



# HEALTH AND SAFETY POLICY

## General Statement of Policy

This policy is applicable to all pupils at the school including those in Early Years Foundation Stage (EYFS). The Head Teacher and Proprietor recognise that they have overall responsibility for certain aspects of the organisation and for the implementation of a Health and Safety Policy.

All staff will make themselves familiar with the Health and Safety notices displayed in the Prep (Justin Hall) and the Pre-Prep. They should:

1. take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
2. co-operate with their employer so far as is necessary regarding any duty or requirements imposed by the employer or any other persons in connection with the statutory provisions

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk.

St David's Prep recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

All St David's Prep activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonably practicable within the framework of the schools organisational structure and in accordance with the St David's Prep Health and Safety Policy detailed herein.

This policy will be brought to the attention of all employees, and will be subject to review and revision as necessary.

## St David's Prep Health & Safety Policy

It is the policy of St David's Prep that its operations shall be conducted in such a manner as to ensure, as far as is reasonably practicable, the health, safety and welfare of all St David's Prep employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well run school. St David's Prep endeavours to ensure, therefore, that a high standard of safety is achieved and maintained across the school site and throughout all its activities.

**Reviewed: April 2017 , next review: October 2018 (or as required by a change in regulations)**

In order to meet this objective the Head Teacher of St David's Prep, (through the Proprietor), will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work, and a workplace and environment which are safe and without risks to health. It will be clearly indicated to all staff that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

St David's Prep is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through others as and when appropriate. St David's Prep shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used in the workplace and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within St David's Prep. Teaching staff shall endeavour at all times to ensure that all pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to the St David's Prep Health and Safety Policy will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the Head Teachers and Proprietor of St David's Prep shall at their discretion and following due consultation with the pupil's form teacher and/or parent(s)/carer(s) exercise their right to exclude that pupil from further participation in classes within St David's Prep if that pupil's continued participation is held to be a threat to the health and safety of themselves or others.

## **Organisation for the implementation of the policy**

### **Head Teacher's Responsibilities**

The Head Teacher of St David's Prep are responsible to the Proprietor for the implementation of St David's Prep Health and Safety Policy and for ensuring that St David's Prep fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others.

In order to fulfil these responsibilities they will:

- bring the contents of this policy and associated documentation to the notice of all members of staff of St David's Prep and make arrangements for the regular review

**Reviewed: April 2017 , next review: October 2018 (or as required by a change in regulations)**

and monitoring of this policy, and the arrangements and procedures contained herein, including regular audits and inspections and safety tours.

- ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
- identify and make arrangements for training and, where necessary, retraining of staff with respect to health and safety as and when the need arises.
- take overall responsibility for organising staff training and co-ordinating the actions of staff and pupils in the event of a fire.
- identify and make arrangements for training of new staff with respect to health and safety.
- consult with members of staff and others where necessary on matters of implementation and review of this policy and any procedures contained herein.
- take responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- report and investigate all accidents, injuries and 'near misses', in accordance with school procedures.
- ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information will be made available to all users and persons exposed to the hazard.
- designate and monitor the performance of staff with responsibility for supervision, training and the day to day implementation of this safety policy and the procedures contained herein.

These designated persons of responsibility are as follows:

- Premises Mr L Mutti
- Fire Mr L Mutti and Mrs S Handy
- First Aid at Work Mrs S Handy and Miss C Slim
- Early Years/Paediatric First Aid Mrs J Grainge, Mrs L De Freitas, Mr S Hunter, Mrs R Sowter, Mrs Younger, Miss O'Sullivan and Mrs S Page
- Catering Mr P Walczuk
- P.E. Mr S Hunter
- Computing Miss F Campbell
- Science Mr S Hunter

Other delegated responsibilities:

- Line managers are responsible for keeping all members of their team (and their pupils) up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.
- The member of staff with responsibility for each area as designated above will ensure that, where applicable, all statutory notices are displayed and the relevant registers kept up to date and available for inspection.

**Reviewed: April 2017 , next review: October 2018 (or as required by a change in regulations)**

- Members of staff with a specific responsibility, such as for visits or science activities, will be responsible for maintaining good health & safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Head Teacher of St David's Prep of any subsequent specialist requirements for the health and safety of staff or pupils.
- Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm. They will be responsible for reporting to the Head Teacher of St David's Prep all accidents or injuries.
- All staff shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and comply with all requirements contained therein at all times. They shall comply with any safety instructions from their line manager.
- The Proprietor and Head Teacher of St David's Prep will also be responsible for ensuring that everybody at St David's Prep is kept fully up to date with changes in legislation, working practices and other issues in relation to health and safety within St David's Prep.
- The persons responsible for First Aid, Injuries and Dangerous Occurrences will ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and any updates issued.

## **Emergency Procedures**

- **Fire Notice for Pre-Prep, Prep, The Cabin and The Studio**
  1. On discovering a fire, operate the nearest fire alarm or hand bell.

### **IMMEDIATELY ON HEARING THE ALARM**

2. The Head (or in her absence the School Business Manager) is to call the Fire Brigade by the official procedure.
  - In the classroom - Leave as indicated by the teacher.
  - Out of classroom - Leave by nearest exit.
3. The teacher will accompany the pupils to the nearest assembly point.
4. The school secretary will pick up the class lists together with the staff & visitors signing in books, in her office and bring them to the assembly point.
5. On arrival at the assembly point which is the TARMAC - the first hard-standing area as you approach the field - the teacher will call the roll and immediately report the result to the Head Teacher or the Fire Officer (e.g. all persons present, or one missing - giving the name and possible location, as the case may be).
6. All members of staff should be familiar with all means of escape. They should immediately report any cases of fire doors being locked or wedged open, or any

obstruction in the corridors, staircases or exits. The Fire Officer should be responsible for ensuring that free passage to all exits is maintained.

7. It may be possible for members of staff to help in the early stages:
  - wrap a blanket or similar article round a person whose clothing is on fire and see that they lie down so as to prevent the flames from reaching the head.
  - ensure that the doors are closed when the room has been evacuated.

## **Fire Risk Assessment**

- To provide adequate means of escape throughout the building
- To ensure all means of escape are properly maintained and free from obstruction
- To ensure all means of escape are available for safe, effective use at all times
- To ensure adequate emergency lighting is provided, where necessary
- To ensure the fire warning system is properly maintained and in good working order
- To ensure suitable training is provided to all members of staff
- To ensure management staff are appropriately trained to aid evacuation
- To ensure that where a hazard is indicated, appropriate measures will be taken to control that hazard

## **First Aid**

The persons responsible for First Aid, Injuries and Dangerous Occurrences will ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and any updates issued.

The responsible persons will ensure that first aid boxes are available and stocked with approved standard items.

The responsible persons will also ensure that qualified first aiders are available at all times.

The responsible persons will also ensure that any special emergency treatments which may be required following an accident involving the misuse of substances in St David's Prep are available and that sufficient staff are trained to deal with such treatments.

Where pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment as necessary, where the medication, or condition may have a bearing on any emergency treatment given by that person.

The responsible persons will also ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.

The responsible persons will also ensure that pupils' medication is available as required.

First Aid boxes are located at the following points:

**Reviewed: April 2017 , next review: October 2018 (or as required by a change in regulations)**

- Main School Office/Reception
- Pre-Prep Office
- The Cabin
- Reception Classroom
- Cloakroom
- PTA garage
- school garage
- The Studio.

All major injuries must be reported immediately to the Head Teacher of St David's Prep and recorded in the accident book or on an accident form within 24 hours of occurrence.

Accident forms are kept in Pre-Prep and an Accident Book is kept in the School Office.

### **Medication**

Medication can be administered to a pupil by a member of staff providing signed permission has been received from a parent/carer on a daily basis. There is a [downloadable pro-forma](#) for use by a parent/carer available either from the School Office or from the website.

All medicines which need to be refrigerated must be handed to Mrs Sarah Handy or Miss Chloe Slim and will be stored in a locked box in a designated refrigerator in the Prep School Staff Room.

### **Medical Incidents**

All significant medical incidents, such as fainting and epileptic seizure, will be recorded. In all cases parents/carers will be informed and asked to collect their child.

The person responsible for First Aid must ensure that pupils are cared for in an appropriate fashion. This will involve the continuous observation of the pupil while awaiting the arrival of the parent/carer.

### **Emergency Information - Pupils and Staff**

All emergency information is kept in the School Office

In the event of an emergency, out of school hours or if the school is closed, parents & staff will be alerted via text messaging.

### **Staff, Visitors and Security**

All staff must sign in on arrival at school and sign out when they leave the building. There are sign-in sheets in the Pre-Prep (Little School) office and in the Prep School (Justin Hall) entrance hall.

Visitors must report to St David's Prep office immediately on arrival. Catering suppliers should report to the St David's Prep kitchen. All parents and visitors to either the Pre-Prep or Prep School must come into the school via the front door, unless accompanied by a member of staff, and must be accompanied by a member of staff if they need to go into a classroom, cloakroom or the school hall. Visitors are required to sign in and out and to wear a visitor's badge. Any person (other than a member of school staff or pupil) on the school site may be challenged and, if necessary, asked to leave.

**Reviewed: April 2017 , next review: October 2018 (or as required by a change in regulations)**

## **Contractors and Trades People**

All contractors, delivery persons, inspectors and other trades people will be expected to comply with the school Health and Safety policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work.

In some instances it will be necessary for the contractor to deposit with the Site Manager a copy of the company's Health & Safety policy, and any risk assessments/method statements relevant to the work being performed by them, in so far as the work may affect the staff and/or pupils of the school.

When a contractor is likely to disrupt the teaching of pupils then prior notice will be required before the work is commenced.

When a contractor is likely to disrupt, hinder or work in conflict with any element of the schools emergency plan then prior notice will be required before the work is commenced.

Should any construction or maintenance work lasting for more than 30 days or involving more than 500 person days of work or any demolition be carried out on the school site, then such work will be subject to the current construction legislation.

Under current legislation any appointed contractor shall be required to co-operate with St David's Prep.

The planning supervisor, appointed by the client (LEA, Site Manager, proprietor etc.) will ensure that no contractor shall begin work until a safety plan for the construction phase has been drawn up to the satisfaction of the school.

The planning supervisor will also prepare and maintain a health & safety file which will remain on the site after the project is completed.

## **Risk Assessment and Safety Audits**

The Proprietor and Head Teacher of St David's Prep are responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis.

A Health & Safety audit will be carried out once a year and more frequently if there have been any significant changes in buildings, machinery, equipment, work practices or personnel.

The assessment team will consist of the Head Teacher and Mr L Mutti.

The purpose of the assessment is to:

- identify hazards
- assess the nature and seriousness of the hazard and subsequent risks
- avoid risks by elimination
- control any remaining risks by:
  - selection of control measures
  - maintenance and use of controls
  - monitoring and surveillance
  - supervision, information, instruction & training

A record will be kept of the findings of the assessment team.

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## **Recreational Areas: playgrounds, outdoor climbing frames, safe surfaces, supervision**

All access and use of the following areas, activities and equipment will be controlled through appropriate risk assessments:

- **Playgrounds**

Playgrounds will only be constructed by specialist companies.

All apparatus will be kept in good working condition.

Pupils will be reminded that when using the facility they should respect the needs of others and give them enough space, especially when making swinging movements. They should also be alerted to the need to recognise faulty equipment and report it immediately.

- **Outdoor Climbing frames**

Climbing frames will only be constructed by specialist companies.

All apparatus will be kept in good working condition.

- **Safe Surfaces**

Safe Surfaces, which are impact absorbent, will be installed where appropriate but it is recognised that no surface currently available will prevent serious injury if falls are greater than 750 mm.

- **Supervision**

Whenever pupils have access to climbing frame or adventure playgrounds they will be supervised by teachers or ancillary staff appointed for the purpose. Volunteer helpers will not be placed in sole charge.

## **Activities, holidays and visits away from school premises**

### **Activity Holidays**

An increasing number of pupils are likely to participate in visits and outdoor activities away from the school premises. During these activities much of the leadership and tuition is undertaken by staff employed by the organisation responsible for the management of the centre being visited and/or the activity.

Before staff take groups of pupils on visits away from school premises they will undertake to establish answers to the following questions. Only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist will further detailed planning take place.

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- Does the organisation responsible for the management of the centre being visited and/or the activity have an up to date Safety Policy?
- Who is the person appointed as a competent person to assist the organisation in matters associated with Health & Safety? This person should be contacted if any doubts exist.
- Has the organisation responsible for the management of the centre being visited and/or the activity completed appropriate and sufficient risk assessment, when necessary, of all the activities in which pupils may be involved? This will include residential and social activities as well as those activities providing the focus of the visit or activity.
- Have safe systems of work been established and are copies of these available on request? As well as safe procedures for the activities this will include the measures put in place for the maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
- Has the organisation responsible for the management of the centre being visited and/or the activity produced an emergency plan?
- Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?
- When children are taken out of school for visits to places of interest, swimming or the theatre, then we will follow the guidelines in Health and Safety of Pupils On Educational Visits (a policy originally from the Department for Education - DfE) which suggests that there should be at least:
  - 1 adult for every 6 pupils in Years 1 to 3 (under 5s Reception Classes should have a higher ratio)
  - 1 adult for every 10-15 pupils in Years 4 to 6

If the venue specifies a ratio of adults to children while visiting then this ratio will be observed if higher than normal. Every trip will have a trained First Aider as part of the adult supervision. Risk Assessments are made for all trips outside the school grounds and the forms are stored in a central file.

## **Transport**

Private hire transport is booked by Miss Chloe Slim for general school trips. Written confirmation of the booking is received from the coach company. Either Mrs Sarah Handy or Miss Chloe Slim will book the public transport for school trips. The booking is made through the Transport for London website and the South Eastern Trains website and email confirmation is received.

Before using any private hire vehicle to transport pupils, staff of St David's Prep will carry out the follow checks:

- does the driver hold a current driver's licence?
- has an outside body, such as a coach company, carried out ID checks on all its drivers?

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During the journey:

- seat belts where available must be worn at all times.
- gangways must not be blocked with luggage.
- no portable tank containing fuel must be carried.
- wherever possible on coach outings two staff should accompany pupils. One member of staff should be seated towards the rear of the vehicle.
- frequent driver breaks will be taken. No driver will be behind the wheel for a period in excess of 4 hours without a suitable and sufficient break.
- drivers who are to travel in excess of 100 miles at the end of a school day will be provided with sufficient time to ensure they are properly rested before commencing the journey.

## **Bicycles**

Before pupils travel to St David's Prep by bicycle they must have written consent from their parent/carer and have passed the National Cycle Proficiency Test or be accompanied by a parent. Helmets must be worn by pupils travelling to and from school by bicycle.

A record of those pupils authorised to travel to school by bicycle will be kept by form teachers and updated.

The school cannot accept responsibility for the bicycle.

## **Swimming**

On arriving at the baths, Children will take off their outdoor shoes before entering the male and female changing rooms. They then proceed to the appropriate group changing room but must not use individual cubicles. For Years 2, 3 and 4, at the beginning of the lesson, the male/female member of staff will remain in the appropriate changing room but outside the group changing room. The Years 2 and 3, members of staff can accompany pupils into the group changing rooms to provide appropriate help where necessary. The class teacher must not go up to the balcony until the last child has left the changing room. At the end of the lesson a member of staff must be standing in the entrance hall to supervise pupils who have come out of the changing rooms.

Swimming lessons will only take place at pools with adequate lifesaving personnel and facilities. As a minimum at least one person will hold an appropriate lifesaving proficiency certificate and resuscitator, pole and ropes will be readily available. The location of an alarm and telephone will be noted.

To ensure the safety of pupils during the swimming lessons for Prep pupils St David's Prep will provide trained observers capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil. The observer must not be the instructor; however, he or she can be the life saver or resuscitator. The class teacher must always sit in the balcony area to observe the lesson that is taking place.

Before any swimming takes place teaching staff, supervisors, observers and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be reviewed.

When pools are being used by more than one school, standardised emergency procedures must be established and reviewed at regular intervals.

**Reviewed: April 2017 , next review: October 2018 (or as required by a change in regulations)**

All observers must be in position before the pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

At Swimming Galas all spectators not involved in the running of the gala must remain in the appropriate spectator area, unless advised otherwise by a member of the hosting school staff, a member of the St David's staff, a member of the Gala organising team, an ISA official (at an ISA Gala) or a Kent official (at the Kent Gala).

At Swimming Galas all children not involved in swimming at the gala or supporting their Houses must remain with their parents/carers at all times.

## **Security**

This is constantly renewed by the Head Teacher. *All reasonable measures are taken to fence off and secure the field and are regularly checked.* The school is fenced off and gates are padlocked during lesson time. The front doors are kept locked during lesson times. Children and staff are encouraged to be vigilant and to report any unknown adult to a member of staff.

The school is a member of the Bromley Police Watch scheme which alerts schools in the locality to any incidents reported by individual schools.

Mrs J Foulger..... Head Teacher

Mr S Antrobus..... Proprietor

St David's Prep