



# Loreto Preparatory School

Sincerity Freedom Justice Truth Joy Excellence Internationality

## HEALTH AND SAFETY POLICY INCLUDING HEALTH AND SAFETY ON EDUCATIONAL VISITS

### Mission Statement

At Loreto Preparatory School  
We are eager and inspired to do our best,  
Meeting the challenges and opportunities of a changing world  
With love in our hearts.

We are called to be joyful and prayerful,  
Living the Gospel and the Catholic faith  
And celebrating the values of Mary Ward  
With our parents and the whole Loreto family.

*Women in time to come will do much.*  
*Mary Ward*

*This policy has been written with regard to and in the spirit of our school aims, in particular to enable children:*

*'To feel secure and valued within a safe and well-maintained environment.'*

***This policy applies to the whole school, including the Early Years Foundation Stage, during school hours, and including before and after school provision and activities and Educational Visits off site.***

Loreto Preparatory School fully recognises its responsibilities to provide a safe and secure environment in which children will thrive.

The Governors recognise they have a legal duty of care towards protecting the health and safety of all the pupils including the Early Years Foundation Stage, employees and others who may be affected by the school's activities.

***This policy addresses DfE ISSR part 3 Regulation 11  
and 'Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders,  
School Staff and Governing Bodies February 2014'***

### **Every Child Matters**

This policy complies with Every Child Matters and in particular to "stay safe".

### **Aims and Objectives**

- To provide an organisational structure that defines the responsibility for Health and Safety.
- To take appropriate steps to ensure that rules and procedures for school activities and emergencies are formulated, observed and enforced.

- To provide formal procedures for the reporting and investigation of sickness, accidents and dangerous occurrences.
- To fulfil the requirements of health, safety and welfare legislation concerning the school's activities.
- To regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.
- To provide an environment that is safe and which presents no risks to staff, pupils and visitors.
- To provide a working environment that is pleasant and conducive to the preservation and promotion of good health.
- To provide adequate resources to control the health and safety risks arising from our activities and to bring to the attention of appropriate employees all known Health and Safety hazards.
- To provide training in health and safety matters for all employees so that they are able to carry out their duties efficiently in accordance with the appropriate regulations.
- To encourage all staff to be constantly aware of the need for promoting safety in their own interests and in the interests of colleagues, pupils and visitors.
- To encourage the children to be safety conscious both for their own good and for the good of others.
- To carry out regular reviews of risk assessments to identify solutions to reduce risk.
- To engage only contractors who are able to demonstrate due regard to health and safety matters.

### **Related Policies**

Supervision of Children Policy  
 Educational Visits Policy  
 Policy to Safeguard and Promote the Welfare of Children  
 Risk Assessment Policy  
 Fire and Emergency Procedures  
 First Aid Policy  
 Medication in School Policy  
 Hazardous Substances Policy  
 Electrical Equipment in School Policy  
 Car Parking Arrangements

**Responsibilities of the Governing body** in their role as Employers under Health and Safety at Work etc Act (1974), Management of Health and Safety Regulations (1999), etc.

The governor responsible for Health and Safety is Mrs. Nora Griffin.

- (a) To safeguard, as far as is reasonably practicable, the health, safety and welfare of not only their employees but also non-employees who may be affected by the work activity i.e. pupils, parents and visitors.
- (b) To formulate health and safety policies, procedures and arrangements and monitor their effectiveness.
- (c) To appoint competent people to assist in carrying out risk assessments and to monitor the effectiveness and prevention and control measures.
- (d) To set up procedures to manage emergencies and give employees information about these and other health and safety matters.

### **Responsibilities of the Head Teacher**

- (a) To pursue the objectives of the Governing body in respect of health and safety. The head teacher is responsible and accountable to the Governors for implementing the school's Health and Safety Policy.
- (b) To ensure that arrangements in the school are set up to cover all health and safety legal requirements, and to ensure that these arrangements are brought to the attention of all staff.
- (c) To ensure that health and safety risk assessments are written for all activities which may present a hazard and to monitor effectively the implementation of the arrangements.
- (d) To be available for consultation with any member of staff to discuss and to seek to resolve health and safety problems.
- (e) To maintain, and be a member of, the school health and safety committee.
- (f) To ensure that all areas of the school are inspected on a regular basis.
- (g) To ensure that a system is established for the reporting, recording and investigation of accidents, diseases and dangerous occurrences and that all reasonable steps are taken to prevent recurrences.
- (h) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- (i) To provide all employees with any necessary training as required by Health and Safety legislation.
- (j) To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
- (k) To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.
- (l) To provide detailed emergency procedures.
- (m) To consider positive measures to promote the health and welfare of the staff and pupils.
- (n) To seek advice when necessary from outside agencies able to offer expert advice on Health and Safety matters.
- (o) To ensure adequate finance is available for Health and Safety issues.
- (p) To ensure all risk assessments as required are formulated, reviewed and put into practice.
- (q) To ensure that there are adequate first aid facilities within the school, and that there are adequate certificated First Aiders available as required by current legislation. See First Aid Policy referred to above.

**Responsibilities of the Health and Safety Officer (the caretaker)**

The day-to-day management of Health and Safety affecting teaching staff, technicians and pupils is delegated to the Health and Safety Officer, who has received appropriate external training. He is

- (a) to be responsible for the compilation of a school building register identifying known hazardous substances and materials.
- (b) to be responsible for the co-ordination of all contractual and maintenance work carried out in the school and to ensure such work is carried out in a safe manner.
- (c) to ensure safety procedures and policies are adhered to.
- (d) to be responsible for the formulation and implementation of the school's fire procedure and to ensure adequate fire signage and notices are displayed in appropriate locations.
- (e) to ensure that all equipment is maintained in a safe working condition.

### **Responsibilities of all Staff (as employees)**

All employees have the responsibility

- (a) to comply with safety rules and procedures laid down in their area of activity.
- (b) to take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
- (c) to use such protective clothing or equipment as may be provided.
- (d) to report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware.
- (e) to co-operate with the head teacher in the fulfilment of the objectives of the school's health and safety policies.
- (f) to bring to the attention of the head teacher all defects, hazards, accidents or dangerous occurrences.
- (g) to be familiar with the school's health and safety policy and all documents relating to health and safety within the school.
- (h) not to bring into school anything which may present a hazard to health and safety without prior permission from the head teacher.

### **Pupils Including those with Special Educational Needs or Disabilities**

Pupils are taught to exercise personal responsibility for their own safety and that of their fellow pupils. They are expected to observe standards in uniform and behaviour that are consistent with safety and hygiene.

Appropriate support is given to children with special educational needs or disabilities. The staff are made aware of these children through the SEND register.

### **Visitors**

Visitors to the school are asked to conform to the health and safety regulations.

### **Responsibilities of the Caretaker**

The caretaker is:

- (a) accountable to the head teacher for all matters relating to health, safety and welfare.
- (b) to be responsible in conjunction with the head teacher for the co-ordination of all contractual and maintenance work carried out in the school and to ensure such work is carried out in a safe manner.
- (c) to ensure contractors are aware of the school's health and safety arrangements and these arrangements are strictly complied with.
- (d) to ensure their familiarity with the school's health and safety policy and that persons under their control are also familiar with the necessary policies and procedures affecting their work activities.
- (e) to report to the head teacher using appropriate means, any defects or hazards that are brought to their attention.
- (f) to ensure all relevant information, instruction and training is received from manufacturers for any equipment or substances obtained by the school.
- (g) to ensure that the head teacher is informed when contractors are due to enter the school.
- (h) to inspect all fire fighting equipment on a weekly basis to ensure that all extinguishers are located in their proper place and are serviceable. A log of this inspection is to be kept.

### **Identified persons for emergencies**

For evacuation procedures, the nominated persons for the school are the caretaker, the school secretary (responsible for the registers), the bursar, the head teacher or deputy.

### **Role of Specialist Advisers**

The governors recognise there will be occasions when the school requires specialist advice, e.g. air monitoring, local exhaust ventilation, specific inspections etc. The procedures to be adopted by the school and recommendations for seeking outside advice will be decided by the school Safety Committee.

## **ARRANGEMENTS FOR HEALTH AND SAFETY**

We provide such information, instruction, training and supervision as is necessary to safeguard the well-being of pupils, employees, volunteers, students and visitors within an organisational health and safety framework.

## **1. Consultation**

All staff have a responsibility to report health and safety concerns to a member of the health and safety committee. The members of this committee are Jo Farmer, Andrew Holman and Jilly Jones.

## **2. Display Screens (Health and Safety [Display Screen Equipment] Regulations 1992)**

- (a) The risks involved to work station users will be assessed by the head teacher to reduce the risks as far as reasonably practical and the assessment will be reviewed when necessary. Training will be arranged by the head teacher where deemed necessary for workstation users.
- (b) Approval for the required action to remove or control risks will be given by the head teacher.
- (c) Persons working regularly at a display screen may apply for an eye test.

## **3. Fire and Evacuation**

- (a) The caretaker will ensure that the fire equipment servicing is carried out regularly. The caretaker will be responsible for checking the equipment in between these visits. Other members of staff should report any defects that they see in the fire fighting equipment to the head teacher or the caretaker. Fire doors should not be propped open. All fire exit doors must be readily opened and free from obstruction.
- (b) Arrangements for evacuation will be placed in each room in the school. All rooms must be checked regularly by the health and safety officer to ensure that these notices are in good order.
- (c) Fire drills will be carried out at least once a term. The effectiveness of these procedures should be discussed immediately with the school's Health and Safety committee and reported to the governing body.

### Evacuation Procedures

- (a) In the event of a fire, the member of staff or person finding the outbreak should immediately activate the nearest alarm and then evacuate any pupils in the area. The caretaker, the school secretary, the bursar, the head teacher, deputy or senior staff will contact the fire brigade. Staff should not put themselves at risk in attempting to put out a fire, but personnel trained in the use of fire extinguishers may attempt to put out a small fire if there is no personal risk.
- (b) All staff, pupils and visitors will follow procedures displayed in each room or area. They should make their way to the evacuation assembly point at the back of the school. Here they will be registered.
- (c) Everybody should be aware of disabled, infirm, unwell or injured people and help them, where possible, to the assembly point.
- (d) The caretaker or delegated staff will await the arrival of the fire brigade and lead them to the source of the fire before making their way to the evacuation assembly point for registration.

- (e) Everybody should remain on the netball courts until the Fire Officers inform the caretaker or head teacher that it is safe to return inside the buildings.

#### **4. Managing Contractors**

The school recognises that it owes a duty to contractors as well as employees. The head teacher will ensure that only competent contractors are selected. After appointment of a contractor their activities will be appropriately managed in accordance with safeguarding procedures.

#### **5. Intruders**

In the event of an intruder gaining access to the school grounds or building, staff will act promptly in raising the alarm.

#### **6. Manual Handling (Manual Handling Operation Regulations 1992 [amended 2004])**

The school will eliminate manual handling where possible. Where elimination is not possible, the risks from manual handling will be assessed by the head teacher and the health and safety officer and reduced, so far as is reasonably practicable. Training in manual handling will be arranged for the caretaker and those staff who are likely to require it.

#### **7. Monitoring and Reviewing Health and Safety Performance**

The health and safety committee will meet every term to review performance.

#### **8. Reporting, Recording and Investigating Accidents and Sickness**

- (a) Children's accidents will be recorded by the first aider in the first aid file at the station used.
- (b) Accidents which affect the head will be recorded in the 'Bump to the Head' file, and a letter signed by a member of the SMT will be sent home. Parents are informed verbally of any minor accidents that occur during the school day.
- (c) Hospital visits will be recorded on the accident report form and placed in the accident report file. Parents are consulted immediately it is decided that a hospital visit is necessary.
- (d) Staff and visitor accidents will be recorded by the staff/first aider involved in the adult accident record in the secretary's office.
- (e) Visitors' accidents will be recorded by the first aider involved in the staff accident record in the secretary's office.
- (f) Accidents and sickness (including those reportable under RIDDOR) will be reported to the appropriate authority and investigated by the head teacher or her deputy and examined to see if there is an underlying trend in incidents, which may need to be addressed.

#### **9. Risk Assessments**

- (a) Risk assessments relating to safeguarding are prepared by the head teacher.
- (b) Risk assessments for teaching activities which are deemed to carry possible risks for health and safety are prepared by the teaching staff. There is a proforma for staff to use to ensure that the risks are thoroughly evaluated.

- (c) Risk assessments relating to equipment and the fabric of the building are prepared by the health and safety officer.

## **10. Training and Supervision**

The head teacher will assess the need for and arrange regular and appropriate health and safety training for staff. This may be in-house (for example fire evacuation procedures) or from an external agency (for example manual handling). She will monitor the effectiveness of the training.

## **11. Work Equipment (Provision and Use of Work Equipment Regulations 1998)**

- (a) The health and safety officer will ensure that equipment used in school is suitable for the task for which it is being used, properly maintained and used in a safe manner supported by staff training.
- (b) The head teacher or health and safety officer will ensure that there is adequate information as to how the equipment is to be used, e.g. instructions from the manufacturers. Training will be arranged where necessary, with an emphasis on the risks that may arise and the precautions to be taken.
- (c) The health and safety officer will ensure that equipment is marked with warning signs if needed for health and safety reasons.
- (d) The health and safety officer will arrange for electrical equipment to be tested regularly by an approved engineer who will take unsafe equipment out of use.
- (e) Approval for the required action to remove or control risks will be given by the head teacher.

## **Workplace Welfare (Workplace [Health, Safety and Welfare] Regulations 1992)**

The caretaker (who is the health and safety officer) is responsible for the upkeep of the following areas:

- (i) Working environment - temperature, ventilation, lighting, room dimensions etc.
- (ii) Safety - glazed doors and partitions (use of safe material and marking), doors, gates, escalators (safety devices).
- (iii) Facilities - toilets, washing, eating and changing facilities and rest areas.
- (iv) Housekeeping - maintenance of workplace, cleanliness and painting, etc.

Approval for the required action to remove or control risks will be given by the head teacher.

## **Educational Visits**

For additional information concerning Educational Visits, please refer to the Educational Visits Policy included in the above list of related policies.

*Policy reviewed March 2018*

*Next review March 2021*