out of school hours.

## **ROLES**

### **Director:**

- must be aware of, read and discuss the **school's** health and safety policy.
- must make sure there are procedures in place for carrying out the school's health and safety policy such as accident investigations and reporting, health and safety inspections and staff training.
- may wish the Head to provide regular health and safety reports so that these issues can be monitored.
- take reasonable steps to make sure that buildings, equipment and materials are safe and do not put people at risk, review risk assessments and make regular health and safety inspections.
- will need to bear in mind policies for procuring and maintaining equipment, operating laboratories and gymnasiums, and in arranging non-structural repairs, cleaning etc.
- should take advice from the Council, Fire Authority, HSE or Police and keep to DCSF Building Bulletin 7 in respect of precautions against fire.

**The Headmaster** has delegated responsibility for the day-to-day management of the school and must see that health and safety policies and procedures are carried out.

**Senior Staff** must demonstrate commitment and provide leadership in formulating strategy, developing school health and safety policies and monitoring performance and in ensuring that the necessary resources are available to enable policies and programmes to be implemented efficiently and economically. The Leadership Group remains accountable and responsible for making academic, business and organisation decisions taking into account a whole range of factors. It must, however, be conscious of the consequences of these decisions on the health and safety of people and recognise its responsibility to encourage healthier lifestyles, ensure compliance with the law and enlist the support of health and safety practitioners. These line managers must retain responsibility for managing staff and pupils, including providing a safe and healthy working and/or learning environment, standards and safe and healthy work practices, being responsible for work organisation and ensuring workloads and working time are reasonable.

**All staff** are the first line champions for driving any health and safety programme including the Healthy Schools initiative. They can also play a crucial role in liaison with health and safety practitioners and specialists such as process and equipment designers and in the ergonomic evaluation of current and proposed working practices and processes and computers. They have a responsibility to make sure they carry out their duties safely without risking themselves, pupils or visitors. They must co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices and conditions.

## **Appendix 2**

### **PROCEDURES IN PLACE**

#### **First Aid provision**

There are a number of First aid trained staff in school. Reference should be made to these in the first instance.

#### **General fire safety**

There are fire extinguishers at strategic points around the school, close to fire alarm points. We have a fire drill at least once a term. Alarms and extinguishers are tested annually and extinguishers refilled when necessary – usually twice annually. Additionally fire extinguishers are inspected visually once a month, and the call points are tested weekly.

#### **Housekeeping including cleaning – frequency, standards, checking arrangements**

Checked regularly, ideally every night.

#### **Health and safety training – recognition of needs, arrangements for training and record keeping**

Health and safety training of staff and record keeping is arranged by the Headmaster.

#### **Asbestos sealing and removal**

If asbestos requires attention, the Headmaster will make the necessary arrangements with approved contractors.

#### **School trips**

The trip organiser is responsible for health and safety on a trip. They need to seek insurance and approval for educational visits at Leicester Preparatory School using the appropriate form, which has first been authorised by the Headmaster.

#### **Safety on school transport**

Health and safety of pupils on school buses, whether they are public vehicles or subcontracted by Leicester Preparatory School, is the responsibility of the bus company. The health and safety of pupils who are passengers will be the responsibility of the party leader (eg: wearing of seatbelts).

#### **Contractors on school premises (especially for construction work)**

It is the responsibility of the Headmaster to hire reputable contractors. Once on site, if working more than standard hours (30 working days per job), the contractor must submit a health and safety plan to the Health and Safety Executive.

#### **Local rules for Departments**

The Science department follows COSHH regulations. In the Art department all equipment is under the supervision of the art teachers.

#### **Work experience arrangements**

Leicester Preparatory School make arrangements for the necessary insurances to be in place and ensure that health and safety regulations are adhered to during work experience.

#### **Letting school premises to outside hirers**

Health and safety requirements are discussed with new hirers on application and with existing hirers annually.

#### **Dealing with violence in school**

The handling of violent incidents is the responsibility of SLT and senior members of staff. If necessary, assistance is requested from the Police by dialling 999. Violence towards staff is not

tolerated and will result in the permanent exclusion of the pupil concerned. Violence between pupils is not tolerated and will result in fixed term or permanent exclusion depending on the seriousness of the incident.

### **Security**

The school buildings are all alarmed. A CCTV system covers the front door and playground. The locking of buildings is the responsibility of the Senior Management Team and caretaker. All visitors are requested to report to the office. Staff are aware that the arrival of unwelcome visitors on site must be reported to the office who will alert a senior member of staff and the Police if necessary.

### **Manual handling**

All operatives are trained and have regular updates. Heavy lifting of furniture is generally undertaken by outside contractors.

### **Computer screens**

Computer users are encouraged to take regular breaks from the screen.

### **Risk assessment**

Risk assessment is the responsibility of all staff – any hazards should be promptly reported. Risk issues are the responsibility of the Headmaster.

### **Expectant mothers**

Expectant mothers have a health and safety interview as part of their pre-maternity leave interview with the Headmaster. Any known illness in the school that could affect pregnant women (such as German Measles) is notified promptly to all staff.

### **New mothers visiting**

Breast feeding and nappy changing may be carried out in the medical room or staff room.

### **Pupil Medication**

Prescribed medication may be administered at school (such as antibiotics to be taken at regular intervals) but a parent must first sign a form giving their consent and clear instructions about dosage and timings. Wherever possible the child should be able to self administer their medication. Pupils with severe allergies who may need an EpiPen are required to supply the school with a spare EpiPen. These are kept in the classroom where the child is based, in a marked wall mounted container or taken by a member of staff on trips away from the school premises.

### **DBS checks**

Enhanced clearance checks are carried out on all staff who work at Leicester Preparatory School wherever possible before they start working here. A “List 99” check is always carried out before they start working here.

### **Stress**

The SMT is sympathetic to staff suffering from stress and recognise that it is a major cause of long and short-term illnesses.