

Leicester Preparatory School

Health and Safety Policy

Review date: August 2026
Next Review: Sep 2027

HEALTH AND SAFETY POLICY AND PROCEDURES

1. Statement of Policy

Leicester Preparatory School is committed to providing a safe, healthy and secure environment for all pupils, staff, visitors, contractors and other persons who may be affected by the school's activities.

The school recognises that effective health and safety is an essential part of the school's responsibility for the welfare of its pupils and staff. Health and safety will therefore be integrated into the day-to-day management of the school rather than treated solely as a compliance exercise.

The school will:

- provide and maintain safe premises and equipment;
- identify hazards and assess risks;
- implement appropriate measures to control identified risks;
- provide appropriate information, instruction, training and supervision;
- ensure that staff understand their responsibilities;
- provide appropriate first-aid arrangements;
- maintain effective emergency procedures;
- ensure that educational visits and activities are appropriately risk assessed;
- monitor accidents, incidents and near misses;
- investigate significant incidents and take appropriate action;
- maintain appropriate records;
- review health and safety arrangements regularly; and
- promote a sensible and proportionate approach to risk.

The school recognises that children need to experience appropriate challenge and manageable risk as part of their education. The purpose of risk assessment is therefore not to eliminate all risk, but to identify significant risks and put reasonable controls in place.

This approach is consistent with HSE guidance that schools should manage real risks sensibly and proportionately while continuing to provide pupils with challenging and worthwhile learning experiences.

2. Scope

This policy applies to:

- all pupils;
- all employees;
- volunteers and advisory board members;
- supply staff;
- contractors and visiting professionals;
- parents and carers while on school premises;

- visitors;
- persons participating in school activities;
- educational visits and trips;
- before-school and after-school activities operated by the school; and
- any other activity organised or controlled by the school.

3. Legal and Regulatory Framework

The school will have regard to, and where applicable comply with, relevant health and safety legislation and guidance, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Health and Safety (First Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Regulatory Reform (Fire Safety) Order 2005;
- Control of Substances Hazardous to Health Regulations 2002 (COSHH);
- Control of Asbestos Regulations 2012;
- Electricity at Work Regulations 1989;
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Manual Handling Operations Regulations 1992;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992, as amended;
- School Premises (England) Regulations 2012, where applicable;
- Education (Independent School Standards) Regulations 2014; and
- relevant Department for Education and Health and Safety Executive guidance.
- Terrorism (Protection of Premises) Act 2025, commonly known as **Martyn's Law**;
- Home Office statutory guidance issued under the Terrorism (Protection of Premises) Act 2025;
- Department for Education guidance relating to Martyn's Law and education settings; and
- relevant guidance issued by the Security Industry Authority (SIA) as regulator of Martyn's Law.

NB: Leicester Preparatory School recognises that allergies, particularly severe allergies and anaphylaxis, can present a serious and potentially life-threatening risk to pupils, staff and visitors.

The school is committed to maintaining a whole-school approach to allergy safety and to ensuring that pupils with allergies are supported safely and inclusively.

The school will adopt the principles of **Benedict's Law** and the Department for Education's *Allergy safety in schools* guidance as good practice and will monitor any future extension of statutory requirements to independent schools.
The school recognises that Martyn's Law is separate from, but complementary to, existing health and safety, safeguarding, fire safety and emergency planning arrangements.

As at the date of this policy, the substantive requirements of the Terrorism (Protection of Premises) Act 2025 have not yet come into force. The school will monitor the implementation timetable and update its procedures before the legislation becomes

operational.

The Department for Education expects health and safety responsibilities to be clearly defined and appropriately managed.

4. Responsibilties

4.1 Headmaster/Proprietor

The Headmaster/Proprietor has ultimate responsibility for ensuring that appropriate arrangements are in place for the health, safety and welfare of pupils, staff and others affected by the school's activities.

The Headmaster/Proprietor will:

- ensure that a suitable health and safety policy is in place;
- provide appropriate resources for health and safety;
- ensure that significant risks are identified and appropriately controlled;
- ensure that statutory inspections and maintenance are undertaken;
- monitor the effectiveness of health and safety arrangements;
- ensure that the Headteacher has appropriate authority and resources to implement this policy; and
- review significant health and safety matters.
- ensure that the policy is implemented effectively;
- promote a positive health and safety culture;
- ensure appropriate risk assessments are completed;
- ensure staff receive appropriate health and safety information and training;
- ensure emergency arrangements are established and tested;
- ensure accidents and incidents are recorded and investigated;
- ensure appropriate action is taken following identified risks;
- ensure contractors and visitors are appropriately managed;
- ensure educational visits are appropriately planned;
- monitor premises and equipment;
- ensure first-aid provision is appropriate;
- report significant health and safety matters to the Advisory Board; and
- review the effectiveness of health and safety arrangements.

4.2 Health and Safety Lead

The school will nominate a member of staff to coordinate day-to-day health and safety matters.

The Health and Safety Lead will:

- maintain the school's health and safety records;
- coordinate risk assessments;
- monitor outstanding actions;
- allocate staff to undertake regular premises inspections;
- maintain the accident/incident reporting system;
- monitor first-aid arrangements;
- support staff with health and safety questions;

- liaise with contractors where necessary;
- ensure relevant statutory checks are recorded; and
- report significant concerns to the Headmaster.

Named Health and Safety Lead: Laura Neale

4.3 All Staff

Every member of staff has a responsibility for their own health and safety and for the safety of pupils and others affected by their work.

Staff must:

- follow this policy and relevant procedures;
- take reasonable care of themselves and others;
- follow risk assessments and safety instructions;
- use equipment correctly;
- report hazards, defects, accidents and near misses promptly;
- ensure pupils are appropriately supervised;
- never deliberately misuse or disable safety equipment;
- participate in required training; and
- raise concerns where they believe there is a significant health and safety risk.

Staff should not undertake work or use equipment for which they have not received appropriate instruction, training or authorisation.

5. Risk Assessment

The school will use risk assessment as the principal method of identifying and controlling significant health and safety risks.

Risk assessments will be:

- proportionate to the level of risk;
- suitable and sufficient;
- communicated to relevant staff;
- reviewed regularly;
- reviewed following significant changes;
- reviewed following accidents or near misses where appropriate; and
- updated when existing controls are no longer considered adequate.

Risk assessments will consider:

1. the hazard;
2. who might be harmed;
3. how harm might occur;
4. existing control measures;
5. the level of remaining risk;
6. any further actions required;
7. who is responsible for those actions; and
8. the review date.

Specific consideration will be given to:

- pupils with additional needs;
- younger pupils;
- pupils with medical conditions;
- staff who may be particularly vulnerable to specific risks;
- visitors;
- contractors; and
- members of the public.

The school will avoid unnecessary or disproportionate risk assessment paperwork. The objective is effective risk control rather than documentation for its own sake.

6. Premises and Facilities

The school will take reasonable steps to ensure that its premises are maintained in a condition that is safe and suitable for pupils, staff and visitors.

Regular checks will include, as appropriate:

- classrooms;
- corridors;
- stairs and handrails;
- doors and gates;
- playgrounds;
- outdoor equipment;
- toilets;
- lighting;
- heating and ventilation;
- electrical installations;
- furniture;
- glazing;
- roofs and ceilings;
- flooring;
- access routes;
- emergency exits;
- fire safety equipment;
- security systems; and
- areas undergoing construction or refurbishment.

Defects that present an immediate danger will be isolated or otherwise made safe as soon as reasonably practicable.

7. Maintenance and Statutory Testing

The school will maintain appropriate records of inspection, servicing and testing.

Where required, competent contractors will undertake inspection and maintenance of relevant systems and equipment.

This may include:

- electrical installations;
- portable electrical equipment;
- fire alarm systems;
- emergency lighting;
- fire extinguishers;
- heating systems;
- gas installations;
- lifting equipment, where applicable (none currently at the school)
- playground equipment;
- water systems;
- legionella controls;
- asbestos management;
- security systems; and
- other equipment identified through risk assessment.

The school will maintain an appropriate compliance calendar to ensure inspections and servicing are completed when due.

8. Fire Safety

The school will maintain an appropriate fire safety management system in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The school will maintain a suitable and sufficient fire risk assessment.

Fire safety arrangements will include:

- fire detection and alarm systems;
- suitable fire extinguishers;
- clearly identified escape routes;
- emergency lighting where required;
- appropriate signage;
- emergency evacuation procedures;
- staff fire safety training;
- fire drills;
- arrangements for visitors;
- arrangements for pupils requiring additional assistance; and
- appropriate maintenance and testing.

Fire evacuation procedures will be displayed in relevant areas.

Fire drills will be undertaken regularly and recorded.
Any significant changes to the premises or their use will trigger a review of the fire risk assessment. DfE guidance states that schools should maintain an up-to-date fire risk assessment and review it when significant changes occur.

9. First Aid

The school will maintain adequate and appropriate first-aid provision based on a first-aid needs assessment.

Provision will take account of:

- the number of pupils and staff;
- the age of pupils;
- the activities undertaken;
- the size and layout of the premises;
- identified hazards;
- educational visits;
- staff availability; and
- the needs of pupils with particular medical requirements.

The school will maintain:

- appropriately stocked first-aid kits;
- appropriately trained first aiders;
- arrangements for summoning emergency assistance;
- access to first-aid equipment;
- appropriate first-aid records; and
- arrangements for first aid during educational visits.

The school will ensure that parents/carers are informed of significant accidents or injuries involving their child in accordance with school procedures.

Current DfE guidance confirms that independent schools should assess their first-aid needs and provide adequate and appropriate equipment, facilities and personnel.

10. Accidents, Incidents and Near Misses

All accidents, injuries, incidents and significant near misses should be reported promptly.

Records will include, where appropriate:

- date and time;
- location;
- person affected;
- description of incident;
- injury sustained;
- treatment provided;
- witnesses;
- immediate action taken;
- whether parents were informed;
- whether further investigation is required; and
- whether the incident may be reportable under RIDDOR.

The Headmaster/Proprietor or nominated person will investigate significant incidents to determine whether:

- an existing risk assessment was adequate;
- procedures were followed;
- equipment or premises contributed to the incident;
- supervision was appropriate; and
- additional controls are required.

Where an incident is reportable under RIDDOR, the school will ensure that the appropriate report is made by the responsible person.

RIDDOR applies to certain work-related deaths, injuries, diseases and dangerous occurrences, and responsibility for reporting rests with the appropriate responsible person.

11. Educational Visits and Off-Site Visits

All educational visits and off-site activities will be appropriately planned and risk assessed.

The level of planning and risk assessment will be proportionate to the activity.

Consideration will be given to:

- location;
- transport;
- supervision;
- pupil numbers;
- age and maturity;
- medical needs;
- additional needs;
- emergency arrangements;
- first aid;
- weather;
- activities undertaken;
- accommodation where relevant;
- safeguarding;
- communication arrangements; and
- contingency arrangements.

Staff organising visits must follow the school's relevant Policy and Procedures.

12. Supervision of Pupils

The school will maintain appropriate levels of supervision based on:

- pupil age;
- activity;
- location;
- behaviour;
- identified risks;
- additional needs;
- staff experience; and
- the nature of the environment.

Particular attention will be given to:

- arrival and departure;
- break and lunchtime;
- playgrounds;

- stairs;
- corridors;
- changing areas;
- educational visits;
- sporting activities;
- practical activities; and
- transitions between activities.

13. Safeguarding and Health and Safety

Health and safety arrangements will operate alongside the school's safeguarding arrangements.

Where a health and safety concern may also present a safeguarding risk, staff must immediately follow the school's Safeguarding and Child Protection Policy.

Health and safety procedures must not be used as a substitute for appropriate safeguarding procedures.

14. Hazardous Substances and COSHH

Hazardous substances will be identified and appropriately controlled.

Where relevant, the school will:

- maintain COSHH assessments;
- store substances securely;
- ensure appropriate labelling;
- restrict access by pupils;
- provide appropriate personal protective equipment;
- provide staff instruction and training; and
- dispose of substances safely.

Cleaning products and chemicals must not be left where pupils can access them.

15. Asbestos

Where asbestos-containing materials are present or suspected, the school will maintain an appropriate asbestos management plan.

Staff and contractors will be informed of relevant asbestos information where necessary.

No work that could disturb asbestos-containing materials will be undertaken without appropriate assessment and control.

16. Electric Safety

Electrical equipment and installations will be maintained and inspected appropriately.

Staff must:

- report damaged equipment;
- remove unsafe equipment from use;
- avoid overloading sockets;
- use equipment in accordance with instructions; and
- not undertake electrical repairs unless appropriately competent and authorised.

Portable electrical equipment will be subject to inspection/testing arrangements based on risk.

17. Manual Handing

Manual handling activities will be assessed where there is a significant risk of injury.

Staff will receive appropriate instruction where required.

Staff should use mechanical assistance or seek help where an item is too heavy, awkward or otherwise unsafe to move alone.

18. Work Equipment

Equipment provided by the school will be suitable for its intended purpose and maintained in a safe condition.

Staff must:

- use equipment according to instructions;
- report defects;
- not remove safety guards;
- ensure pupils are appropriately supervised; and
- only use specialist equipment where they have appropriate training.

19. Personal Protective Equipment

Where risk assessment identifies a requirement for personal protective equipment, the school will provide appropriate equipment and instruction.

Pupils will be provided with appropriate protection when undertaking activities where this is necessary.

20. Slips, Trips and Falls

The school will take reasonable measures to prevent slips, trips and falls.

Staff must report:

- damaged flooring;
- wet floors;
- trailing cables;
- obstructed walkways;
- damaged steps;
- defective handrails; and
- other hazards.

Spillages should be dealt with promptly and appropriate warning signage used where necessary.

21. Lone Working

The school will assess significant risks associated with lone working.

Where appropriate, arrangements will include:

- communication systems;
- check-in procedures;
- access controls;
- emergency arrangements; and
- restrictions on particular activities.

Staff should not undertake activities alone where the risk assessment identifies that two or more people are required.

Please refer to the Lone Working Policy.

22. Contractors and Visitors

Contractors will be expected to work safely and comply with school requirements.

Where appropriate, contractors will provide evidence of:

- competence;
- insurance;
- relevant qualifications;
- risk assessments;
- method statements; and
- appropriate safeguarding checks.

Visitors will sign in and follow the school's visitor procedures.

Contractors undertaking higher-risk work may be required to provide a method statement and evidence of appropriate risk controls before work begins.

23. Security and Access

The school will take reasonable measures to maintain secure premises.

Arrangements will include, where appropriate:

- controlled access;
- visitor signing-in procedures;
- secure external doors and gates;
- visitor identification;
- supervision of visitors;
- procedures for unidentified persons;
- arrangements for collection of pupils; and
- emergency lockdown procedures.

Security arrangements will be reviewed where there are changes to the premises or identified risks.

24. Emergency Procedures

The school will maintain procedures for foreseeable emergencies, including:

- fire;
- serious injury or medical emergency;
- missing pupil;
- intruder or security incident;
- lockdown;
- severe weather;
- utility failure;
- flooding;
- serious building defect;
- hazardous substance release; and
- other significant emergencies.

Staff will be provided with appropriate information and training.

Emergency procedures will be tested periodically where appropriate.

25. Severe Weather

The school will monitor significant weather conditions and take reasonable action where weather may create a health and safety risk.

This may include:

- high temperatures;
- extreme cold;
- snow and ice;
- storms;
- high winds;
- flooding; and
- other severe weather.

Where necessary, the school may alter activities, restrict access to areas, change arrangements or cancel activities where the risks cannot reasonably be controlled.

26. Occupational Health and Staff Welfare

The school recognises that health and safety includes the physical and mental wellbeing of staff.

The school will seek to:

- identify significant workplace health risks;
- manage workload-related risks where reasonably practicable;
- provide appropriate support;
- maintain safe working conditions;
- provide appropriate facilities; and
- signpost staff to relevant support where necessary.

Where an employee has a health condition or disability that affects their ability to undertake work safely, the school will consider reasonable adjustments and appropriate professional advice.

27. Training

The school will maintain a health and safety training programme appropriate to staff responsibilities.

Training may include:

- general health and safety;
- fire safety;
- first aid;
- paediatric first aid where relevant;
- manual handling;
- COSHH;
- risk assessment;
- educational visits;
- food safety;
- electrical safety;
- safeguarding;
- emergency procedures; and
- other specialist training identified through risk assessment.

Mandatory training will be monitored through the school's staff training matrix.

28. Communication

The school will ensure that relevant health and safety information is communicated to staff.

This may include:

- induction;
- staff meetings;
- training;
- notices;

- risk assessments;
- emergency procedures;
- staff handbooks;
- email communications; and
- updates following incidents or changes.

Pupils will also be taught appropriate safety awareness as part of school life and the curriculum.

29. Monitoring and Inspection

Health and safety will be monitored through:

- regular premises inspections;
- review of risk assessments;
- accident and incident analysis;
- review of near misses;
- fire drills;
- first-aid review;
- equipment inspections;
- staff training records;
- contractor monitoring;
- statutory compliance checks; and
- management review.

The Headmaster/Proprietor will report significant health and safety issues to the Advisory Board.

The school will maintain an action log identifying:

- the issue;
- required action;
- responsible person;
- priority;
- target date; and
- completion date.

30. Review of Policy

This policy will be reviewed at least annually and sooner where:

- there is a significant change to the school;
- there is a significant change to legislation or guidance;
- a serious accident or incident occurs;
- monitoring identifies a weakness;
- premises or equipment change significantly; or
- the Proprietor or Headteacher considers a review necessary.

The effectiveness of the policy will be evaluated through evidence rather than simply confirming that the policy has been reviewed.

31. KEY HEALTH AND SAFETY CONTACTS

Proprietor/Headmaster: Francis Fernandes

Health and Safety Lead: Laura Neale

Fire Safety Lead / Fire Marshal: Laura Neale