



**ST PETER'S**

PREPARATORY SCHOOL

## **Health and safety policy**

Updated on 28 January 2019  
by Mrs Kate Hurley  
(Director of Operations)

Approved by Head: *Charlotte P. Jones*

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# ST PETER'S

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PREPARATORY SCHOOL

## 1. Health & Safety

### Statement of Policy

The Owner of SPL Education Limited t/a St Peter's Preparatory School recognises and accepts his responsibility, on behalf of the company, to provide, as far as is reasonably possible, a safe and healthy workplace and working environment for all his employees, pupils and visitors to the School. The Health & Safety Policy should be read in conjunction with guidance issued by the Secretary of State, "Health and Safety: Department for Education Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies". A copy of this document is stored in Health & Safety folder on the school network, and shared with staff on google drive.

[See Appendix 1A](#) for the full statement of policy.

It is the responsibility of the school to ensure that all staff are recruited under the guidance of the NCSL Safer Recruitment programme thus protecting the welfare of all the pupils who attend the school. See [Appendix 1B](#).

### Overall Staff Responsibilities

No safety policy is likely to be successful unless it actively involves employees themselves. In this connection all employees are reminded of their own duties, under Section 7 of the Health and Safety at Work Act 1974, to take care in their work for their own safety and that of other employees, for the safety of pupils and the public, and to cooperate with the Head and their appointed person.

### Appointed Person

The Director of Operations is the appointed Health & Safety Officer for the School

### Role of Appointed Person

- To identify current best practice and legal requirements
- Plan and implement a health & safety programme that will meet current best practice and legal requirements
- Review and update the H&S policy. Communicate changes in policy and procedures to staff
- Chair the Health & Safety Committee and ensure it fulfils its role effectively
- Review Health & Safety with the Owner on a termly basis
- Provide a report for review by the Board of Reference at each of its regular meetings

## **Educational Visits**

### **The Director of Operations is responsible for the following:**

- Working with the Director of Co-curricular to ensure visits meet School requirements and risk assessments
- Liaising with the Director of Co-curricular in the approval of activities and visits
- Liaise with the SMT on the assessment and designation of Visit Leaders
- Ensure appropriate training in place
- Organise emergency arrangements, where appropriate
- Keep records of individual visits, alongside the Director of Co-curricular
- Review systems/ monitor practice for visits

## **Health & Safety Committee**

There is a Health & Safety Committee that meets once each term. Its members comprise:

Director of Operations (Chair)  
Head  
Matron  
Boarding Houseparent  
Head of Maintenance  
Head of Grounds  
Catering Manager  
Head of Science  
Director of Sport  
Art/DT Coordinator  
2 x Y8 pupils (wherever possible)

### **Role of Health & Safety Committee**

- Review the H&S Policy, Risk Assessment Policy
- Review documentation confirming that the required safety checks have been undertaken and any actions implemented.
- Review and implement any actions that result from a risk assessment or incident report
- Discuss and agree how to manage practical implications of implementing an action
- Report on the issues and management of risks in each of their departments
- Review the impact of any legal changes or perceived changes in best practice that are under consideration for the School
- Review trend reports on accidents and incidents as supplied from the log by the Director of Operations
- Feedback to their colleagues on the matters discussed and actions agreed

## **Oversight**

The Owner meets with the Director of Operations each term.

## **Role of Owner**

The Owner is expected to:

- Satisfy himself that the School's Health & Safety policy and procedures are fit for purpose and implemented fully
- Monitor the level and type of incident and accident recorded through the Health & Safety system and ensure the School has responded appropriately
- Monitor the type, number and age of outstanding health & safety actions
- Suggest improvements and agree priorities
- Ensure that adequate resources are allocated to sustain safety within the School.

## **Board of Reference**

The Board of Reference (See [Appendix 1C](#) for details about its composition) receives a termly report.

### **Role of Board of Reference**

Members of The Board of Reference are not expected to have specific Health and Safety awareness but their input is sought on the following:

- Incidents recorded on the school's accident/incident log
- Perceived weaknesses in procedures and policy that have been identified amongst parents, their children and visitors to the School
- Review trend reports on accidents as supplied by the Owner
- Comment on the appropriateness and effectiveness of any action taken by the School

## **Senior Management Team**

The senior management team (see [Appendix 1D](#) for details about its composition) discuss any relevant Health & Safety matters at their weekly meeting.

### **Role of the Senior Management Team**

The Director of Operations (appointed person for health and safety) is a member of the Senior Management Team in order to ensure that health and safety and the management of risk is part of the operational management of the school.

Once each term the H&S committee reviews health and safety within the School with reference to accidents and incidents reported and overall risks identified. Individual members of the team may be given specific responsibility to oversee the implementation or monitoring of certain aspects of health and safety. Where appropriate, an issue of serious concern can be raised at any of the weekly SMT meetings.

## **Teaching Staff**

The teaching staff of the School meets weekly, on a Tuesday. At the weekly staff meetings and during early morning daily briefings staff are kept apprised of incidents and accidents that occur and feedback is sought on general and specific concerns.

## Role of Teaching Staff

Teaching staff have an important role to play in the day-to-day implementation of safe practices. Where appropriate, an issue of serious concern can be raised at any of the weekly meetings under the Health and Safety section. Teaching staff will be briefed on any new procedures and actions to be implemented at the weekly staff meetings.

All teaching staff are aware that they have a responsibility in protecting the welfare of the pupils at St Peter's. Teaching staff are regularly informed and updated of this, and all staff, as part of their terms of employment, are informed through their job descriptions as is required within Safe Recruitment guidance.

## Risk Assessment Statement of Policy

Where there is a generic or specific risk identified, the risk assessment policy should be followed. This is documented in the [School Risk Assessment Policy](#).

## Accident Reporting, Statement of Policy

The school reports incidents when required to RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) using the online reporting process. Under the current regulations the school must report the following:

- a) Deaths
- b) Major injuries
- c) Work-related - Over-seven-day injuries - cases of over-seven day injuries are notified within fifteen days of the incident occurring using the appropriate online form.
- d) An accident causing injury to pupils, members of the public or other people not at work, due to a work activity;
- e) A specified dangerous incident where something happened which did not result in injury, but could have done.

A copy of the latest Health & Safety Executive (HSE) RIDDOR guidance is stored on the school computer system alongside the Health & Safety Policy & appendices

It is a policy of the School that any accident on the St Peter's campus or involving staff or children when on St Peter's business should be documented with the School's Management Information System SchoolBase. The person dealing with or witnessing an accident should complete the log on SchoolBase, or advise Matron of the details and she will complete the log.

## Procedure in the Event of an Accident

See the flow chart in [Appendix 1F](#) for the simple steps to be taken in the event of an Accident occurring.

## First Aid & Medication

The procedure involving first aid and medication is covered in the [Medical Policy](#).

## **Accident Reporting – Monitoring and Evaluation**

Matron files the details of each accident report on the School information system Schoolbase.

The Director of Operations will regularly review the accidents that have occurred to establish trends, examples of good and bad practice and new risks that might require attention. From this, the Health & Safety Committee, Owner, Board of Reference and Senior Management Team receive a report outlining the accidents that have occurred during the term. They have the opportunity to note trends and to identify new risks and to comment on the actions necessary to manage such risks identified

## **Incident Reporting, Statement of Policy**

The School recognises that incidents are often the precursor of accidents and that it is important to record 'near miss' incidents so that trends and the degree of risk that an accident might occur can be established. For this reason, it is a policy of the School that incidents are documented using Incident Reporting Form - see [Appendix 1G](#) for an example of this form.

The person witnessing the incident should complete the sheet, which should be handed to Matron in the first instance.

## **Definition of an Incident**

An event or occurrence which, in the opinion of the person completing the report, could have led to an accident.

## **Procedure for Reporting an Incident**

- Complete an Incident Reporting Form
- Hand this to Matron
- Matron to review frequency of this type of report and likely issues arising from it
- Matron to hand to Director of Operations and discuss any issues of concern with suggested actions
- Director of Operations to log and arrange for implementation of any actions that result

## **Fire Practice**

The School holds regular fire practices as follows:

- Whole School practice once per term
- Boarding House once per term during 'boarding hours'.

The objective of holding fire practices is to ensure that in the event of a real fire we can safely and rapidly evacuate pupils and staff from School buildings, assemble at a safe point and account for everybody.

Practices are recorded in the fire book for inspection by visiting Fire Officers.

See [Appendix 1H](#) for the detailed procedure notes.

## **Fire Alarm**

The school has a fire alarm system. An instruction leaflet detailing how this operates and the location of fire sensors can be found in [Appendix 1J](#).

## **Fire Equipment**

The School has taken advice on the location and type of fire extinguisher and other fire control equipment it should hold. The location of fire control equipment can be found in [Appendix 1J](#).

Certain staff have received training in the safe operation of fire extinguishers and are encouraged, where safe to do so, to tackle small fires with appropriate extinguishers. Untrained staff should not use extinguishers.

## **Emergency Lighting**

The School has emergency lights and independently powered Exit signs located at strategic positions throughout the School. The location of emergency lighting can be found in [Appendix 1J](#).

## **Personal Protective Equipment (PPE) and Clothing**

The School provides different PPE and clothing for use by staff and pupils. Catering, Grounds and Maintenance staff are provided with the appropriate equipment for jobs undertaken on school premises.

## **Maintenance Schedule**

To promote the safe operation of equipment and the maintenance of a high level of fire protection the School has an inspection and maintenance programme. This includes:

- The fire alarm system – including visual checking, alarm test sounding, emergency lighting and fire extinguishers
- P.A.T. testing electrical appliances - any privately owned appliances brought onsite must be P.A.T tested before they can be used.
- Kitchen equipment
- Grounds equipment
- School electrical system (including main fuse boxes)

The Director of Operations maintains an Operational work schedule that documents the details of these actions and maintenance procedures.

## **Key Contacts List**

There are a number of key contacts when reviewing health and safety within the School:

- Health and Safety Executive
- Environmental Health Department
- Fire Service (local)
- Fire and alarm monitoring service
- Fire extinguisher maintenance engineers
- Electrical maintenance engineer
- Fire alarm engineer
- Kitchen equipment engineers
- Grounds equipment engineers

Current contact details are maintained by the Director of Operations and details can be found in the school office

## **Health & Safety Training Policy**

The School has a policy of training staff to an appropriate level to ensure they have the right level of knowledge to assess and manage risks for themselves.

Training is an ongoing action and details of existing qualifications together with a forward training programme can be found with the Director of Operations.

## **Health & Safety Training Approach**

The School uses the following approaches:

- Staff inset for briefings
- Staff inset for training large numbers e.g. First Aid
- Distance learning for individual knowledge e.g. food hygiene, fire marshalling, Paediatric First Aid, manual handling, working at heights
- Issue of guidance documentation and codes of practice/risk assessments
- Courses e.g. P.A.T. testing course, life saving, chemical handling

## **Health & Safety of Staff**

- Pregnancy

It is the policy of St Peter's to provide a safe and healthy working environment for all employees, including particular measures to protect the health and safety of those who are pregnant or who have recently given birth.

The School will by carry out risk assessment for such staff and put appropriate measures in place to protect their health and that of their unborn child(ren).



- **Work-related Stress**

St Peter's recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stress. The Head will talk with staff who have work-related stress issues whether entirely related to work or not and will deal with each case individually and agree with the member of staff suitable actions to be taken. These might involve contacting the school doctor, reducing responsibilities or working hours on a short term or long term basis.

- **Violence to Staff**

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff shall be expected to accept exposure to violent behaviour as being part of their job. Any member of staff, pupil or parent of the school, who perpetrates an act of violence against an employee or a pupil, will be subject to the appropriate disciplinary procedure.

- **Control of Hazardous Substances**

All staff should handle hazardous chemicals with care following guidance given in the relevant COSHH form for each substance. The school maintains an Asbestos Manual which is maintained by the Director of Operations. Also see relevant COSHH information & Asbestos Manual

## **Health & Safety Food & Drink Welfare**

- All kitchen staff have undertaken Food Hygiene Training.
- Fresh drinking water is available at all times from clearly labelled sources and is accessible for pupils and staff.
- Training in food hygiene is provided by the school's catering manager to all staff involved with preparing and handling food.

## **Monitoring Developments in Health & Safety**

Information is obtained from the following sources:

- Membership of IAPS, ISBA, BSA and ISCIS means we receive briefing notes on major issues
- We retain Stephens and Scown, solicitors, for advice on legal matters. They provide occasional notes on major changes.
- Broadsheet newspapers are a good source of developments.
- Visiting appropriate websites (e.g. Health & Safety Executive)
- Government agencies provide notice on major developments in health & safety legislation.

## **Consultation arrangements with employees**

The school will consult employees on health and safety. We do this by listening and talking to them about:

- health and safety and the work they do;
- how risks are controlled; and how to document this
- the best ways of providing information and training.

Consultation is a two-way process, allowing staff to raise concerns and influence decisions on the management of health and safety. Our employees are often the best people to understand risks in the workplace and involving them in making decisions shows them that we take their health and safety seriously.

## **Occupational Health**

It is important that employees remain healthy and adopt safe practices which do not affect their wellbeing adversely. In particular, employees are encouraged to manage their work-related stress levels and to seek advice if they are finding this difficult.

More information on this area can be found at <http://www.hse.gov.uk/pubns/ohindex.htm>

## **Workplace safety for staff, pupils and visitors**

We all have a duty to safeguard our own and others' health and safety. The school's risk assessment process identifies and manages relevant risks, but we encourage all staff, pupils and visitors to report any concerns to the Director of Operations, via the school office, so they can be quickly addressed. See also the [supervision policy](#) and staff duty rota, published in the main staff room.

## **Site Security**

Our school occupies a very rural site in a tranquil and peaceful setting. However, it is necessary to maintain vigilance and premises in order to ensure the safety of all who live on, work, or visit, our site. To this end, there is a comprehensive risk assessment in place and all staff are required to comply with its outcomes. Any unidentified person on site should be challenged politely and escorted to the school office to sign in and be issued with a visitor's badge. Suspicious activity should be reported immediately to the school Reception. The four digit numeric code for access codelocks is changed at intervals to ensure that only the immediate school community are aware of the number and can access secure locations on the school site.

## **Selecting and Managing Contractors**

External contractors who are appointed to work on the school site are selected carefully by the Director of Operations, in consultation, where necessary, with SMT and /or Head. Contractor staff are either checked for suitability by their employer, or supervised whilst on site when pupils are present. Regular visitors have documented DBS checks.

## **Smoking on site**

St Peter's operates a no-smoking policy in all areas accessible by pupils and in all enclosed spaces. Employees are encouraged not to smoke, as this is a proven health hazard, both to the smoker and to others. Employees who must smoke are required to use the designated area adjacent to the grounds workshop, out of sight of pupils. Employees abusing this provision may be subject to disciplinary proceedings.

## **On site vehicle movements**

Care and vigilance is needed as staff and pupils move around the site, as vehicles enter and leave. Any vehicle movement around school is risk assessed as part of a dedicated risk assessment, and changes in outcomes are relayed to staff and pupils as necessary.

## **Manual Handling**

All staff are reminded that they should not attempt to lift or move objects that are heavy or cumbersome, without assessing the risk to themselves or others. If necessary, do not move the object/s but ask for assistance or use appropriate tools, such as castors or a sack trolley. Manual handling guidance is provided for staff and the Director of Operations can provide access to online training resources and signpost to other advice or training.

## **Health and Safety Emergencies**

In the case of any emergency, the first point of contact should be the school reception, unless urgent medical attention is needed, in which case dial 999. The school office will coordinate information and can summon the appropriate staff or external agencies as necessary.

Additionally, the school has disaster / emergency plan procedures held by SMT members and the owner. This details suggested procedures for a variety of scenarios and lists relevant contacts.