



HEALTH AND SAFETY POLICY

The Health and Safety Policy is in accordance with The Health and Safety at Work etc. Act 1974, the most recent version of Independent Schools Standards Regulations, the advice on 'Health and safety: responsibilities and duties for schools' (April 2022). Regard is also made to the Health and Safety Executive: Sensible health and safety management in schools and Department for Education guidance on Fire Safety and First Aid for schools and RIDDOR and Part 5 of the Commentary on the Regulatory Requirement (September 2022)

This policy is applicable to all staff, volunteers, supply staff and parents of children within the school, including those in EYFS. This document is available in written format upon request and a copy can also be located on the school's website.

The Proprietor has overall responsibility for Health and Safety.

Matron has day to day responsibility for managing all health and safety matters and risks.

Signature of Mrs Chantelle McLaughlan, Matron

Date of signature: October 2022

This policy consists of three parts:

Part 1 Organisation of Health and Safety - Responsibilities of Matron

Part 2 Organisation of Health and Safety - Responsibilities of Others

Part 3 Specific Arrangements for Health and Safety



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PART 1: ORGANISATION OF HEALTH AND SAFETY – RESPONSIBILITIES OF MATRON

The school's priority is to ensure that all the operations within the school environment are delivered in a manner that is safe and healthy for all. Matron is committed to promoting the welfare of all in the school community so that effective learning can take place in a safe and secure environment.

Matron has overall responsibility for implementing the school's health and safety arrangements as assigned by the Proprietor

Matron will:

- Ensure that all employees comply with their obligations listed in this Health and Safety Policy.
- Promote a healthy and safe culture within the school and on all visits and trips in order to prevent accidents and incidents and work-related ill health.
- Ensure that risks are assessed and that safe working practices are put in place to minimise those risks.
- Ensure that any hazards are rectified immediately and that any misuse of equipment is immediately stopped.
- Arrange recording and reporting accidents to staff, children and visitors - including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Ensure the school will investigate accidents and incidents to understand causes.
- Ensure that training is undertaken by employees appropriate to their duties, for example, Manual Handling Training, Food Hygiene, First Aid Training and Fire Training Safety.
- Ensure that Matron arranges for regular deep cleaning and pest control services as required.
- Ensure that catering staff adhere to health and safety guidelines for preparation, cooking and storage of food.
- Ensure that the school complies with its reporting requirements and obligations for record keeping.
- Matron is the focal point for day-to-day references on health and safety and to provide advice where appropriate.
- Investigate instances relating to violence against staff

Please refer to separate document: Behaviour, Sanctions and Rewards Policy



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PART 2: ORGANISATION OF HEALTH AND SAFETY RESPONSIBILITIES OF OTHERS

Although key responsibilities for specific health and safety related duties are listed below, it should be noted that all staff have a duty to look after their own and others' health and safety and have a duty under the common law to take care of children in the same way that any prudent parent would do. Staff are aware of their responsibilities to promote high standards of health and safety and that they take reasonable care of their own safety, that of children, visitors, temporary staff, volunteers and contractors.

RESPONSIBILITIES OF THE MAINTENANCE DEPARTMENT

In order to ensure the health, safety and welfare of children, the Proprietor and Matron delegate responsibility for ensuring the upkeep and maintenance of the fabric and estate of the building and school grounds to the Maintenance Department who will take responsibility for the following actions:

- Ensure that the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals.
- Advise Matron on any measures that may need to be put in place in order to carry out maintenance work to avoid risks to health and safety.
- Coordinate the advice given by specialist safety consultants and ensure that updates to school practices and procedures are put in place, as required.
- Ensure that the school has a fire risk assessment, carried out by an external specialist consultant, which is updated every 3 years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

The Maintenance Department will fulfil the obligations of the role listed in Part 3 of this policy.

RESPONSIBILITIES OF THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is comprised of staff from Walton Pre-Preparatory School & Nursery is chaired by a member of the Senior Management Team, who has the authority to give proper consideration to the views and recommendations considered and includes appropriate employees who have specific knowledge of health and safety in the school.

The Health and Safety Committee will meet once per term. Responsibilities include:

- Monitoring the effectiveness of health and safety in the school.
- Assisting Matron in the development of safety rules and safe systems of work.
- Monitoring the effectiveness of staff communication and educational materials relating to health and safety in the workplace.
- Encouraging suggestions and reporting of hazards, accidents (including slips and trips) and defects by all members of staff.
- Reviewing the Fire Risk Assessment and, each time it is amended, submit a report to the Senior Management Team.
- Updating the Health and Safety Policy, as required by changes to regulations, practice and procedures.



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- Reviewing accidents and incidents to understand causes and agreeing preventative measures and recommending actions to Matron.
- Updating risk assessments.
- Reviewing staff training requirements, including first aid training, security, the outcome of fire evacuation practices, kitchen operation, use of school vehicles and trips and visits and all new or revised policies tabled at each term's meeting.
- Ensuring the implementation of professional advice, as appropriate.
- Assessing and monitoring communication relating to health and safety in the workplace.

RESPONSIBILITIES OF NURSERY STAFF AND ROOM LEADERS

All nursery staff and room leaders to:

- Exercise effective supervision of children, be aware of emergency procedures and carry them out when necessary.
- Be aware of safe systems of work to be adopted in their area and apply them as necessary.
- Give clear instructions and warning of hazards and safety measures as and when necessary.
- Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons and activities and ensure that appropriate control measures are deployed to reduce risk.
- Ensure that personal protective equipment is used, where required by a risk assessment.
- Exercise careful control of products and materials during practical lessons/activities and where appropriate, with reference to the relevant risk assessment.
- Check, as far as is reasonably practicable, that the work area and equipment is safe before use.
- Inform the Matron of any concerns they may have about the safety of a particular task/activity in order that they may assess and if appropriate, modify the method of work.

Nursery Staff and Room Leaders are responsible for ensuring the safe use of equipment in their area, as detailed in Appendix 1 – Roles and Responsibilities for Use of Equipment.

RESPONSIBILITIES OF ALL EMPLOYEES

All employees should:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, including children, parents and visitors.
- Cooperate with their employer in all matters of health and safety, so as to enable the law to be complied with.
- Not intentionally or recklessly interfere with, or misuse equipment or fittings provided in the interests of health, safety or welfare.



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- Report to Matron any serious or immediate danger to health and safety, any shortcomings in the arrangements for health and safety, damage to or defective furniture or wear and tear of the premises, which may constitute a hazard.
- Follow instructions when using any machinery, equipment, dangerous substance or safety device.
- Use equipment when satisfied they are trained to use it.
- Ensure that all corridors, passageways and fire exits are kept clear of rubbish and obstructions.
- Pay particular attention to trip and slip hazards.
- Perform their work in accordance with training and instructions.
- Know the school's Fire and Emergency Evacuation Procedures and First Aid Policy for both fire and first aid and any special safety measures used in their area of work.

Disciplinary action may be taken against anyone who disregards safe working practices.

RESPONSIBILITIES OF CHILDREN

Children will be instructed, in an age-appropriate way, to follow guidance given to them to help them be healthy and safe in school and will be taught to understand their responsibilities for the safety of themselves and others with whom they play/work. They must observe all the health and safety rules of the school and follow instructions given to them by staff. Children must not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.

During an emergency, children must listen to and follow the instructions given to them by any member of staff.

PART 3: SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

This part of the policy is concerned with the arrangements that the school has put in place to minimise potential risks along with the person(s) accountable for managing the risk.

ACCIDENTS

An accident is any occurrence which may/may not cause injury to people or property. Any 'near misses' should be reported to Matron and Deputies. If necessary, the event should be logged in the Accidents and Incidents File. Matron will decide if an investigation is required and ensure that this is undertaken and any remedial action taken. The school will report to RIDDOR any accidents or incidents which are work related and which require reporting.

- **Accident Requiring Emergency Services**

When an accident occurs, which requires emergency medical support, Matron or a member of the Senior Management Team will telephone the emergency services. First aid will be provided immediately until the emergency services arrive at school. Matron/members of the Senior Management Team will contact the parent or person named on the staff emergency contact details and inform them of the accident and the name of the hospital where the pupil/staff member will be taken to.



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- **Accident Requiring Hospital Visit**

If the accident does not warrant an ambulance but needs hospital attention, then the child or staff member will be treated by a first aider and then transported to hospital. Matron/ a member of the Senior Management Team will contact the parent or person named on the staff emergency contact details and inform them of the accident and the name of the hospital where the pupil/staff member will be taken to.

CATERING

The Catering Team have the following responsibilities:

- Checking and switching off all kitchen equipment at the end of service.
- Ensuring the professional deep cleaning of all equipment at 6-week intervals.
- Ensuring a high level of cleaning of all cooking, food preparation and storage surfaces takes place weekly.
- Ensure that kitchen equipment is safely used and correctly stored.

COMMUNICATION

Appendix 2 contains a diagram of the basic chain of command for the implementation of this Health and Safety Policy. All communications relating to health and safety should follow this pattern.

ELECTRICAL SAFETY

Responsibility for the following testing remains with the named person:

- Regular portable appliance testing – the Maintenance Department
- Electrical Safety Testing. All the buildings at the school have current electrical installation certificates – the Maintenance Department.

Only authorised members of staff may use reprographic equipment and computers.

Any defects in such equipment must be reported to the IT Technician.

ENTERING AND LEAVING THE PREMISES

Designated members of staff are responsible for opening the building at the start of the school day.

The Cleaning Staff are responsible for securing the building at the end of the day and setting the alarm.

EXTREME WEATHER CONDITIONS

During periods of extreme weather, the Maintenance Person is responsible for maintaining safe access to and from the school, surrounding pathways and the car park.

FIRE DETECTION EQUIPMENT AND FIRE TESTING

- Weekly testing of all fire alarms and recording all tests – Maintenance Person.



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- Arranging an annual service of alarms, smoke detectors, emergency lights and fire extinguishers - the Site and Health & Safety Manager/Maintenance Person
- Monthly check of portable fire equipment – Maintenance Person.
- Monthly check of emergency lighting – Maintenance Person.
- Organising annual checks of emergency lighting to be undertaken by a specialist contractor – the Site and Health & Safety Manager.
- The Maintenance Person is responsible for maintaining records of tests.

FIRE PREVENTION

All staff are responsible for ensuring that fire routes and exits are kept clear.

- Ensuring that flammable rubbish and combustible materials are stored away from buildings – the Maintenance Person.
- Termly fire practices, combined with a programme of inducting new staff and children with emergency escape procedures and the presence of trained Fire Marshals to help ensure that the school can be safely evacuated in the event of a fire – the Matron /Maintenance Person.
- Checking and switching off all kitchen equipment at the end of service – the Cook.
- Securing flammable materials used locked in purpose-made, flameproof containers – Maintenance Person.

FIRST AID

Paediatric first aid training is provided to a large number of staff who may be called upon to provide first aid during the performance of their role. On expiry of their certificates, Matron is responsible for organising refresher training.

The school has a First Aid Policy and an Administration of Medicines Policy.

Maintenance of first aid boxes is the responsibility of Matron. When staff take children off- site, then a first aid box and children's individual prescribed medicines are taken on the visit/trip.

Please refer to separate document: First Aid Policy

HAZARD AND ACCIDENT REPORTING

Most hazards are created by poor housekeeping. Therefore, all staff must take reasonable care for the health and safety of themselves and others they work with.

All employees are responsible for reporting hazards of which they become aware during the course of their work. They should inform Matron, who will log hazards. The Maintenance Person is responsible for alerting the Matron of any serious hazards. The Matron and/or the Maintenance Person will ensure that the hazard is isolated and ensure that the necessary modifications/repairs are made.



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An employee who witnesses an accident or dangerous incident, including a 'violent' incident should report this immediately to their Room Leader or Matron. Matron is responsible for ensuring that the accident or incident is logged in the Accidents and Incidents File. If the accident or incident is found to be caused by faulty plant, equipment, premises or unsafe systems of work, Matron will instruct the appropriate person to remove or isolate the hazard until the necessary modifications/repairs are made.

LEGIONELLA, WATER AND DRAINAGE

The Maintenance Person is responsible for:

- Maintaining water quality and ensuring that water testing is in place and recorded.
- Ensuring that drains and gutters are kept unblocked. Checking that all drain runs are clear – the Maintenance Person.

MANUAL HANDLING

The School Safety Officer at MKPS is responsible for ensuring that training is provided on Manual Handling where this is a requirement for the normal performance of the work, and for maintaining an audit of the manual handling activities in the school.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Suitable PPE will be provided, free of charge, where identified as necessary in a risk assessment. The employee is responsible for informing their line manager as soon as they become aware of a need to replace PPE that they use. Matron is responsible for organising PPE where it is required.

ACCESS TO SPECIFIC AREAS OF THE SCHOOL

The following areas/activities identified present significant risks and have been risk assessed. Where appropriate, the person responsible for controlling access is named.

- **Maintenance, Caretaking and Grounds.** Children are not allowed entry to the Maintenance sheds. The Maintenance Person is responsible for all their activities, safe use and storage of equipment and flammables, COSHH assessments for chemicals and other products.

RIDDOR

The Matron will be responsible for reporting all staff, child, parent and visitor accidents at work that fall under RIDDOR.

*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), places a legal duty on employers to report [work-related deaths](#), [major injuries](#) or [over-three-day injuries](#), [work related diseases](#), and [dangerous occurrences \(near miss accidents\)](#). The easiest way to do this is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.*



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RISK ASSESSMENTS

Matron is responsible for ensuring that up-to-date risk assessments are maintained for the following areas by those named as having the duty delegated to them:

- Fire Risk Assessment – Matron
- Catering and cleaning functions, including Hazard Analysis Critical Control Points (HACCP), system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) – Matron/Cook.
- Grounds maintenance, including use of pesticides and COSHH – Maintenance Person
- Maintenance functions, including working at heights, electricity, manual handling and building work, the use of power tools, COSHH and flammable materials - the Maintenance Department.
- Asbestos Register - the Maintenance Department

Please refer to separate document: Risk Assessment Policy

Matron is responsible for ensuring that up-to-date risk assessments are maintained for teaching in the following areas:

- All outdoor games – nursery staff.
- Art – nursery staff.
- Music – Matron
- All outdoor lessons – relevant member of staff.
- All visits and trips – relevant member of staff.

Matron is responsible for ensuring that up-to-date risk assessments are maintained for the following areas. The named person is responsible for ensuring that risks are minimised is included:

- Outdoor play areas – Maintenance Person.
- Water activities – the Room Leader.
- Art and Craft Activities – the Room Leader.
- General play resources and equipment within the playroom – the Room Leader.
- Book areas – the Room Leader.
- Waste disposal – Room Leader.
- Storage areas – Matron/Room Leader. All staff working in the area are responsible for ensuring that they store items in the correct way.
- Toilet areas – Matron.
- Kitchen area and food handling – Cook
- Procedures for evacuating the Building – Room staff, Matron, Deputies, Fire Wardens, Maintenance Person.

Copies of all risk assessments are kept in the school's Risk Assessment File.



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SAFETY AND SECURITY

- Building security (including alarms, locking external doors and windows) – the Matron, who in turn have delegated day-to-day management to the Maintenance Person.
- Preventing unsupervised access by children to potentially dangerous areas
- Controlling lone working after hours – Matron.

For the purpose of ensuring the safety of visitors, all visitors must report to Reception on arrival in the school building. They will be required to sign in the visitors' book and wear a visitor's badge. Visitors must wait in the Reception area until collected by a member of staff and will be accompanied by a member of staff whilst in school. Staff are responsible for their visitors' safety whilst on-site and, in the event of a fire alarm, must ensure the visitor evacuates the building. Visitors will be required to sign out when leaving the building and must return their visitor badge to reception.

TRAINING

Responsibility for organising and maintaining records of training is as follows:

- Health and Safety training for the Catering and Cleaning staff – Matron
- Training new staff on emergency fire procedures – HR Manager
- Inducting new staff in Health and Safety – HR Manager
- Identifying specific Health and Safety training needs of staff – Matron.
- First aid training - Matron.

USE OF EXTERNAL SPECIALIST CONSULTANTS

The school will use external consultants when necessary to advise on matters of health and safety within the school:

- Structural Surveyors are consulted to provide advice on the external fabric of the school.
- Specialist engineers monitor and service the school's plant, equipment, including boilers and hoists annually.
- Equipment used by the Maintenance Person is serviced as required.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO).
- Matron will arrange for professional advice from Chef at MKPS on healthier food, menu planning and special diets as required.
- Matron will arrange for deep cleaning of all equipment, high level cleaning of all cooking, food preparation and kitchen storage surfaces.
- Matron will organise appropriate pest control measures, as required.
- The Site and Health & Safety Manager at MKPS will update the fire risk assessment every 3 years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added to the school.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors are tested 6-monthly by a qualified contractor.
- A qualified contractor tests emergency lighting and extinguishers 6-monthly.
- Service call points are serviced every 6 months by a qualified contractor.
- The school maintains an asbestos register and the Maintenance Person is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place.



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- The school has current electrical test certificates for all its buildings. Qualified NICEIC Electrical Engineers are used to inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305.

WASTE MANAGEMENT AND CLEANING ARRANGEMENTS

Waste is collected daily by the cleaning team and stored in secure waste containers. All employees are responsible for reporting accumulation of waste to Matron.

Large items of waste that require special attention should be notified to the Maintenance Department who will arrange for its disposal.

All employees are responsible for arranging to clear up spillages which occur in their area.

Other spillages and leaks should be reported to the Room Leader/Deputies and recorded.

WORKING AT HEIGHT

The Maintenance Department will ensure that only approved steps/ladders should be used when working at height and only by a person trained to do so.

The Health and Safety Policy has been reviewed in September 2022 and it will be reviewed in or before August 2023.



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APPENDIX 1 ROLES AND RESPONSIBILITIES FOR USE OF EQUIPMENT

	Person Responsible for Risk Assessment	Person authorised to use	Person responsible for checking/repairs	Frequency of inspection
Access equipment, ladders	Maintenance Dept	Maintenance Dept	Maintenance Dept	Daily before use
Caretaking and cleaning equipment, including hand tools	Maintenance Dept/ Cleaning Team	Maintenance Dept/ Cleaning Team	Maintenance Dept/ Cleaning Team	Daily before use
PE and Play equipment	Room Leaders	Room Leaders	Room Leaders	Daily before use
Art equipment	Room Leaders	Room Leaders	Room Leaders	Daily before use
Portable electrical appliances	Maintenance Dept	Maintenance Dept Room Leaders/ staff authorised to use	Maintenance Dept Room Leaders/ staff authorised to use	Before each use
Display screen equipment	IT Technician MKPS	Staff	IT Technician MKPS	Daily before use
Kitchen equipment	Kitchen staff/Chef	Kitchen staff/Chef	Kitchen staff/Chef	Daily before use



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APPENDIX 2 - DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

