



**ST BERNARD'S
PREPARATORY SCHOOL**

**HEALTH, SAFETY AND WELFARE
POLICY**

ADVENT 2018

St. Bernard's Preparatory School

HEALTH, SAFETY AND WELFARE POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Introduction

This policy, along with its associated documents, includes:

- A general statement of policy.
- Who is responsible to do what (delegation of tasks).
- Arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.

The overall and final responsibility for Health and Safety is that of the Trustees who, in conjunction with the Governors, have delegated the responsibility to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. The Bursar (Ms Lynn Murray) has been appointed by the Headteacher, with the approval of the Trustees and Governors, as the Health & Safety Manager (HSM). This includes responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, pupils and visitors engaged in school sponsored activities along with taking all reasonable steps to achieve this.

The Headteacher has a fixed agenda item on health and safety for staff meetings and pupil school council meetings. Issues can be raised in weekly Briefings, or otherwise, as necessary with staff. The designated Health and Safety Trustee/Governor is Miss Anne Marie McIntosh (who is also the Diocesan Governor) and is Chair of the Health and Safety Sub-Committee which meets termly.

The reporting lines for health and safety may on occasions differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which are the Safeguarding - Child Protection policy and procedures. The HSM is also responsible for ensuring that both the *Health and Safety Organisational Chart* and the *Safety Law Poster* that summarises responsibilities are kept up to date and posted outside of the Bursar's office and in the Staff Room.

This Policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties.

Management for Monitoring Health and Safety

The Health and Safety at Work Act of 1974 places responsibilities on all our staff. The HSM is designated to carry out the management of Health and Safety on a regular basis. Matters arising regarding Health and Safety should

be reported, in writing, to the HSM. The Health and Safety Policy will be reviewed by the Trustees on an annual basis and whenever significant changes to the systems and arrangements take place. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number. The HSM carries out a full audit on health and safety annually.

There is a health and safety sub-committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are in place to ensure the maintenance of health and safety standards.

General Statement of Health and Safety Policy

- The aim of the Trustees and Governors is to provide a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.
- The Trustees and Governors note the provisions of the Health and Safety at Work Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Trustees accept that we have a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
- The arrangements outlined in this policy statement and the various other safety provisions made by the Trustees and Governors cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Trustees and Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.
- It is the Trustee's and Governor's objective to encourage employees, pupils, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.
- The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Although the Headteacher is responsible for health and safety in the workplace and on work activities, the overall and final responsibility is that of the Trustees and the HSE will normally take action against the Trustees and Governors. However, in some circumstances, for example where an employee failed to take notice of the Trustees and Governors policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.
- The Trustees and Governors will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils and visitors.

Workplace safety for employees, parents, volunteers, pupils and visitors

- The duties and responsibilities of the key people are identified in this policy. Regular visitors and other users of St Bernard's Preparatory School eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school.

Responsibilities/Duties of the Trustees and Governors

The Trustees and Governors are responsible for monitoring compliance with statutory requirements. The Trustees and Governors, in consultation with the Headteacher and the Bursar who is the Health and Safety Manager (HSM), have a duty:

- to identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for children to enjoy learning;
- to make themselves familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations;
- to ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care, including compliance with the Safeguarding Children Board locally agreed inter-agency procedures;

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- to be consistent with PART 3 of the Education (Independent School Standards) (England) Regulations 2010, including complying with the requirements of Working Together to Safeguard Children (HM Government 2015), Safeguarding Children and Safer Recruitment in Education (SCSRE) guidance excluding Chapter 5, DfE Guidance: Dealing with allegations of abuse against teachers and other staff (August 2011), along with any further amendments as they are published.
- to identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage;
- to ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
- to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- to provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- provide safe equipment, safe play areas, safe access and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;
- to train all our staff in the particular health and safety issues that affect children;
- to minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- to seek support from and consult with employees on matters concerning their health and safety;
- to have a clear understanding on actions to take in the event of any emergencies;
- to train all our staff in the particular health and safety issues that affect children;
- to provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities;
- to ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- to monitor and review this Policy and the various systems procedures;
- to adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school;
- to comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

The Policy is achieved by the establishment of an effective health and safety management system within the school. This involves the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Where the Trustees and Governors delegate responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, knows how he/she is expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition suitable measures for monitoring performance standards must be put in place.

The Trustees and Governors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health. Employees, visitors and contractors to any of the Trustees or Governors owned or operated sites are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Headteacher undertakes, on behalf of the Trustees and Governors, to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the Staffroom.

Risk Assessment

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- As Health and Safety Manager, the Bursar will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on a bi- annual basis.

- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported through Governing Body Meetings to the Trustees who will prioritise issues and assign resources to undertake remedial/control measures where required.

HEALTH AND SAFETY

Responsibilities, Arrangements, Powers and Procedures

With regard to the, welfare, health and safety of our pupils, we take into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure school environment, including the elimination of potential risks to pupils' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs;
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations;
- how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented;
- how our pupils are supervised during school hours;
- the effectiveness of the school's monitoring and recording systems for pupils' attendance and punctuality;
- how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school's premises and curriculum for all pupils ;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying and
- the views of parents and carers, staff, Trustees, Governors and others.

General Arrangements:

The Headteacher has responsibility for ensuring these arrangements are carried out:

- We have policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety.
- We hold regular meetings that include Health and Safety as a fixed agenda item.
- We ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks.
- We undertake to review all policies relating to health and safety on an annual basis.
- Our duty rotas take into consideration both regulatory and best practice staffing ratios for the children in the Preparatory School including EYFS.
- We have a registration book to record the arrival and departure of all staff, pupils and visitors to our school.
- We have a clear understanding on actions to take in the event of any emergencies.
- In line with the requirements of the EYFS, we adhere to the correct ratio for Early Years children at all times.
- We train all our staff in the particular health and safety issues that affect pupils.
- We require all employees and volunteers to be in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school.
- We have a system for assessing the health and safety risks on tasks and activities that may present risk to our children. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable. We have a risk assessment file documenting this.
- We ensure children attending peripatetic lessons and other activities are clearly checked in and out.

- We arrange and encourage audits, fire risk and safety inspections from external authorities to ensure compliance and best practice is being followed.
- We ensure registers (in and out) are kept of children attending for example Early morning Club, Late Registration.
- We have our own system of regular checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner.
- We have direct access to sources of competent people and up to date guidance in all matters of health and safety.
- We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures.
- We have an External Visits Policy including an emergency contact/medical form for each child.
- We have specific controls and procedures for ensuring that pupils do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document.
- We have specific controls and procedures for ensuring the safety of the pupils in our care from the point of arrival to the point at which they depart.
- We ensure all visitors wear badges when on school premises.

Duties of the Health and Safety Manager (HSM)

The Bursar, who is the HSM, acts as the focal point for day to day references on safety and gives advice; indicates sources of advice, obtaining, where necessary, external advice. The HSM also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. He/she will take reasonable, practicable steps to achieve this and assign clear safety functions to other members. This includes the following which is not an exhaustive list:

- Monitoring the Health and Safety policy, ensuring that trustees, governors, employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it.
- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Keeping up to date with current legislation and informing other staff and volunteers as appropriate.
- Updating the Health and Safety notice board in the staff room.
- Making annual health and safety inspections.
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- Liaising with the Headteacher in organising regular fire drills, recording them formally in the Fire Drill File which is kept in the Bursar's Office.
- Ensuring that the fire drill instructions are located throughout the school.
- Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections.
- Involve pupils in the health and safety of the school, for example in assembly and eco-warrior school council.
- Ensuring that regular visitors observe the school's safety rules.
- Familiarising visitors with school's health and safety rules as part of their induction.

- Ensuring that the procedures and practices identified on the Appendix to this policy are in place.

Responsibilities/Duties of all Staff

The Health and Safety at Work Act 1974 states:

‘It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of themselves and of any persons who may be affected by their acts or omissions at work, and
- (b) as regards any duty or requirement imposed on their Headteacher or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.”

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Trustees and Governors;
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively;
- carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in health and safety training as required;
- inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice;
- take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work;
- to observe standards of dress consistent with safety and/or hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare;
- ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment;
- use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk;
- report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form;
- promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks;
- use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others;
- co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- act as a prudent parent when in charge of pupils, as they have a duty to under common law.

Employees should follow any health and safety procedures put in place by their employer. However if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and

St. Bernard’s Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

request that it is reviewed. The Headteacher will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

Staff Holding Posts/Positions of Special Responsibility

These staff:

- have a general responsibility for the application of the Trustees' and Governors' safety policy to their own area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that area of work;
- follow the advice or instructions given by the Headteacher and Bursar including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, and guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the Headteacher or any relevant adviser appointed by the Trustees;
- shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Staff Training

- This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.

Consultation arrangements with employees

There is a Health and Safety sub-committee with terms of reference. Membership includes staff representatives. Consultation arrangements with staff are also in place to ensure the maintenance of Health and Safety standards.

Arrangements for the Comfort and Well-Being of Pupils and Staff

The following arrangements are specifically put in place to try to ensure that pupils are as happy and comfortable as possible whilst on our premises. We ensure that our environment is conducive to effective learning. Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems. Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.

Arrangements for the Safety and Security of Pupils

The following arrangements are specifically put in place to look after all the pupils in our care at all times.

- All teachers and support staff including volunteers ensure that all curriculum activities are safe.
- A child is never taken off-site without the prior permission of the parent.
- Only those who hold a current 'enhanced disclosure' from the DBS are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, with supervision arrangements and a mentor put in place.
- A minimum of two staff are always present whenever any pupils are on our premises.
- All arrivals and departures of people, whether pupils or adults, are recorded.
- All pupils in our care are regularly reminded of what is safe and what is not safe to do when on our premises. They are encouraged to report anything that they notice that might be unsafe.
- Smoke detectors are installed in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
- The fire alarm enables any member of staff to raise an alarm that everyone else can hear.
- Appointed Fire Marshals are named in the Fire Safety Policy.

- We practice, on a regular basis, what to do in the event of a fire and make sure all the pupils in our care know what to do if they hear our fire alarm.
- Most staff have been trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst pupils are on our premises.
- We record accidents, incidents and near misses.
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.
- We only use coaches and minibuses where seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving.
- We log all incidents involving injury in the school and we inform parents as appropriate.
- Head injuries will always be reported to parents and carefully monitored.
- Should any incident involving injury to a child take place, a first aider will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitor's book in the reception area, and to wear an identification badge at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will direct any intruder that they must leave the school site straight away. If this does not occur the Headteacher will contact the police immediately.

Workplace Safety for Employees, Volunteers, Visitors and Pupils

The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of St. Bernard's Preparatory School eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school.

Arrangements for the Safety and Security of Equipment

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by pupils.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

Arrangements for Activities

- We always ensure adequate staffing ratios at all times.
- Adults accompanying residential trips have a DBS enhanced certificate.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We always insist that parents consent whenever we plan to take the pupils away from the premises for an outing somewhere, no matter where.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking school trips make the appropriate risk assessment prior to the visit.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we outsource vehicles to transport pupils, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc. that are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts.

Arrangements for Hygiene

The following arrangements are specifically put in place to minimise the likelihood of any staff or pupils picking up undesirable diseases, ailments or other health problems. We teach our pupils about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by pupils. Only safety-approved cleaning materials are used.

- We provide a nappy changing unit and nappy disposal bin
- Our toilet facilities are of a high standard of hygiene. They are cleaned on a daily basis and washing and drying facilities are provided.
- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.

Recording and Reporting accidents to staff, pupils and visitors

The Headteacher ensures that St Bernard's Preparatory School complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which St. Bernard's Preparatory School is required to report to the Health and Safety Executive (telephone: 0345 300 99 23):

- Deaths;
- Major injuries;
- Over-three-day injuries;
- An accident causing injury to pupils, members of the public or other people not at work;
- A specified dangerous occurrence, where something happened which did not result in an injury, but could have done - a 'near miss'.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher then, subject to the explicit agreement of the Trustees, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headteacher. The Trustees note their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Trustees or their designated representative will seek to ensure that hirers, contractors and others who use the school/premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Trustees, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Trustees and that they do not, without the prior consent of the Trustees:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

Hirers must:

- comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.);
- adhere to the capacity figures detailed on any lettings documentation.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Trustees or their representative will take such actions as are necessary to prevent persons in their care from a risk or injury. The Trustees will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Lettings and Hirers:

The HSM is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that;

- the means of access and areas are safe for the use of hirers and that all plant and equipment made available to and used by the hirer is safe;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently and clearly displayed;
- hirers using any equipment or facility provided by St. Bernard's Preparatory School are familiar with its safe use and if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff;
- hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on.) and;
- hirers adhere to the capacity figures detailed on any lettings documentation.

Child protection

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Headteacher and/or the school's designated safeguarding/child protection officer about their concerns. It is the Trustees' policy for the school to comply with the Berkshire Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.

First Aid

Please refer to St Bernard's Preparatory School's separate First Aid Policy. The following are in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- showing how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures for dealing with spillage of body fluids and
- guidance on when to call an ambulance.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid signs and containers are identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity.

Medication

If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy as stated by the Headteacher. The school complies with the Regulatory Requirements, Part 3, Paragraph 12, of the Education (Independent School Standards (England) Regulations 2010. Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, Headteachers, staff and governing bodies (DfE July 2011)

Health and Safety Executive (HSE) School trips and outdoor learning activities tackling the health and safety myths (HSE July 2011)

Occupational Health Services

As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The school can access occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

Accidents and dangerous occurrences

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Office. Records should be stored for at least three years or longer if the person injured is a minor.

Behaviour of any person (including a parent) on the school premises

Our School has a written Behaviour Policy setting out the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

Theft or other criminal acts

The Headteacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident. Should any incident involving physical violence against a teacher occur, this must be reported to the Headteacher immediately.

Smoking

Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. We aim to help children know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip children with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

Dealing with Health and Safety Emergencies: Procedures and Contacts

The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around St. Bernard's Preparatory School. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely in the Bursar's office. The Headteacher has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Headteacher whereby the Bursar or Asst Headteachers will assume overall responsibility.

Monitoring and review measures to meet satisfactory health and safety standards

The Headteacher meets with the Bursar to review Health and Safety. Consultation arrangements with employees are in place to ensure the maintenance of health and safety standards. Employees, visitors and contractors to the school are reminded that it is **their duty to look after their own health and safety; to ensure that they do nothing to endanger anyone else and to co-operate with the School in all matters of Health and Safety.** The Bursar undertakes, on behalf of the Trustees and Headteacher, to copy this policy to all employees.

Manual Handling

All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Teachers in our school do not hit, push or slap children. Staff only intervene physically to restrain children to prevent them injuring themselves or others, damaging property or committing a criminal offence.

Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Headteacher and recorded in the child's personal file. The child's parents are

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

informed on the same day. Records are kept of when force is used and parents are informed. Guidance is given to all members of staff on the circumstances in which physical intervention is allowable.

On-site vehicle movements

Parents dropping off/picking up children must follow the code of conduct expected in the car park as stipulated in the Home School Agreement.

Management of Asbestos

An Asbestos survey has been undertaken with recommendations implemented; the school has in place both policy and a specialist checklist for the management of asbestos. The school complies with the regulatory requirements for the management of asbestos.

Control of Hazardous Substances

The implications to COSHH applied at St. Bernard's Preparatory School where both records and working practices reflect the seriousness in which St. Bernard's Preparatory School implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments.

Fire Safety

In Accordance with the 'Fire Safety Order' (2005) St. Bernard's Preparatory School undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Health and safety officer complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

The HSM at St. Bernard's Preparatory School keeps records of the following: (i) the fire risk assessment and its review; (ii) the fire risk (prevention) policy; (iii) fire procedures and arrangements; (iv) training records (v) fire practice drills.

Legal Status:

- Prepared with regard to Health and Safety at Work etc Act 1974 and associated amendments and regulations including any relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999, and The Regulatory Reform (Fire Safety) Order 2005.
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001
- Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, head

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

teachers, staff and governing bodies (DfE July 2011)

- Health and Safety Executive (HSE) *School trips and outdoor learning activities - tackling the health and safety myths* (HSE July 2011)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) Regulations
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation www.hse.gov.uk/riddor Tel: 0845 300 9923

Applies to:

- the whole School including the Early Years Foundation Stage (EYFS), the Early Morning Club, the after school clubs, the holiday clubs and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), students on placement, volunteers, the Trustees, Governors and volunteers working in the school

Related Documents:

- Staff Handbook; Single Equality Policy; Safeguarding and Child Protection; Behaviour Policy; E-Safety; First Aid and Medical Conditions; Health, Safety and Welfare Policy ; Educational Visits (Learning Outside the Classroom); General Statement of Health and Safety Policy Summary; and Health and Safety Poster (displayed)

Availability:

- This Policy is available to parents on the School website, www.stbernardsprep.org or it can be viewed in the School office during the school day or a copy can be requested.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher and Bursar.
- The Governors undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require

Date: December 2018

Signed: Mr Nathan Cheesman
Headmaster

Signed: Ms Lynn Murray
Health and Safety Manager

Signed: Mr Stephen Patterson
Chair of Governors

APPENDIX - Index of Documents and Working Practices in support of Health and Safety

- Attendance and Registers
- Accident or incident report form
- Behaviour policy
- Complaints Policy
- CoSHH (Control of substances hazardous to health) legal requirements)
- Critical incident Policy

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- Data Protection Policy
- Departmental advice on health and safety for schools
- DfE guidance for Schools
- Drugs Education Policy
- Parental Contract and related documents
- Medical Conditions Policy
- Single Equality Policy
- Staff Handbook
- Manual handling
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Risk Assessment Policy
- Risk assessment form
- Supervision of pupils policy
- Whole School Food Policy