



Date reviewed: September 2024	Rob Grosse Beata Felmer Christine Weaving	Updated with new post holders and reviewed by Headteacher
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This policy is to be read in conjunction with:

12a The Fire Safety Policy

12b The Fire Risk Assessment Document

The First Aid Policy

14d School Journeys Policy

16a Risk Assessment Policy.

## **STATEMENT OF INTENT AIMS AND OBJECTIVES**

Our school aims to:

- Provide and maintain a safe and healthy environment for all employees, visitors, contractors, pupils, and other persons affected by the school's operations.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

As a minimum, the School seeks to meet the standards laid out in the Health and Safety at Work Act 1974 and all relevant associated regulations.

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

The School Governors bear ultimate responsibility to provide leadership and necessary resources to enable the implementation of the policy. The day to day responsibilities are delegated to the Headteacher, who under the auspices of the

school governors, will ensure that 'so far as is reasonably practicable' the workplace is a safe and healthy environment.

The governor who oversees health and safety is Christine Weaving.

In general terms this will involve implementing policies, systems and procedures to ensure:

- the safe use, storage, handling and transport of articles and substances
- the provision of adequate information, instruction, training and supervision for employees, including temporary employees and contractors
- the provision of safe machinery and equipment regularly maintained
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and to areas as necessary within the premises
- adequate facilities and arrangements for the welfare of employees at work
- consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities
- appropriate measures taken for all school trips and other off site activities
- pupils with special needs have their needs met
- consultation on a regular basis with all employees/staff representatives with regards to health and safety issues including security
- provision of information and training as appropriate to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety at work
- the provision of the necessary safety devices and protective clothing and equipment where alternative means of risk control cannot be achieved by any other means

## **ORGANISATION AND RESPONSIBILITIES**

### **The Board of Governors**

The School's Governors have overall responsibility for the implementation of the policy and will ensure that adequate resources and support are provided to support the implementation of the policy.

The School's Governors recognise their duties to monitor and review the successful implementation of the policy.

Regular safety audits, at least one meeting every term, will be carried out by the School Health and Safety Committee which is made up of the Headteacher, the Bursar, the Caretaker and the Medical Officer who is also responsible for overseeing Risk Assessment.

Any concerns, such as any specific hazards or shortfall in expected standards, arising in these meetings will be taken to the Governors' Commercial Committee and necessary action taken. It is the role of this Governors' committee to monitor, establish and review measures needed to meet satisfactory health and safety standards.

A summary of these meetings and actions taken will be presented at Governors Board Meetings.

These meetings and actions as described above, will form the basis for the monitoring and review process to ensure that the aims and objectives of health and safety are achieved.

A copy of the induction policy will be given to all employees when they join the school. Copies of the policy will be on the school system and will also be available for parents on request.

The Headteacher is responsible for the following:

- a) Ensuring that suitable and sufficient risk assessments are carried out. Risk assessments should be updated annually or at more frequent intervals if a change in circumstances deems it to require amendment. In addition a formal review of risk assessments will take place following an accident or incident. The person who carries this out on a day to day basis is Mrs Suzanne Sharp.
- b) Ensuring that those tasked with carrying out risk assessments have adequate knowledge, training, and support to enable them to do so. All of the staff at the school in use Educare to update training in relation to Risk Assessments. Each year and during induction, the staff are reminded about expectations and responsibilities by Suzanne Sharp, based on the 14d School Journeys Policy including 16a Risk Assessment Policy.
- c) Ensuring, liaising with the Bursar and caretaker as appropriate, that equipment necessary for the work of the school is maintained to a safe standard and in compliance with current regulations. Appropriate notices are displayed adjacent to specific hazards and that reported defects are addressed accordingly.
- d) Ensuring that appropriate instructions and guidelines relating to any aspect of their activities have been issued to staff concerned and that the latter are aware of the contents thereof.
- e) Ensuring the appropriate implementation of the policy on a day to day basis.
- f) As School Fire Officer, the Headteacher has overall responsibility for fire safety matters. A Fire Risk Assessment document 12b is in place and reviewed annually by the Headteacher, the Bursar, the Governor with responsibility for Health and Safety and the Caretaker. The Bursar and caretaker are responsible for maintenance of the fire safety equipment, fire alarms, emergency lighting and fire safety signs. The Headteacher is responsible for evacuation procedures and practices.

## **POST HOLDERS BY NAME**

### **The Board of Governors**

Emma Dutton

Chair of Governors

Christine Weaving

Governor with responsibility for Health and Safety  
and Safeguarding

**The Headteacher**

Mr Rob Grosse

**Deputy Head**

Mrs Dianne Seyffert

**The Bursar**

Mrs Beata Felmer

**Risk Assessments and Medical Officer**

Mrs Suzanne Sharp

Reception Classroom Assistant and  
Medical Officer and Risk Assessment  
Coordinator

**The School Caretaker**

Mr Dominic Bidmead

**After Hours Cleaner**

K Kubik and M Osmanska

**School Fire Officer and Deputy School Fire Officer**

Mr Rob Grosse and Mrs Beata Felmer

**Teachers**

Teachers are responsible for:

- a) Carrying out appropriate risk assessments for their respective areas, and associated activities.
- b) Managing and complying with the control measures as identified through the risk assessment process.
- c) Ensuring that equipment necessary for the work of their own class and teaching and the areas in which that work is carried out, is used in accordance with expected standards, rules, or appropriate procedures.
- d) Ensuring that appropriate instructions and guidelines relating to any aspect of their activities are followed.
- e) Ensuring members of staff who operate within their area, are conversant with general school safety precautions and procedures.
- f) Reporting all accidents and incidents within their area and investigate them promptly. The key aim being to prevent recurrence.
- g) Ensuring the safety of the pupils in their care so far as is reasonably practicable and that defects which cannot be remedied by them are reported immediately to the Headteacher and in his absence to the Bursar.
- h) Ensuring proper use by pupils of safety equipment and protective clothing where provided and to lead by exemplary personal example. Ensure that the pupils are not allowed to act in a way that is unsafe.

- i) Ensuring that pupils are instructed in safety procedures in operation and processes involving known hazards.
- j) Initiating or facilitating appropriate first aid in the event of an accident.
- k) Ensuring that pupils know the fire exits and routes from the areas in which they are being taught. Make sure that the fire exits, extinguishers, and call points are kept clear and that fire doors are closed at all times or held back by the appropriate magnetic blocks which allow the door to close automatically in the case of a fire.
- l) Maintain high levels of housekeeping for their respective areas.
- m) Report any concerns that are beyond their control or means to rectify either to the Bursar if there is immediate concern or to Mrs Suzanne Sharp who will bring the concern to the internal Health and Safety committee meeting.

### **The School caretaker**

The school caretaker is responsible for:

- a) Ensuring that access and egress to and from the premises is safe and without risk to health and safety.
- b) Working in such a way as to eliminate or control risk posed to him and others down to an acceptable level.
- c) Ensuring the school grounds are kept in a safe and secure condition.
- d) Maintaining the security of areas that are out of bounds to unauthorized staff, pupils and visitors.
- e) Maintaining up to date COSHH sheets.
- f) Monitoring the work of any contractors and ensure they comply with agreed safety standards and procedures.
- g) Ensuring that all firefighting and fire prevention equipment is kept in adequate and serviceable condition.
- h) Regularly testing the fire alarm and emergency lighting systems in accordance with the Fire Safety Policy 12a and the Fire Risk Assessment Document 12b.
- i) Reporting any concerns that are beyond his control or means to rectify to the Bursar or in her absence to the Headteacher. In any instance where these are raised and not resolved within a reasonable time frame it is the duty of the caretaker to raise these concerns again and to ensure that action is taken.

## **ARRANGEMENTS**

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**1. Policy Review**

This policy will be regularly reviewed, by the Headteacher as necessary but at a minimum of one year intervals.

Sections of the policy will be reviewed during consultation meetings with staff. This will be done on a rolling programme to ensure that over the course of a year the whole policy is systematically reviewed.

Specific sections will be reviewed immediately should they come into question. For example –

- Following an accident or an incident.
- Following a complaint or concern raised.
- After a change in the law or a change in best practice.
- Following a formal audit or inspection.

## **2. General Risk Assessments**

An individual Risk Assessment exists for all areas of the school including class rooms and all other rooms within the school buildings, as well as areas immediately external to the school.

These are reviewed on an annual basis at the beginning of the school year unless otherwise required, for example, due to change of use or renovation.

The separate Risk Assessment Policy deals with Risk Assessment in more detail

## **3. Fire Safety**

The School Fire Officer is the Head with the assistance of the Bursar. At times when neither of the above are in school, which may occur towards the end of the after school care session, the Extended Day staff together with the after hours cleaner are responsible.

Herries Preparatory School 12a Fire Safety Policy is a separate policy.

The 12b Fire Risk Assessment Document which is to be viewed in tandem with the Fire Safety Policy can be found on the School website; this is updated on an annual basis or more regularly as appropriate.

A record of all fire alarm testing etc is held in the Head's office

An audit of the School's Fire Safety arrangements is made by the Bursar every year, in the form of an annual review of the Fire Risk Assessment document, and the 12b Fire Risk Assessment is updated accordingly.

A record of biannual Fire Safety training and other related issues for staff is held in the School Office.

## **4. First Aid Arrangements**

The School's 13a First Aid Policy is available for all staff and parents on the school website.

Notices naming qualified first aiders and identifying the location of first aid boxes are placed in the staffroom.

## **5. Accident Reporting and Investigation**



All accidents, however minor, are recorded in the accident book held in the School Office for staff or in the Playground accident book for pupils. The School is mindful of all requirements under RIDDOR, details of which are found in the School First Aid Policy and its attachments. This applies to accidents that may occur to pupils, parents, staff, Governors and visitors.

Any accident requiring investigation would be investigated by the Headteacher and the relevant staff. Governors and other agencies would be informed, as appropriate.

## **6. Inductions**

Induction for all new staff is initiated by the Headteacher and followed up by other staff members as indicated on the last sheet of the 7c Induction Policy.

The Induction will include Child Protection Training and Fire Safety Training and Health and Safety Training. All key policies will be provided for new staff.

## **7. School Trips**

The School's Policy for Visits and Activities Out of School is available on the school system. The policy available in hard copy for parents on request.

## **8. School Security**

The School maintains a list of Emergency Contacts in the event of Intruder or Fire Alarm Activation. CCTV is in place and there are cameras located on the premises and monitored in the school office.

## **9. Management of Visitors**

All visitors are met at the front door by a member of the office staff, usually the Secretary. All visitors are required to make an entry on the electronic signing in system in the front entrance hall of the school.

Information will be given to visitors for the purpose of their visit. They will always be informed about the gathering point in the event of an emergency evacuation of the building and also given the name of the Designated Safeguarding Lead on the Safeguarding leaflet.

Visitors will be accompanied by an adult as necessary during their presence in the school.

## **10. Missing Pupils**

The School has a "Missing, Lost or Uncollected Child Policy" which is given to all staff and is available on the school system.

## **11. Dog Policy**

The school has a Dog Protocol which is on the school system and is available for parents by request.

## **12. Consultation and Communication**

The School has a comprehensive system for communication and consultation.

Staff: There are daily staff bulletins every morning on Google Classroom, as well as in person on Monday and Friday mornings and a longer meeting is held on Monday afternoons for more detailed discussion and training. Staff are informed about any Health and Safety updates in these meetings which are minuted for distribution to all staff, including those who might not be able to attend.

Meetings are held between the Headteacher and key post holders, for example the Head of Early Years Foundation Stage, the Bursar and the School Secretary on a regular basis.

The Headteacher has an “open door” policy and is available for staff to bring queries and issues on a daily basis.

Parents: a regular newsletter is emailed to parents, staff and governors.

Information on individual issues are emailed on a regular basis.

All staff, including the Headteacher, are available on a daily basis for parents’ queries and issues.

Governors are available for consultation both in and out of school on a regular basis.

### **13. Management of Electrical Hazards**

All electrical equipment in use within the school, including extension leads and multi sockets, are PAT tested on an annual basis.

Any electrical appliances brought into school by staff, including the caretaker, if over one year old, must be subject to a PAT test otherwise they may not be used.

A hard wiring check is carried out every five years and was carried out most recently in February 2021.

Risk assessments cover the use of all electrical equipment.

The School contracts qualified electricians for all appropriate electrical tasks.

### **14. Work Equipment**

Equipment, for example, the photocopiers, is maintained on a regular basis by external contractors.

Equipment, for example the lawn mower, leaf blower and step ladders, used on a regular basis by the caretaker, are maintained on a regular basis and risk assessments are in place for their use.

### **15. Safety Inspections**

Safety Inspections, for example a fire audit and PAT testing, are carried out on an annual basis. Records are kept in the appropriate file.

Other inspections as required by safety regulations are carried out within the appropriate time scale and records are kept in the appropriate file. For example, the Climbing Equipment in the School Hall.

During school holidays the caretaker is on site and carries out regular inspections of all areas of the school, taking appropriate action as necessary.

### **16. Hazardous Substances**

Hazardous substances are stored in the school, securely contained in the Caretaker's Cupboard which is locked and bolted.

No child, or unauthorized adult, is allowed access to or use of any of these at any time.

COSHH sheets are kept in the H&S folder.

### **17. Management of Contractors**

The School utilises a number of contractors who will report directly to the Caretaker on arrival at the School.

Unless the contractor holds a current DBS check carried out by the school they will be overseen by the caretaker or a member of the office staff whilst on site.

The contractor must hold their own risk assessment and method statement.

### **18. Occupational Health**

The teaching profession carries with it a great deal of responsibility and a large variety of duties. As the requirements to meet regulations and teaching standards increase and the profession becomes increasingly regulated teachers can find themselves suffering from the symptoms of stress. Where a teacher finds that any stress levels are having an undue impact on his or her own well being or on his or her ability to carry out his or her job then that person must consult with the school Medical Officer or with the Headteacher. Measures to counter the factors causing the stress will be employed as far as is reasonably possible. The school may also provide a counsellor at times of considerable stress or after a critical incident has been experienced. Staff are also referred to the stress management area of the HSE website which is very informative.

### **19. Training**

All staff are trained in the requirements for Health and Safety, which includes training on Slips and Trips, Working on Height, Manual Handling and Risk Assessment. Other training is undertaken in the relevant areas of Fire Safety, First Aid, Safeguarding, Dealing with Bullying and more specific areas that are particular to individual staff members' particular areas of responsibility.

### **20. Violence to Staff**

In our small rural prep school we feel that the possibility of violence to staff occurring is low. However from time to time parents may become upset and emotional with the potential to escalate. If a member of staff anticipates that this may occur during a meeting for example she or he will ensure that another member of staff is present at the meeting and refer to our Visitor and Parent Conduct Policy on our website. Any potential violence to staff from pupils is dealt with in our Use of Physical Restraint policy.

### **21. Health and Safety Emergencies**

Herries has a Critical Incident Plan and a lock down procedure which could be used in some emergencies. We have a very efficient emergency evacuation procedure. Our fire and first aid policies deal with emergencies of that nature. Our insurance provides cover to incidents such as flooding by allowing for the provision of alternative accommodation.

### **23. Legionella**

The school employs an external contractor to test the water annually. After a holiday the water supply is run through to ensure that there is no stagnant water in the system.

#### **24. Asbestos**

The school had Asbestos Re-Inspection on 19 September 2019 and Asbestos Register was produced with 4 items on it, 3 in door panels and 1 in a chimney cowl.

#### **25. No Smoking Policy**

The school has a total ban on smoking anywhere on the premises. This is announced on entering the school and enforced by all staff with regards to visitors. Any member of staff or visitor who wishes to smoke would need to leave the premises to do so. The use of electronic cigarettes and/or the accompanying paraphernalia is not permitted anywhere on the premises either.

#### **26. School Minibus**

Herries has owned a school minibus since 2016. All staff who drive the minibus are suitably trained and no named driver has any medical condition that might hamper his or her ability to be a safe driver. The Bursar is responsible for minibus safety and maintenance. A first aid bag will be kept on the minibus.

Staff with category B, without minibus duties stated on their contract are driving on an 'extra contractual voluntary basis' and will be reimbursed for fuel, parking and any tolls. If driving is specified in the contract or job description, a full D1 licence is required.

#### **27. Safe Movement of Vehicles**

Staff park in the horseshoe at the front of the school or in the small staff car park at the back which is accessed by a separate lane. Parents drop children off in the morning using a continuous flow 'kiss and drop' system whereby children are met from the car by two members of the Herries staff and watched into the building. Frequent reminders about the safe operation of this system are sent to parents. In the evenings parents park, usually on the road, and wait in the school grounds for their children to be dismissed from the school premises. Collection times are staggered, with different end-of-day times. Parents are frequently sent reminders are sent regarding the safe operation of this system, with the safety of our pupils being paramount.

#### **Staff, pupils, and visitors**

It is the duty of all members of the staff, pupils and visitors to take reasonable care for the health and safety of themselves and that of others. They must not misuse or abuse anything provided in the interests of health and safety from non-compliance through to following established rules and procedures.

#### **General Summary of Responsibilities**

All aspects of health and safety ultimately remain the responsibility of the Board of Governors. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc.

To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Headteacher or to Suzanne Sharp, Medical Officer, or the Bursar, all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should be aware that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.