



RECORD OF REVIEW

DATE	AMENDMENTS
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St David's Prep

Health and Safety Policy

St David's Prep adheres to the following ISI Regulatory Standards:

ISI Regulatory Standard	Description
Part 3, Paragraph 11	The Standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written Health and Safety Policy.

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1. Health and Safety General Policy Statement

At St David’s Prep School we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

St David’s Prep School recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions
- to provide adequate control of the health and safety risks so identified
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure the safe handling and use of substances
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language
- to ensure that all workers are competent to do their work, and to give them appropriate training
- to prevent accidents and cases of work-related ill health
- to actively manage and supervise health and safety at work
- to have access to competent advice
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy
- to provide the resource required to make this policy and our Health and Safety arrangements effective

We also recognise:

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work
- That to help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in the Staff Handbook which is made available to every worker employed by us

Signature:	
Julia Foulger: Head Teacher	Date: 18 th January 2021
Signature:	
Sam Antrobus: Proprietor St David’s Prep Limited	Date:

The Head Teacher is accountable for Health and Safety, along with the School Business Manager and Site Supervisor who together take on the day to day responsibility for all Health and Safety matters in the school

2. Head Teacher's Responsibilities

The Head Teacher of St David's Prep is 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 plan for the regular review 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 plan 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 plan 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 A Walker, Site Supervisor
- **Fire:** Mr A Walker, Site Supervisor and Mrs S Handy SBM
- **First Aid at Work:** Mrs S Handy and Mr A Walker
- **Early Years/Paediatric First Aid:** Mrs J Grainge, Mrs K Jackson, Mr W Mayes, Miss A O'Sullivan, Mrs R Sowter, Mr S Hunter, Mrs Younger, Mrs F Campbell, Mrs G Hughes, Mrs A McHugh, Mrs S Page, Miss L Weaver, Miss B O'Sullivan
- **Catering Chef:** Manager:Mr R Oliveira
- **P.E:** Mr S Hunter
- **Computing:** Mrs F Campbell
- **Science:** Miss L Saunders

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
- 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

3. Asbestos

The asbestos register is kept by the Site Supervisor in the School Office. The register is available for contractors to view on demand prior to starting any work on the premises. Visual walk round checks are carried out monthly.

4. 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.

5. Consultation with Staff

SLT Meetings are held weekly and Health and Safety is a standing item on the agenda at this meeting. Staff Meetings are held regularly and Health and Safety is a standing item on the agenda at this meeting.

Health and Safety Committee meetings are held three times a year. Members are:

Paul Easterbrook (Chairman)
Anthony Walker (Site Supervisor)
Sarah Handy (School Business Manager)
Elaine Carey (School Secretary)
Sherrie Page (Deputy Head)
Amber O'Sullivan (EYFS)
Simon Hunter (Games, PE)

Any issues which need to be communicated to staff are done via the school WhatsApp, Monday or Thursday 'shouts' or emails depending upon their urgency.

Staff report any defects or hazards to the Site Supervisor via the 'blue' book in Prep Staff Room or 'pink' book in the Pre-Prep Staff Room.

All staff are encouraged to raise health and safety matters with the School Business Manager immediately.

All staff will be consulted in advance of any changes to their working arrangements which may have a health and safety impact.

All new members of staff complete a Health and Safety Induction Form (See Appendix A) with the School Business Manager which is then kept on their personnel file. All training is recorded on the Staff Training Schedule available on SharePoint.

6. Contractors and Trade 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 and the contractor to deposit with the Site Manager a copy of the company's Health & Safety policy, Liability Insurance Cover 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 school's 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.

Reviewed: January 2021

next review: June 2022

Any staff concerns should be reported to the Head Teacher or the SBM.

7. Display Screen Equipment

Display Screen Equipment Regulations 1992 only apply to employers whose workers regularly use DSE as significant part of their normal work (daily, for continuous period of an hour or more). These workers are known as DSE users.

For DSE users, St David's Prep will:

- Complete a DSE Questionnaire to assess and reduce risks
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request by a registered ophthalmic optician
- Review the assessment when the user of DSE changes
- The assessments will cover:
 - general environment, lighting, ventilation, workspace
 - the equipment provided – chair, desk, keyboard and screen
 - the employee – posture, eye strain, work load and work-related stress

Where any assessment indicates the need for remedial action this will be taken.

8. Electrical Equipment

Annual PAT testing is carried out during the Spring Term. The site supervisor will maintain adequate records of all equipment and the checks. Staff are informed as part of their Health and Safety Induction that they are not allowed to bring electrical appliances into school without being checked. Defective equipment is reported School whatsapp group or in the 'blue' site supervisor maintenance book in Site Supervisor pigeon hole in Staff Office or the 'pink' site supervisor maintenance book in Pre-Prep Office. Any repairs or replacements to be discussed with SLT.

9. Emergency Procedures – Arrangements and Procedures

Refer to Fire Safety Policy and Procedure

10. Fire Risk Assessment

Refer to Fire Risk Assessment

The Fire Risk Assessment is undertaken and reviewed by the Site Supervisor with the Head Teacher and the SBM. This is reviewed annually and is located on the website. They will also arrange fire drills half termly, and will set any procedures to be followed after confirmation with SLT. The Site Supervisor in conjunction with the SBM will be responsible for Fire Marshal and staff training.

Checking the accessibility of assembly points, the maintenance of fire extinguishers, testing of fire alarms and emergency lighting are the responsibility of the Site Supervisor.

The site supervisor carries out regular checks to water temperature, emergency lighting, toilets and washing facilities as required by the Workplace (Health, Safety, Welfare) Regs 1992.

11. First Aid

Refer to the First Aid Policy.

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 School Secretary will ensure that:

- first aid boxes are available and stocked with approved standard items
- qualified first aiders are available at all times. In the School Secretary absence, the SMB will take on this responsibility
- all first aiders training is up to date and arrange re-training if required
- 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
- A member of SLT or the School Secretary will call an ambulance if needed, they would accompany a pupil to hospital if required
- 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
- pupils' medication is available as required

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.

First Aid boxes are located at the following points:

- Main School Office/Reception
- Pre-Prep Office
- Music Cabin
- Steam Cabin
- EYFS – Pre-Reception and Reception
- Cloakroom
- PTA garage
- School garage
- The Studio
- Kitchen

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.

The following members of staff are first aiders:

Mr Walker	Site Supervisor	Office
Mrs S Handy	School Business Manager	Office
Mrs J Grainge	EYFS Teacher	EYFS
Mrs K Jackson	TA EYFS	EYFS
Miss L Weaver	EYFS Teacher	EYFS
Miss A O'Sullivan	Year 2 Teacher	Year 2 classroom

Reviewed: January 2021

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Mrs G Hughes	TA Y2	Y2 classroom
Mrs H Younger	TA Y3 and Y4	Y3 or Y4 Classroom
Mr S Hunter	TA and Games	Y5 Classroom
Mrs R Sowter	Y6 Teacher	Y6 Classroom
Mrs F Campbell	IT & STEAM	Steam Cabin
Mr W Mayes	TA EYFS	EYFS
Mrs A McHugh	Y5 Teacher	Y5 Classroom
Mrs S Page	Y5 Teacher	Y5 Classroom
Miss B O'Sullivan	TA Y1	Y1 Classroom

12. Gas Safety

Gas Safety certificates are carried out annually by a competent gas company. All records are maintained by the Site Supervisor.

13. Glass and Glazing

An updating of all glazing in doors is being carried out as modernisation of classrooms progresses. Areas that do not have safety glass are mentioned in the rooms/areas risk assessment. All new buildings, extensions and modernisation including low level glazing are to use glazing to standards recommended in the current edition of the Building Regulations and British Standard BS6206.

14. Housekeeping

The site employs a cleaning company to clean across the site, including Prep, Pre-Prep, the Steam Cabin, the Studio and the Music Cabin. On both main sites there are locked cupboards to store equipment, cleaning products and janitorial products.

Each site is cleaned daily at the end of the school day. The following duties are carried out:

- All bins emptied
- Floors cleaned either vacuumed or mopped
- Desks wiped
- Toilets and cloakroom cleaned
- And any other duties as required by the Site Supervisor or SBM.

Rubbish is disposed of in the outside dustbins. 'Wet Floor' signs are to be put in place after washing the floor with water. Any broken glass or objects must be brought to the attention of the site supervisor or SBM. They must be wrapped in paper and then in cardboard and disposed of by the site supervisor. Outside bins are located on the corner of Beckenham Road/St David's Close and in the School Car park. They are emptied weekly by Biffa.

15. Information and Training

We recognise the benefits from the provision of effective information and training regarding health, safety and welfare activities to our employees. We provide staff with the following information:

Induction training for new staff (including volunteers and peripatetic staff)

- A comprehensive walk around the school
- Fire Safety
- First Aid

- General Safety Issues
- Safety Notices
- Health and Safety Policy
- Whistle-Blowing

Staff Inset Days – to include all staff including volunteers and peripatetic staff. Training delivered by in-house staff or external providers

- Fire Training
- First Aid
- Safeguarding
- Risk Assessing on site and on Educational Visits

Specific training and instruction provided to key staff according to job role and task, this includes

- Working at Height
- COSHH Awareness
- IOSH Health and Safety
- Asbestos Awareness
- Lone Working and Security Awareness
- Manual Handling
- Portable Appliance Testing
- Food Hygiene

Work place Health and Safety Information displayed in the Prep Staff Room, Pre-Prep Staff Room and the Kitchen.

Training logs are maintained by the School Business Manager and is kept on SharePoint > Staff Admin.

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 or email via Complete-Ed.

16. Inspection

Competent people must inspect and examine the following at appropriate intervals. Copies of reports are retained in files in the school office.

- Asbestos review
- Certifications:
 - Electrical installations
 - Gas Safety Certification
 - Boiler servicing
 - Gas Heater Servicing
 - Water Heater Servicing
 - Outside Play Equipment Inspections
 - Kitchen Deep Clean
 - Kitchen Equipment Servicing
 - Tree Survey

- Fire Safety Log
 - Fire Risk Assessment
 - Fire Alarm Servicing
 - Fire Fighting Equipment Service
 - Emergency Lighting Service

Teachers/Support staff are expected to review risk assessments and carry out an inspection of their own areas of responsibility/classrooms at least once per year. The written record of this work will be passed to the SBM.

St David's Prep will arrange for additional inspections and risk assessments to be carried out as and when required.

17. Kitchen

Catering is contracted out to Holroyd Howe, a specialist caterer committed to the safeguarding and wellbeing of children with food hygiene management and health and safety systems in place.

Holroyd Howe accepts its legal duty to comply with the provisions of Regulations (EC) 852/2004, of the Food Safety Act 1990, and all subsequent or relevant legislation made under the Act. The company has designed and put in place a comprehensive risk-based quality management procedure based on the principles of Hazard Analysis Critical Control Point (HACCP) to ensure all practicable due diligence and the maintenance of high standards. These procedures include procurement, delivery, storage, preparation, service and distribution.

St David's retains responsibility for the maintenance of all equipment and the fabric of the building.

18. Lone Working on Site

Refer to Lone Working Risk Assessment

19. 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.

20. 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 the School Secretary and will be stored in a locked box in a designated refrigerator in the Prep School Staff Room. Staff will be trained every 3 years (or as needed) for uses of epi-pens and any special staff requirements will be arranged by the school secretary or the SBM.

21. Missing Children

Refer to Missing Child Policy

22. New and Expectant Mothers at Work

A 'new and expectant mother' is an employee who is pregnant, who has given birth within the previous six months or who is breast feeding. The employee must have notified St David's in writing that this is the case (but there is no statutory obligation for her to do so). Risks include those to the unborn child or child of a woman who is still breast feeding, not just to the mother herself.

In order to fulfil our duty of care, we undertake the following:

- Complete 'New and Expectant Mothers Risk Assessment Risk Assessment Checklist' to assist in identifying and assessing the hazards which pose risk to the employee concerned
- Implement the findings from each assessment
- Recording our assessments and agreed plans
- Monitoring and review our systems and making any necessary adjustments to manage potential risks to new and expectant mothers.
- Ensuring new and expectant mothers and other workers follow agreed procedures and control measures.

23. Offsite Visits and Activities

Refer to Educational Visits Policy

24. Personal Protective Equipment (PPE)

Where the protection of the health, safety and welfare of our staff and others who may be affected by our work activity can only be achieved by the issue of personal protective equipment, we have a duty to provide such equipment as is necessary under the Personal Protective Equipment at Work Regulations 1992.

The school will:

- Identify where personal protective equipment (PPE) are required to reduce risk to an acceptable level or provide further protection
- Assessing the suitability and adequacy of PPE for the risks, the employee, the pupils and the work environment
- Explain the need for and the correct use of PPE to the relevant employees and pupils
- Provide facilities for storage, cleaning, maintenance and replacement of PPE
- Monitor and review the policy and procedures in relation to the need for use of PPE

25. Pest Control

St David's recognises the need to protect our employees, pupils and others who enter our premises from the hazards and risks that arise because of pest infestations on our premises and pest control measures.

The following measures are in place:

- Regular preventative inspections are carried out by competent accredited persons to determine the levels of pests affecting our premises
- Ensuring that the safest option or substance is used to control pests
- Records of all visits are recorded with the Site Supervisor

Reviewed: January 2021

next review: June 2022

26. Premises

The Workplace Health, Safety and Welfare Regulations 1992 came into force on 1 January 1993, and concern basic workplace conditions. St David's Prep recognised that the regulations apply to all new places of work, both permanent and temporary, immediately and all existing places of work from 1 January 1996. These regulations should be observed and include the following requirements:

- Ventilation – workplaces to be sufficiently well ventilated with air which is, as far as possible, free of impurity
- Temperature – during working hours the temperature should be 'reasonable' (normally to be at least 16 degrees Celsius)
- Lighting – to be suitable and sufficient to enable people to work without risks to Health and Safety
- Cleanliness – floors and indoor traffic routes to be cleaned at least once per week.
- Workstations and seating – to be suitable, safe and comfortable. The requirements for users of display screens are covered separately
- Conditions of floors and traffic routes – these to be kept in a safe condition and have non-slip qualities. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access. Account shall be taken of any handrail provided in connection with an slopes or stairs
- Windows, doors, gates and walls – to be of a safety material or protected against breakage. To be appropriately marked or incorporate features to make it appropriate
- Provision of Fencing – this is required at any place where a person might fall 2 metres or more
- Maintenance of the workplace and of equipment, Devices and Systems – there is a statutory requirement to maintain these in an efficient state, in efficient working order and in good repair
- A high standard of housekeeping must be maintained throughout St David's premises

27. Recreational Areas

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

- Playgrounds will only be constructed by specialist companies
- Outdoor trim trail - 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
- Climbing frames will only be constructed by specialist companies with annual checks arranged by the Site Supervisor. All apparatus to be kept in good working condition
- 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
- 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

28. Risk Assessments and Safety Audits

Refer to Risk Assessment Policy.

The Proprietor and Head Teacher of St David's Prep are responsible for ensuring that risk assessments are carried out and reviewed annually or if there are any significant changes. However, the following have responsibilities for Risk Assessment:

- The Head Teacher will be responsible for the implementation of risk assessing as part of the Health and Safety Policy
- The EYFS team will be responsible for the EYFS Risk Assessment and the regular checks required as a result of the assessment
- Class teachers will complete HSE classroom checklists for their classrooms annually
- Trip leaders will complete risk assessments for education trips and visits
- Catering contractors will complete an annual risk assessment for the kitchen and food storage and service areas
- The School Business Manager and Site Supervisor will be responsible for completing risk assessments for the site
- The sports team will be responsible for completing risk assessment of the sports facilities (grounds and hall)
- The School Business Manager will be responsible for completing risk assessments for events and other generic school risk assessments and requesting risk assessments from external providers and contractors
- The School Business Manager is responsible for keeping risk assessment records

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 or School Business Manager and Site Supervisor.

The purpose of the assessment is to:

- identify hazards
- assess the nature and seriousness of the hazard and subsequent risks
- avoid risks by elimination
- identify special risk for staff including staff who are pregnant or have health problems
- control any remaining risks by:
 - selection of control measures
 - monitor trends
 - maintenance and use of controls
 - monitoring and surveillance
 - supervision, information, instruction & training

A record will be kept of the findings of the assessment team. Reviews are annually or following changes to legislation.

29. Security

This is constantly reviewed by the Head Teacher. All reasonable measures are taken to fence off and secure the field and are checked weekly. 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 Site Supervisor will report any security issues to the School Business Manager and any breaches in security will be investigated by the Head Teacher.

30. Signs – The Health and Safety (Safety Signs and Signals) Regulations 1996

St David's will ensure that safety signs are provided (or are in place) and maintained in circumstances where there is a significant risk to health and safety that has not been removed or controlled by other methods. This is only appropriate where use of a sign can further reduce the risk.

Signs must be clear and legible and should be used to identify actions that are prohibited (eg no access), safeguards that must be followed (eg ear protection must be worn), warning of a hazard (wet floor) and to direct towards fire exits/equipment or first aid equipment.

31. Slips, Trips and Falls

St David's recognise that the main cause of accidents are slips, trips and falls and will ensure, so far as is reasonably practicable, that slip and trip risks are controlled to ensure pupils, staff and visitors to the school do not slip, trip or fall.

It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and exit routes are kept clear.

The Site Supervisor will ensure regular inspection of communal areas ensuring that floors are suitable, kept in good condition and free from obstructions allowing everyone to move around safely. The school and the contractors are expected to keep each other informed about all known hazards which might affect each other and relevant changes to plans or systems of work in a continual way.

32. Smoking

St David's Prep has a strict no smoking policy.

All staff and visitors are advised that should they choose to smoke they are not permitted to do so anywhere on or immediately outside the front door of the school grounds.

33. Staff and Visitors

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 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.

There is a separate signing in and out book which is located with the Site Supervisor for all contractors and trades people who enter the site. This is located in the Site Supervisor's Office.

34. Staff Wellbeing/Stress Management

It is recognised that stress is a significant component of sickness and absence rates within schools and it can arise from home or work-related circumstances or a combination of the two. The school will endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

The Head Teacher will consider the HSE management standards when looking at workplace management, these are:

- demands, including workload, work patterns and work environment
- controls, regarding how much say the individual has in the way they do their work
- support, including encouragement and resources provided by the organisation
- relationships, and the promotion of positive working together when dealing with unacceptable behaviour
- role, so that people understand their place and purpose within the school change, and the way in which communication is undertaken
- in practical terms, the Head Teacher will:
 - give constructive feedback to people
 - consult with staff during periods of change
 - ensure staff have trained to enable them to do their job
 - monitor workloads and working hours

Where issues of stress are identified, the school will:

- raise awareness of support mechanisms available
- put an action plan in place to address any issues identified
- for return to work instances, monitor any phased return and allow the individual to provide feedback
- records relating to any identified stress issues will be retained by the School Business Manager and treated as confidential
- Wishford Schools have a confidential helpline that you can call if you have any issues whether personal, bereavement, work related or home. The number is Counselling Service Helpline 0117 934 0105 (Policy Number 100583344CCI)

35. Substances Hazardous to Health (COSHH)

The COSHH (Control of Substances Hazardous to Health) regulations set out the measures that must be taken to control hazardous substances and to protect people exposed to them.

The regulations are very comprehensive and apply to all activities where hazardous substances are used such as in science, art, school cleaning and work carried out by the Site Supervisor. The regulations also apply to hazardous substances produced by any activity.

St David's Prep has in terms of COSHH a low risk rating. All cleaning chemicals and any potentially hazardous substances used are stored in appropriate containers in locked cupboards or facilities. Any employee bringing hazardous substances on to the school site must gain permission from the Head Teacher or School Business Manager.

There is a requirement for St David's Prep to make suitable and sufficient assessments of the risks created by the particular work with substances hazardous to health and of the steps that need to be taken to meet the requirements of the regulations. In addition, the assessments will be reviewed regularly (at least every five years) or when it is suspected that previous assessments are no longer valid for some reason e.g. after there has been significant changes in the work.

Technical data sheets are available from the suppliers of the substances identified as harmful and these must have been obtained for all the hazardous substances used.

The COSHH register is managed by the Site Supervisor.

In preparing the risk assessments we consider:

- Whether it is possible to avoid using a hazardous substance or use a safer process – preventing exposure, e.g. using water-based rather than solvent-based products, applying by brush rather than spraying?
- The risks of using the substance in the particular activities under consideration. This means considering the procedure, the quantities used, the dilutions and where the substances are used e.g. in a confined area or in open air
- Risks associated with spills of substances which can be as important as those associated with normal usage. It is essential that comprehensive spill kits be provided where appropriate. Staff (and pupils) working with any substance hazardous to health are to be provided with information, instruction and training sufficient for them to know the nature of any risks created by the exposure and the precautions that need to be taken

Carrying out the necessary assessment work is a vital part of the compliance with the regulations. The purpose of carrying out assessments is to ensure that sensible decisions are reached about how to work with the hazardous substances. The precautions, which are to be taken, are determined by the nature and the degree of risk in the circumstances of each case.

Control is adequate when the risk of harm is 'as low as is reasonably practicable'. This means all control measures are in good working order, exposures are below the workplace exposure limit where one exists and exposure to substances that cause cancer, asthma or genetic damage is reduced to as low a level as possible.

36. Supervision

Refer to Supervision Policy.

37. 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. In 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 St David's Prep will ensure the attendance of 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.

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.

38. Transport

Private hire transport is booked by the School Office for general school trips. Written confirmation of the booking is received from the coach company. Either Mrs Sarah Handy or the School Office 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?

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

39. Use of Premises by PTA

The premises are not available for public letting but are used by the PTA. No member of staff or PTA are able to use the kitchen unless kitchen staff are in attendance.

All first aid provision, fire and emergency procedures are explained. The PTA will provide a risk assessment for fetes and other events which the SBM will pass on to the school insurers for their comments. The SBM in conjunction with the PTA will follow up on any risk assessment.

40. Vehicles on Site

See On-Site Vehicle Policy. Staff are not allowed to enter or leave the school car park between 8.00am and 9.00am or 3.00pm and 4.00pm.

41. Violence

St David's recognises that all staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by parents and other adults on the school premises.

Staff must report any incident of aggression or violence directed to them to the Head Teacher immediately. All reports of incidents must be recorded and reasonable and appropriate action taken to support the member of staff.

42. Working at height and manual handling

The Manual Handling Operations Regulations 1992 (MHOR) requires St David's Prep, as the employer, to manage the risks to their employees and as such will:

- Make a suitable and sufficient assessment of the risk from manual handling to our workforce
- Develop and implement procedures and systems of work to reduce the risks from manual handling operation in the course of our business
- Ensure that the school's employees understand their duties to;
 - Follow systems of work in place for their safety
 - Use equipment provided for their safety properly
 - Co-operate with their employer on health and safety matters
 - Inform their employer if they identify hazardous handling activities
 - Take care to make sure their activities do not put others at risk

All staff will receive 3 yearly ladder and manual handling training. Safety ladders only are used by staff.

43. Health and Safety Management Control and Records

St David's Prep recognises the business benefits from the effective management of Health and Safety at work. To obtain these benefits for our company we have implemented an effective management system and have taken steps to put such a system in place.

The school's arrangements to monitor, establish and review Health and Safety standards in accordance with this policy include, but are not limited to, the following activities and measures:

- Site Supervisor and School Business Manager carry out a procedure of daily, monthly and annual checks of the school site. These checks are recorded, along with actions taken in folders retained by the Site Manager
- The Head Teacher and whole of the staff monitor Health and Safety on a constant basis when moving around the school site
- Site 'walk arounds' are conducted daily by the Site Supervisor
- Health and Safety concerns and updates are a standing item on the twice weekly staff 'shouts' and also at the weekly SLT meeting. Minutes are taken and points actioned.

- Accident Records are reviewed monthly by the School Secretary (First Aider) and School Business Manager, and trends identified and recorded. Measures to resolve and an action date will also be recorded on the monthly accident report log
- The Head Teacher and School Business Manager will ensure:
 - The effective implementation of the Health and Safety Policy within the school
 - A regular review of the contents of the Health and Safety Policy
 - The planning and organisation of Health and Safety Training
 - The Health and Safety consequences of new technology, equipment or working practices
 - Monitoring Health and Safety records within the school
 - Any other measures which may substantially affect the Health and Safety of staff, pupils and visitors to the school
- Health and Safety issues are reported to the Proprietor monthly by the Head Teacher, or immediately in the case of a serious issue
- The school Health and Safety Policy is reviewed annually by the School Business Manager and the Head Teacher

This policy should be read in conjunction with the following policies:

- Educational Trips & Visits Policy
- Fire Safety Policy & Procedures Policy
- First Aid Policy
- Lone Worker Risk Assessment
- Missing Child Policy
- Risk Assessment Policy
- Safeguarding Policy
- Staff Handbook
- Supervision Policy

APPENDIX A



St David's Prep
Justin Hall
Beckenham Road
West Wickham
BR4 0QS

**HEALTH AND SAFETY
INDUCTION TRAINING PACK**

To be completed with SBM

Employee Name:.....

Job Title:.....

Department:.....

Start Date:.....

INDUCTION TRAINING RECORD

An induction programme must be carried out for all new employees, peripatetic teachers and volunteers. A check sheet will be issued which must be signed by the person/s carrying out the programme and the new employee.

The programme must cover the following items:

- An introduction to the Fire Safety Procedure carried out within the school
- An introduction to all policies and procedures. These must be read over a period of time and signatures obtained
- For employees only: The Staff Handbook will be issued. The employee must read this and return the sign off to acknowledge understanding
- A comprehensive walk around the school and an introduction to all personnel. The walk round will include informing the employee of location of facilities, lunch hall etc
- The new member of staff will be introduced and welcomed in the first staff meeting to staff

Health and Safety training is a legal requirement for all new members of staff at St David's Prep. It is therefore company policy to ensure that all new employees are given sufficient information, instruction and training to enable them to carry out their duties in safety and with minimum risk to themselves and others who may be affected by their or our activities. **Go through each item on the list and tick box if completed. If a subject area has not been dealt with, enter 'No' in the box and be sure to return to it later!**

FIRE SAFETY	TICK	NOTES
Has the fire warning system been explained to you (location of call points, sound of alarm etc)?		
Has the means of escape been demonstrated to you from the areas in which you will work?		
Have you been shown the location of the fire assembly point where you must report in the event of a fire or emergency evacuation?		
Has the action to be taken in the event of a fire been made clear?		
Has the location of the nearest firefighting equipment been shown?		
Has the periodic fire drill been explained?		
Has the necessity for keeping fire doors closed been emphasised?		
Has the fire, first aid, emergency contacts notice attached to this training record been completed and explained to you?		

FIRST AID	TICK	NOTES
Have the emergency first aid procedures been explained to you?		
Has the location of the nearest first aid kit been shown?		
Do you know who to contact if you or someone else needs first aid?		
Have the procedures for reporting accidents and incidents been explained?		
Do you know where the accident book and head injuries record book is kept?		
GENERAL SAFETY ISSUES	TICK	NOTES
Has it been explained to you where to go, who to call, who to ask for help and advice regarding safety issues?		
Have Lockdown procedures been explained to you?		
Have you undertaken a tour of the workplace?		
Do you know what to do to report defective equipment?		
Has it been made clear that gangways exits etc must always be kept clear of obstructions?		
Have the rules on smoking been explained to you?		
Have you been made aware of the company's Health and Safety Policy?		
Have you completed your safeguarding training?		

Name **Signature**

Induction Carried out by:

Name **Signature**

Position

A copy of this checklist will be retained in your personnel file