



# Grange Park Prep School

## Health and Safety policy

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<b>Document created by:</b>	Flavia Rizzo (Headteacher) 13 September 2017
<b>Reviwed by</b>	Dimitra Louskas 9 September 2019
<b>Scrutinised by:</b>	Caroline Lawrie H&S Officer
<b>Review date:</b>	September 2020

**This policy applies to all staff working within the school, including EYFS.**

### **Grange Park Prep School policies**

This policy should be read and adhered to in conjunction with the following School policies:

- Risk Assessment Policy and procedures
- Supervision Policy
- First Aid Policy
- Educational Visits policy
- Missing Child Policy
- Fire Risk: policy, assessments and procedures
- Area risk assessments
- Minibus Risk Assessments

**The named persons responsible for Health and Safety in the Early Years Foundation Stage (EYFS) & for Years 1-6 in the school is Flavia Rizzo (Headteacher) and Caroline Lawrie (School Administrator & Health & Safety Officer)**

**This policy applies to the Early Years Foundation Stage (EYFS) & the Preparatory School and while any child is identifiable as being a pupil at the school.**

The health and safety of all pupils, staff and visitors who use the school premises is of critical importance to the School. We expect all staff to act in accordance with the Health and Safety Work Act 1974 which requires them to act in a way which poses no risk to their own or any other person's health and safety. ('Other Persons' is hereby defined as being staff, pupils, parents and visitors to the school).

The School will:

1. provide a safe and healthy working/teaching/learning environment in compliance with statutory regulations.
2. maintain the cleanliness and state of repair of the buildings and land.
3. provide safe systems of working to ensure the health and safety at work of all staff and pupils.
4. provide adequate information on health and safety at work and fire prevention to ensure all staff, pupils and visitors can follow the school safety procedures.
5. provide safe storage of dangerous materials and substances.
6. provide adequate first aid facilities.
7. establish, practise and maintain effective emergency evacuation procedures.
8. carry out investigations of any accidents and dangerous occurrences to prevent a recurrence.
9. regularly monitor and review the effectiveness of our health and safety policy.

## **RESPONSIBILITIES**

### 1. The Headteacher

- a) is responsible for ensuring that information is issued and that the school's health and safety policy is reviewed and monitored
- b) acknowledges his/her legal duty to notify the Chairman of Governors of major accidents and dangerous occurrences
- c) will ensure a high standard of health and safety is maintained in the school, and in order to do so, will arrange all financial commitments
- d) will instigate any investigations when appropriate
- e) will arrange for staff to attend first aid/health and safety courses
- f) will ensure that fire drills take place at least once a term.

### 2. School Administrator/Health & Safety Officer

Is responsible for the day to day co-ordination of the School's health and safety policy, including:

- regular inspections and risk assessments
- initiating action on reported accidents and hazards
- fire and emergency procedures

### 3. All staff are required to

- a) consider risk assessments and plan accordingly before lessons start
- b) check that equipment is safe before commencing activity
- c) ensure that protective equipment is used as required
- d) ensure there are no hazardous substances in the classroom
- e) report any hazards to the School Administrator
- f) encourage pupils and visitors to comply with health and safety policy
- g) in conjunction with the School Administrator, to have updated names and telephone numbers of pupils and keep copies of such on their home premises for emergency use.

## **RISK ASSESSMENT**

The Headteacher and School Administrator/ Health & Safety Officer

- a) will undertake an annual health and safety audit
- b) will undertake an inspection of school premises on a regular basis
- c) will continuously identify any risks and hazards on a daily basis
- d) with health and safety issues in mind, will assess any new substances or materials introduced into the school premises
- e) with health and safety issues in mind, will assess any new activities or procedures introduced into the school
- f) will make certain that any electrical equipment is tested annually or as appropriate.

## **PUPIL SUPERVISION**

### 1 Duty Supervision

- a) Two members of staff will be on outside duty:
  - (i) **before school** : at 8:30 – one supervising the front gate and one at the gate to the playground from Deepdene Court
  - (ii) **morning break**: at 10.20 a.m. breaks – supervising the playground and climbing frame
- b) Three members of staff will be on duty:  
**Lunchtime**: one supervising the dining room and two supervising the playground and climbing frame.
- c) Children are NOT to be left unattended.
- d) Whenever possible, staff should always check that a teacher is actually on duty before sending children out to the playground.
- e) During 'Wet Breaks', children will be supervised by two members of staff in the hall.
- f) Mobile phones must not be used by staff when children are under their supervision except in extreme emergencies.

- g) At the end of the school day, pupils in Nursery and Reception will be dismissed from the Early Years main entrance (double blue doors)  
Year 1, 2 and 3 from the blue door to the playground  
Years 4, 5 and 6 are dismissed from the main front door of the house
- h) Pupils who are not collected at the appropriate time should be taken to after school club
- i) If a child has not been collected within 15 minutes from the end of the school day, parents must be contacted.

## 2. Children's Medication

**Only prescribed medication will be administered: in original packaging with child's name clearly visible.**

- a) Parents must request in writing, for staff to administer medicine.
- b) All medicines are to be given to class teachers. These should be kept in a secure area and given as required. (for medication requiring refrigeration, use the fridge in Nursery.)
- c) Sports staff will be informed of medical problems on a regular basis.

## 3. Illness

- a) Parents should provide emergency contact numbers and also alert the school of any known health problems (this information is also kept in a file in the school office).
- b) In the event of serious illness or injury, the child will be taken to hospital or accompanied in an ambulance and parents contacted. Parents will either accompany their child or asked to meet at the hospital.

## **THE CURRICULUM**

Certain subjects carry obvious risks. Art, Design and Technology, Science and PE, staff will assess risks on a lesson, by lesson basis.

### 1. Offsite Sports

- a) Registers must be taken before children leave school
- b) Toileting – children to go before lessons start and then in groups of two or three if required
- c) First aid box to be taken by teacher in charge
- d) Mobile phone to be available for emergencies

## 2. School Trips

- a) No child will be allowed to partake in school trips without returning a parental consent slip, signed and dated.
- b) All helpers on school trips (being either staff or parents) will be fully briefed before leaving the school.
- c) Only coaches, school minibuses or staff cars, all with seatbelts, will be used. Staff will physically ensure that every child's safety belt is securely fastened and tightened appropriately.
- d) Staff should ensure that a mobile phone is always available at all times.
- e) Staff member responsible to take first aid kit and any medication required for children.  
Eg epipen, inhaler
- f) During the summer months, sun cream should be applied by parents before children get to school and applied again at lunch-time (if a full day's outing).
- g) If visiting a farm, check hand washing and take disinfectant hand wash in first aid kit.
- h) No smoking under any circumstances.
- i) Toileting: at least one adult will supervise when there is more than one toilet, otherwise stand directly outside the room.
- j) Ensure children have the opportunity to wash their hands after toileting, touching animals, touching plants and before eating.
- k) Staff/adult: school ratios apply as a minimum, however pupil ratio to be discussed with the Headteacher or Assistant Head based on:
  - whether public transport is being used
  - whether children will be walking on public roads
  - whether additional supervision will be provided on site
- l) Before outings, member of staff will be responsible for reminding children of sensible, safe conduct in coaches, trains and on the streets.
- m) On the streets and in public areas staff must ensure that any talking – if allowed – is extremely quiet and that children walk in an orderly fashion showing courtesy and respect to others.
- n) Staff should complete the appropriate risk assessment forms before a trip can be organised (see Educational Visits Policy).

## 3. Adventurous activities using licensed providers

- a) When planning an activity that will involve skiing or water sports, the school will confirm that the provider holds a licence as required by the Adventure Licensing Regulations Act 2004

## **SECURITY**

- a) Person responsible for the gate (Member of staff on duty/Miss Rizzo) to lock the playground gate at 8:45am and 3:45pm
- b) Pupils should only be collected by a relative, guardian or an adult known to them. Adults, other than relatives or guardians, can collect children but only by pre-arrangement. Taxi drivers are only allowed to collect children if written permission has been granted by a parent. Children may only walk home unaccompanied after written permission from parents.
- c) The last member of staff to leave the school premises should make certain that all doors and perimeter gates are locked, windows are secured and that the alarm has been set.
- d) Staff dismissing pupils and those responsible for Clubs should make certain that pupils in their charge have either been collected or have been transferred to After School Club before they personally leave the premises.
- e) All visitors (apart from deliveries) to be questioned, given a badge and sign and out of the Visitors Book.
- f) Any strange adult on school premises must be challenged as to their purpose. If necessary the Office and the Head should be notified.

## **FIRE**

- a) Fire evacuation procedures should be displayed in every classroom, as well as in the computer room, music rooms, library, resources room, Head's and the School Office, Staff Room, Art Room, ICT suite, kitchen, hall, toilets and corridors
- b) A minimum of three fire drills per year, with repeat drills being completed if any deviation from routine
- c) Alarm system to be checked every term by a registered firm
- d) Alarm system to be tested on a regular basis
- e) Fire extinguishers to be tested annually and replaced as required
- f) Staff to bring the key for the gate out with them during drills
- g) All children to line up near the gate on the main playground in class order, facing away from the buildings
- h) The School Administrator to bring the school registers and visitors book out with her and to check to see if any visitors are still in the building
- i) Roll call to be taken by class teachers and then registers handed back to School Administrator.

## **MAJOR INCIDENTS TO BUILDING**

- a) A School Administrator/Head/Assistant Head to be able to contact all parents via email or via phone tree system.
- b) The School Administrator to have updated names and telephone numbers of all staff members (including part-time and visiting staff).

## **HEALTH AND PERSONAL HYGIENE**

- a) All serious head injuries to be reported to the Headteacher or Assistant Head
- b) All injuries requiring treatment to be entered in the first aid book, and a copy sent home to parents
- c) Head injuries are reported to Form teachers, and are also to be entered in the first aid book and a copy sent home to parents
- c) Major incidents should also be written in the Incident Book which is kept in the office
- d) Staff with specific health problems (e.g. hepatitis) should inform the Headteacher immediately and never administer first aid
- e) Gloves are always available for use by staff and lunchtime supervisors
- f) If a casualty is unable to move, the Headteacher or Assistant Head to be called immediately
- g) A delegated member of staff (Ms Cooper) to be responsible for first aid boxes being kept adequately stocked
- h) All diseases to be reported immediately to the Headteacher
- i) Head lice - the School Administrator to provide advice and information for parents as required
- j) The School Administrator to be responsible for informing parents and staff of any illnesses or diseases which may affect unborn babies
- k) Children to be encouraged to apply suncream before going outside, when necessary
- l) All children to wear sunhats outside and on sportsfield when necessary (to be decided by the Headteacher or Deputy Head)
- m) Younger children shall be given guidance into use of toilets with particular regard to hygiene – hand washing/leaving toilets clean/closing doors – and older children shall be reminded from time to time
- n) Lunch – children shall be required to wash their hands with soap before meals
- o) No sharing of food at lunchtime is permitted



- p) Lunchtime supervisors to ensure that tables and benches are cleaned after lunch and on other occasions when food is being eaten.

## **GENERAL**

- a) In the case of any accident or emergency the duty of informing parents will be primarily the responsibility of the Headteacher, the Assistant Head or the School Administrator.
- b) Health records will be taken when children are accepted at school. They will be updated at intervals and are available and should be checked by staff at the beginning of the school year. All incidences of staff dealing with children's health and safety to be reported to the Headteacher or Assistant Head.
- c) All incidences of staff dealing with children's emotional or behavioural problems to be reported to the Headteacher or Assistant Head.
- d) All incidences of children being sent home due to illness to be dealt with by the Headteacher, the Assistant Head or the School Administrator.
- e) All incidences of staff dealing with situations not under their purview to be reported to the Headteacher or Assistant Head.
- f) Children should not use the school telephone without the permission of a member of staff.
- g) Any incidences of suspected child abuse or non-accidental injury to be reported to the DSL (Headteacher) or in her absence to the deputy DSL (Mrs Billam)
- h) Area risk assessments are carried out regularly to minimise accidents

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

1. Curriculum  
Science, Art and Design Technology teachers need to be familiar with materials in their departments, which come under these regulations and carry out the necessary appropriate risk assessments when using them.
2. Headteacher  
The Headteacher will be responsible for identifying all substances which need COSHH assessment.

## **REPORTING, MONITORING AND REVIEWING SAFETY**

All staff have a duty to report to the Headteacher or School Admin Officer any item of concern relating to health and safety.

## **SAFE WORKING PROCEDURES**

- a) The Headteacher will arrange induction training in health and safety training for all employees.
- b) Health and safety training needs will be identified, arranged and monitored by the Headteacher & Health & Safety Officer.
- c) The Headteacher is responsible for the investigation of serious accidents or incidents which could give rise to personal injury. The Head will seek input from those involved if necessary.

## **REPORTING INJURIES AND ACCIDENTS**

The Headteacher must report accidents which result in:

- o Death
- o Specified injuries
- o Over 7 day injuries- where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- o Where there is an accident connected to the work activity which causes injury to pupils, members of the public and they are taken from the scene of an accident to hospital for treatment to that injury
- o Specified dangerous occurrences – where something happens that does not result in an injury, but could have done

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

In the event of serious accident or injury to a pupil on site the Head will report to the parents on the outcome of the investigation. If the parents are not satisfied with the action taken, they should be advised to make a complaint following the procedures laid out in the Complaints Policy.

## **TRAINING**

<b>Training</b>	<b>Member of GB &amp;/or Staff</b>	<b>Date</b>
<i>'Managing Health and Safety in Schools' for School Managers</i> The course outlines: <ul style="list-style-type: none"><li>• Processes &amp; systems for safety management</li><li>• Principles of Risk Management</li><li>• Managing Contractors</li><li>• Asbestos Management</li><li>• Management of Legionella</li><li>• Fire Safety</li></ul>	Caroline Lawrie	11 November 2016  (expires 10 November 2019)

**FOR ALL OTHER STAFF TRAINING AND QUALIFICATIONS PLEASE SEE H&S TRAINING FOLDER IN SCHOOL OFFICE.**