

The Croft Preparatory School

Health & Safety Policy

Whole School Policy, including Early Years Foundation Stage

Policy Reviewed (AJ)	December 2020
Peer Review Completed	16 December 2020
Ratified by SLT	2 March 2021
Adopted by The Board of Directors	3 March 2021
Reviewed by Governing Committee	October 2017
Next Review Date	December 2021

Part one - Statement of Intent

This document has been prepared in accordance with the Health & Safety at Work Act 1974 and associated regulations.

The Board of Directors and Headmaster of The Croft Preparatory School recognise and accept their responsibilities to provide a safe and healthy working environment for all pupils, employees and visitors. All members of the school community are required to act in accordance with the school Health & Safety Policy and associated procedures.

The Headmaster's arrangements set out in this document have been put in place to comply with Health & Safety legislation and will, so far as is reasonably practicable:

- provide a safe and healthy working and learning environment
- prevent accidents and work-related ill health
- provide safe premises (including access and egress), plant and equipment
- ensure safe systems of work among staff and pupils
- assess and control the risks from curriculum and non-curriculum work activities
- provide a safe means of use, handling, storage and transportation of all articles and substances
- formulate effective procedures for use in case of fire and/or the need for emergency evacuation of the school
- provide adequate information, instruction, training and supervision to staff and pupils
- consult with staff and pupils on health & safety matters

- monitor and review systems and prevention measures regularly (and at least annually) to ensure they are effective
- ensure adequate welfare facilities exist throughout the school
- ensure adequate resources are made available for health & safety issues

In support of the above, the Board of Directors and Headmaster will establish a health & safety management system and ensure its implementation by all staff and pupils.

Signature 'Acting' Chairman of the Board Signature of Headmaster

Mr John Wall

**Mr Marcus Cook
BSc (Hons) PGCE**

Date: _____

Date: _____

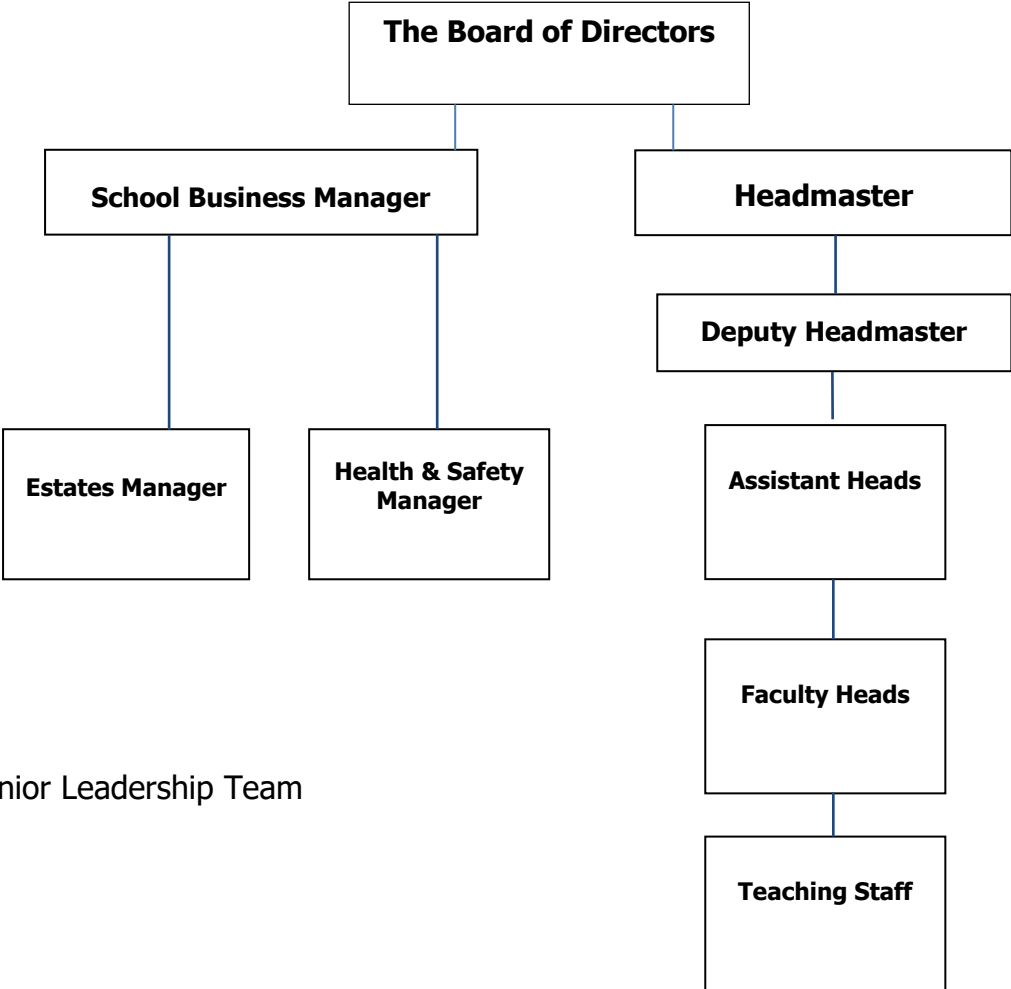
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Part Two - Organisation and Responsibilities for Health, Safety & Welfare

Health & Safety Accountability Chart



Senior Leadership Team

Responsibilities of the SLT/Board of Directors

The Board of Directors accepts responsibility for the implementation of the Health & Safety Policy.

The Headmaster is responsible for health & safety management at the school.

In order to ensure compliance with the law and the school's Statement of Intent as laid out in Part One, the Headmaster will arrange appropriate delegation of health & safety management issues as detailed in this section of the policy.

Responsibilities of the Headmaster

The Headmaster is the person initially and ultimately responsible to the Board of Directors for achieving the objectives of the Health & Safety Policy in the School.

The Headmaster will ensure that:

- the health, safety and welfare of staff, pupils, contractors, visitors and others is effectively managed so far as is reasonably practicable
- a health & safety culture is promoted within the school and during off site visits, in order to prevent accidents and work-related ill health
- a clear written Health & Safety Policy is developed, implemented and communicated
- health & safety risks arising out of the school's activities are adequately controlled
- the school provides and maintains safe premises, plant and equipment
- health, safety and welfare responsibilities are delegated to specific individuals and those persons are competent to do their tasks (ie they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role)
- adequate information, instruction, supervision and training is provided on relevant health & safety matters for all staff and pupils
- there are clear procedures for risk assessment, the development of safe working practices, and the reporting of accidents/incidents and near misses
- effective procedures have been formulated for use in case of fire and/or the need for emergency evacuation of the school

- there is an appropriate level of investigation into accidents, incidents, absence and complaints pertaining to matters of health & safety
- health & safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health & safety arrangements in controlling identified risks
- the school's Health & Safety Policy and performance is reviewed at least annually

Responsibilities of SLT, the SMT and Faculty Heads

Members of the Senior Leadership Team (SLT), the Senior Management Team (SMT) and Faculty Heads will:

- apply the school's Health & Safety Policy to their own department or area of specialism
- ensure they are familiar with current regulations, codes of practice and guidance appropriate to their specialist areas and with this policy
- ensure that risk assessments of the activities for which they are responsible are conducted and reviewed at least annually
- ensure that all staff under their control receive adequate information, supervision and training (both induction training and ongoing training) in health & safety matters relevant to their areas
- ensure that all statutory notices and appropriate safety signs are displayed
- ensure that adequate first aid provision, protective clothing and equipment, registers and log books are available for use, and maintained/kept up to date
- ensure that machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for health & safety reasons
- evaluate promptly and, where appropriate, take action, regarding criticism of health, safety and welfare arrangements reported to them
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, and record these inspections where required

- ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health & safety
- report any accidents, incidents or near misses
- ensure that health & safety implications are considered in the purchase of any resources, or authorisation of works

Responsibilities of the School Business Manager

The School Business Manager will:

- ensure that the School has adequate arrangements in place to control premises-related health & safety risks including fire, asbestos, safety and adequate supply of water systems and plant, gas and electrical installations
- ensure there are adequate procedures to control health & safety risks arising out of the maintenance and repair of School premises and plant
- ensure that all contractors managed by the Maintenance Department are adequately vetted and supervised
- ensure that adequate and sufficient safe working systems, method statements and, where appropriate, 'permit to work' systems are in place for all works or projects
- The Business Manager & The Headmaster will ensure that sufficient funds are set aside for health & safety management in accordance with the Statement of Intent.

Responsibilities of the Health & Safety Manager

The Health & Safety Manager is responsible to the School Business Manager and will:

- be the focal point for receiving and disseminating health & safety information
- provide advice, as required, to enable the school to comply with its health & safety obligations
- provide a Health & Safety induction for all new members of staff
- investigate all accidents, incidents and 'near misses,' as appropriate

- generate regular review of all health & safety documentation including general risk assessments, the Health & Safety Policy and Fire Safety Policy
- to coordinate all arrangements for fire safety and prevention, including the organisation of termly fire drills, providing the School Business Manager with an evaluation of these evacuations
- liaise with, and be the School's point of contact for, the Health & Safety Executive, the local Fire and Emergency Planning Authority and other relevant organisations on health & safety matters
- report accidents to the HSE under RIDDOR regulations, as required
- be responsible for reacting to National/International situations that affect the School in an appropriate manner

Responsibilities of the Estates Manager

The Estates Manager is responsible to the School Business Manager and in particular will:

- respond in a timely manner to reports (via the maintenance@croftschool.co.uk email address) of unsafe, faulty or dangerous equipment, fixtures or fittings
- ensure the removal, isolation or containment of any item of furniture, apparatus or equipment which has been identified as being unsafe
- implement all identified measures to manage asbestos and legionella across the school
- undertake regular checks of the building structures, outdoor areas and play equipment
- undertake regular inspection of ladders used on the school site
- ensure the fire log book, water flushing records and asbestos register are completed (the asbestos register should be made available to visiting contractors)
- manage the maintenance team so they only carry out work for which they are competent and ensure that they work in accordance with the relevant risk assessments and safe working practices

- carry out weekly fire alarm tests, and monthly emergency lighting and final fire exit tests
- manage and oversee contractors on site
- organise, alongside the School Business Manager, the planned programmed maintenance of plant and equipment including periodic electrical installation checks and PAT testing

Responsibilities of Teaching Staff

Teaching members of staff will:

- take reasonable care for their own health & safety and for that of staff, pupils, volunteer helpers and visitors under their supervision
- ensure they are familiar with this policy and the procedures in respect of fire, first aid and other emergencies and carry them out as required
- exercise effective supervision of pupils and give clear oral and written instructions to pupils as often as necessary
- follow any safe working procedures issued for their areas and generally
- provide and require the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required
- comply with the school's Risk Assessment Policy – raising risk assessments for events and activities in their area of responsibility, as appropriate, and implementing identified control measures
- report and remove any defective tools, equipment or appliance which has been identified as being unsafe, or where there are concerns that it may be unsafe
- record and report all accidents or incidents to ensure that they can be investigated
- integrate all relevant aspects of safety into the teaching process and
- undertake informal checks on outdoor play structures, play areas and outdoor toys when on break or lunchtime duty to ensure safety

Responsibilities of Employees

All employees will:

- cooperate with the Headmaster and their line manager on health & safety matters
- act with due care for the health, safety and welfare of themselves, other staff, pupils and visitors to the school
- follow all instructions, written or verbal, designed to ensure personal safety and the safety of others
- exercise effective supervision over those for whom they are responsible
- ensure they are familiar with the contents of this policy and, in particular, the procedures in respect of fire, first aid and other emergencies
- observe all instructions on health & safety issued by the Headmaster or any other person delegated to be responsible for a relevant aspect of health & safety at the school
- implement safe working practices which comply with the approved school policies and procedures and set a good example personally
- act in accordance with any specific health & safety training received
- exercise good standards of housekeeping and cleanliness
- ensure that offices, classrooms and general accommodation and vehicles are kept tidy and report any defects to their line manager
- not wilfully misuse, neglect or interfere with things provided for her/his own safety and/or the safety of others
- report any hazard or malfunction in accordance with School procedure
- undertake training courses to further the needs of health & safety as required
- report all accidents, assaults and 'near misses' in accordance with School procedures, whether injury is sustained or not
- maintain, or ensure safe maintenance of, tools and equipment, reporting any defect in accordance with School procedure

Responsibilities of Visitors/Volunteers/Governors/Third Parties

- regular visitors and other users of the premises will be required to observe the safety rules of the School. Any member of staff with delegated responsibilities will ensure that visitors are informed of health & safety matters which may affect them during their visit
- parents helping out in school will be made aware of the Health & Safety arrangements applicable to them by the teacher to whom they are assigned
- groups of people who regularly hire the premises will be made aware of safety arrangements on completion of hiring arrangements

School Rules Concerning Pupils

Parents and Carers must encourage their children who are pupils at this school to:

- conduct themselves in a manner which is considerate to their own safety and the safety of others
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous)
- observe all the safety rules of the school and in particular the instructions staff give in an emergency
- not wilfully misuse, neglect or interfere with equipment provided for their safety
- Parents are asked to keep the school updated regarding any health-related matters concerning their children to ensure that appropriate plans can be put in place to care for all pupils

Part three - Arrangements for Health & Safety

Consultation and Communication of Information

- All employees are able to consult with management on matters relating to Health & Safety within the School, or to appoint a representative to do so

Any member of staff may raise an issue for discussion at the Prep or Pre-Prep weekly staff meetings or may raise concerns directly with the Health and Safety Manager, School Business Manager or Headmaster

- Updates to the Health & Safety Policy, and other health & safety documentation and updates, will be circulated periodically by email, or via hard copy for those members of staff who do not access a computer. All staff are reminded of their obligation to read and familiarise themselves with the policy/information and to contact their line manager or the Health and Safety Manager to clarify any points they are unsure about
- All new members of staff will be shown how to access the Health & Safety Policy at their induction and be given the opportunity to discuss any queries

Fire Protection Procedures

Full details on fire protection and emergency evacuation procedures are detailed in the Fire Safety Policy.

Drill Procedures

Drills are carried out termly – children and staff carry out the fire drill procedure. Drills are logged and evaluated, noting the time the exercise took and system faults noted.

Alarm Systems

Alarm systems are tested weekly and serviced regularly through a specialist service and the appropriate paperwork kept.

Fire Risk Assessment

A Fire Risk Assessment has been completed by a suitably qualified and competent person and is available for inspection by the Warwickshire Fire Service. The Fire Risk Assessment is reviewed annually, and will be rewritten where significant changes to the School make this necessary.

Emergency Lighting

All emergency lighting is inspected monthly and recorded on Smartlog, the electronic Health and Safety database system.

Fire Extinguishers

Fire extinguishers are inspected regularly and serviced and updated annually – all service records are kept and logged.

Fire Resisting Doors and Emergency Exits

Fire doors and emergency exits are inspected monthly and recorded in the Fire Log Book.

Training

Fire Marshals are adequately trained to carry out their duties and have received additional training in the use of fire extinguishers. The Fire Safety Policy also contains information on the use of fire extinguishers.

First Aid Procedures

Injuries

Injuries will be dealt with principally by the School Nurse or another trained first aider.

Please see the First Aid Policy for details of current first aiders in school. First aid supplies are available in the medical room, or in portable first aid kits available from the School Nurse.

Procedures for dealing with an accident and calling an ambulance

Procedures for dealing with an accident and calling an ambulance are as follows:

**The School Nurse or nearest First Aider to attend and assess casualty and decide course of action –
Go with your instinct!**

If in doubt call 999/112

Calling external assistance: -

- 1. Person who witnessed the incident** calls 999 / 112 and requests an ambulance (unless they are the only available first aider – then they stay with the casualty and shout for help).

Give the address of the school: The Croft school, Alveston Hill, Loxley Road, CV37 7RL stating which entrance is nearest: Main entrance /or Pimlico Lane.

The ambulance service will keep you on the line to request relevant information and updates on the state of the casualty.

2. At the same time, another colleague should inform a member of senior staff and the Estates Manager, giving as much information as possible.
3. The office will phone the parent.
4. The person who witnessed the incident should complete an accident form.
5. Record a timeline of events with names and actions – send this to the Main Office to be kept on pupil file/copy to the School Nurse.

Illness

Children who are clearly unwell, eg, vomiting, diarrhoea or high temperature, should not be in school and the Headmaster would consequently ask parents to keep them at home.

Any child who becomes unwell whilst at school can be seen immediately by the School Nurse who make a decision whether or not to contact the child's parent. In her absence, other members of staff who are first aid qualified will make that decision.

Staff who are unwell should inform their line manager and the HR Department, and sign out at the Main School office before going home.

The School has a detailed set of procedures for managing and minimising the risk of COVID-19 transmission throughout the pandemic. Please see the Overarching COVID-19 Risk Assessment for further details.

Administration of Medication

In general, treatments can be managed so that it is not necessary for medicines to come into school, ie doses can be timed to be administered outside the school day.

The exceptions to the above are for those pupils who have ongoing conditions, eg, asthma or diabetes.

All asthma inhalers should be named. Parents are expected to ensure their child's medication is not out of date.

Staff members across the school may administer emergency EpiPens. The EpiPens are stored in an agreed location within the School, either the Pre-Prep or Prep Staffroom, with an additional pen for all pupils kept in the Dining Room area.

More detailed information is contained in the Pupil Health and Medical Care Policy.

Accident Reporting Guidelines

The Accident Report book can be located in the Main Office, and should be completed according to the following guidelines:

- An accident report should be submitted for **all** incidents to employees (no matter how minor in nature)
- An accident report should be submitted for **all** incidents to parents, contractors and other school visitors
- Minor incidents involving pupils (ie those requiring nominal or no first aid treatment) may simply be recorded in one of the school's first aid books (situated in the medical room and CA1 in Pre-Prep). However, more serious pupil accidents and dangerous occurrences **must** also be reported via the Accident Report form.

Accidents which do not lead to anyone sustaining an injury are known as 'near misses'. Should a member of staff witness a near miss, (which could have resulted in someone sustaining a serious injury, but luckily did not) the details should be forwarded to the Health & Safety Manager as soon as possible so it can be acted on and included in the Near Miss Register.

Depending on the nature of the accident, a report may need to be made to the HSE under RIDDOR. This is the responsibility of the Health & Safety Manager. There may also need to be an investigation, for example where accidents are caused by faulty equipment, fittings or furniture, or where there has been inadequate supervision.

First aiders recording treatment given should include:

- Name of injured person
- Date/time of accident
- Cause of accident
- Nature of injury
- Treatment given/action taken
- Signature of person making record

Health & Safety Training

Health & Safety training forms part of induction for every new member of staff and every volunteer or work placement student attending the school.

Fire refresher training is provided for all staff on a regular basis, and this is supplemented with additional training for Fire Marshals (including training in the use of fire extinguishers).

Other statutory Health & Safety Training carried out includes:

- Working at Heights – all staff
- Manual Handling – all staff
- First Aid training – first aiders
- Food hygiene training (where appropriate to the role)
- COSHH training (where appropriate to the role)
- Kiln training (where appropriate to the role)
- Asbestos and Legionella training for Maintenance staff
- Pool maintenance training for Maintenance staff

Vehicles on site

The site is secured by electric gates which are closed, except at either end of the school day to enable drop-off and collection of children.

Parking for staff is in the rear car parks, behind the sports hall/maintenance shed and Mundell Court. There is an additional parking area at the bottom of the rear school drive, which staff should utilise if they will be leaving work before 4pm. This reduces the potential for accidents when children are on the field playing or in PE lessons.

The speed limit on site is 5 mph. This must be adhered to at all times.

Alcohol and Controlled Drugs

It is categorically prohibited for employees to enter the school site, drive a vehicle, use or operate plant or equipment or teach or supervise pupils under the influence of alcohol or illegal drugs. Disciplinary action will be taken if any employee is caught in the position of illegal drugs on school property or vehicles. Staff members taking prescribed drugs under the direction of a medical professional that may affect their ability to safely carry out their work duties must notify their line manager.

Asbestos

The Estates Manager, Steve Henderson, (responsible to the School Business Manager) is the School's Asbestos Manager and is required to manage the day-to-day process of the Asbestos Management Plan. He is responsible for ensuring compliance with the plan and will liaise with all maintenance team employees and contractors to ensure

that all documentation procedures are followed. The School's Asbestos Manager will make arrangements to ensure asbestos management registers are kept up to date and that procedures for monitoring the plan are put in place. The Asbestos Manager has received awareness training to ensure he is competent in this matter.

No member of school staff will be asked to work with asbestos containing materials. Trained, specialist contractors will be brought in to do such work, as required.

Refurbishment and demolition surveys should be made available where refurbishment work or other work that may involve the disturbance of the fabric of the building

Legionella

The Statutory Duty Holder for the purposes of legionella control on site is the Headmaster. The Site Appointed Responsible Person is the School Business Manager. Management of the School's legionella control measures are delegated to external contractors, Churchill Contract Services Ltd. The Maintenance Department are responsible for ensuring that a detailed programme of flushing takes place weekly, to reduce the risk of stagnant water and bacteria build up. This programme varies according to whether the school is in session or it is a holiday period. Flushing must be recorded on Smartlog when completed.

Contractors

The Estates Manager and School Business Manager are responsible for the induction of all contractors and both share responsibility for the monitoring of contractors on site. All relevant paperwork from the contractors is seen before any work is carried out on projects of a substantial nature, including risk assessments.

Most of the work carried out in school is done during holiday periods, when there are few children present. If contractors do have to work during the school day, they must adhere to the school's policies on vehicles on site, no smoking, safeguarding and general code of conduct. If contractors are working on site when children are present they should be appropriately vetted, or supervised. Due to safeguarding concerns, contractors should always be instructed not to use their mobile phones around pupils.

Contractors must be made aware of the details and location of asbestos on the premises and the emergency evacuation procedures. Other information will be provided to ensure the safety of the contractor, depending on the nature of the work being undertaken.

Any concerns should be reported to the Estates Manager or School Business Manager.

Housekeeping, Cleaning and Waste Disposal

The Cleaning team, managed by the School Business Manager, is responsible for cleaning all areas of the school site according to their set daily schedule. The Maintenance team assists with rubbish disposal.

The Estates Manager is responsible for clearing snow and ice around school pathways, and applying grit/salt during extreme winter weather.

Use of Electrical Equipment/Portable Appliances

Faulty or damaged electrical equipment has the capacity to injure or even kill the user and, as such, the school takes the safety of electrical appliances extremely seriously.

Equipment should be visually inspected by the Estates Manager, or other suitably competent person, on a regular basis to ensure safety. Additionally:

- All portable electrical equipment is subject to the school's PAT testing schedule
- Staff members must seek the authorisation of the Estates Manager before using any electrical equipment brought into school from home

General Electrical Safety

The School will test and inspect all fixed wiring every five years.

It is the **individual member of staff's responsibility** to ensure basic electrical safety within his or her own working area, eg, in particular:

- cables should not be trailed around rooms causing trip hazards
- extension leads should not be plugged into other extension leads ('daisy chaining')
- equipment should be checked for damage/faults (cable, case, plug, etc) **EACH** time it is used (see below)
- No block adaptors are to be used

When using electrical equipment in school, staff are asked to check for the following danger signs:

- the smell of hot plastic or burning near an appliance or socket
- sparks or smoke coming from a plug or appliance
- blackness or scorch marks around a socket or plug, or on an appliance
- damaged or frayed leads
- wires inside the leads showing at the plug or anywhere else
- melted plastic on appliance casings or leads

- fuses that blow or circuit-breakers that operate for no obvious reason

Emergency Gas Safety Procedures

If anyone on site reports smelling gas or suspects there is a gas leak for any other reason, the following procedure should be followed:

The Estates Manager should immediately turn off the gas supply at the main cut off point.

The National Gas Service Emergency Line should be contacted on **0800 111 999**.

- Do not turn light switches or any electrical appliances on or off
- Do not use mobile phones in the area where the leak is suspect
- Do not use any naked flames, matches, candles etc
- Open all doors and windows to ventilate the building
- Evacuate the building until it is confirmed to be safe

Maintenance/Inspection of Equipment

All school equipment, including equipment used by classroom teachers, games staff and the maintenance team, should be inspected before each use, prior to use.

All certification and annual maintenance paperwork for larger pieces of equipment is kept in the finance office. Ladders and steps should be inspected and tested by the Estates Manager.

Any defective equipment should be removed from use immediately, and the Estates Manager notified. The equipment should not be reused until it has been repaired. There is a planned, rolling programme to replace tools and equipment within the school.

Specialist contractors regularly inspect some school equipment. This includes the outdoor play equipment, portable electrical appliances and fire alarm and fire-fighting equipment.

Defects and Potential Hazards

All defects and potential hazards, must be reported immediately to the Estates Manager, as noted above.

Please report defects and hazards by emailing maintenance@croftschool.co.uk, unless in an emergency or urgent situation requiring a more immediate response.

Please provide the date, time, exact location concerned and a clear description of what the problem entails.

Persons discovering the defects/hazard should take all reasonable practical steps to reduce the risk of injury or further injury (eg, switch off machine, cordon off area, stay there to warn others to keep away) whilst **NOT PUTTING THEMSELVES AT RISK OR FURTHER RISK.**

Code of Practice on Classroom Management

- All classrooms, passageways, stairwells, corridors and fire control doors are to be kept free from obstruction and impediments to free access and egress so that movement around the School is not endangered by trip, slip and fall hazards and that the designated means of escape in the event of fire is not endangered.
- Housekeeping arrangements within classrooms should ensure that coats and bags are hung up in the correct place and that there is sufficient space for persons to move freely around the classroom.
- Radiant heaters should not have any flammable material such as paper, card, exercise books, plastic items and cloth on or within approximately 1 metre of them in any direction. Heaters should either be fixed properly to a wall, or be freestanding only with the correct feet in position and checked regularly. Do not use flammable adhesives, cleaning fluids or aerosol sprays near a heater and never dry or air clothes over a heater. Always ensure that they are switched off when leaving the room.
- All electrical equipment to be used in the classroom must be visually checked for defects **EACH TIME IT IS USED** and any equipment found to be faulty must be marked as such and not be used until it has been repaired and retested.
- **ANY** equipment used in a classroom (or gymnasium, laboratory, DT room, etc) should **ALWAYS** be checked for safety by the person in charge (teacher), before each use.
- **ALWAYS** ensure the correct safety procedures are followed when using ANY equipment, and **ALWAYS** ensure that any safety equipment and/or protective clothing (goggles, gloves etc) is used where appropriate.

Playground Safety

Prior to use of the playgrounds, playing fields, outdoor area or conservation area, staff are expected to make a visual inspection of the area to consider whether there are

any hazards that need to be dealt with. This may include, for example; dead animals, ice, animal faeces, open gates or fallen trees. Where possible, these hazards should be dealt with immediately, eg; by calling for help from a member of maintenance or using cones to mark areas out of bounds. Where there is a more significant hazard however, the Estates manager or senior member of staff should be asked to assess the risks and act accordingly.

Children must never be left unsupervised outside. Pupils must be adequately supervised at break and lunchtimes according to the published schedules in the staffroom.

To prevent accidents, the only balls permitted for use by pupils at break times are the large soft balls provided by the school.

School Outings

- All supervisory duties must be carried out with the greatest of rigour. Teachers need to exercise a **GREATER** degree of care than would be expected of a careful parent
- Remember that the teachers accompanying the School party carry ultimate responsibility
- Trip organisers must be confident that their own training, qualifications and experience are adequate to meet the varied demands of the proposed visit
- Trip organisers must be able to demonstrate that they have carried out an adequate risk assessment on the proposed activity and have taken all reasonable steps to eliminate foreseeable dangers
- Trip organisers should check that the School carries sufficient insurance to cover the team leader against all claims. Team leaders should check the terms of such insurance cover.
- Trip organisers should follow scrupulously **ALL** guidance provided by the School
- Trip organisers should visit the location of the proposed visit in advance to assess the likely risks
- Trip organisers, using tour operators, should ensure that these check the safety of hotels and coaches that are likely to be used during the journey
- Trip organisers should ensure that proper parental consent has been obtained

- Trip organisers must ensure that any special educational needs and disabilities and any medical needs of children have been properly taken into account. Trip organisers must have the final decision on the inclusion of any pupils whose medical needs could place an unacceptable burden of responsibility on accompanying staff
- Where children are to be placed in the care of other adults, team leaders must ensure that proper child protection issues have been addressed
- All teachers in a party must remain aware of the great increase in allegations of child abuse being made against teachers and must not place themselves in the position of being alone with a child
- Adequate staff cover should be a precondition of an educational visit or journey taking place

Further information is available in the School's Educational Visits Policy.

Code of Practice on COSHH – Use of Chemicals

The school contains many substances which are potentially dangerous to health.

An up-to-date Material Safety Data Sheet (MSDS) is required for every hazardous substance present on the school site. The Health & Safety Manager can then arrange for a COSHH assessment to be drawn up. The assessment will identify the risks involved in the use of the substance and outline the controls required, including how to safely undertake the activity, any PPE required and storage and first aid considerations.

New staff who have to deal with hazardous substances are made aware of these arrangements at induction and will undertake COSHH training to ensure their safety.

New substances should not be used until an assessment has been received and the user is aware of the hazards and precautions necessary.

Manual Handling

Incorrectly moving heavy objects can produce serious, long lasting injuries.

Manual handling operations include any activity involving:

- Lifting
- Putting down
- Pushing
- Pulling
- Carrying
- Moving of a load by hand or bodily force

As a general guide, hazardous manual handling operations should be avoided so far as is reasonably practicable. Any hazardous manual handling operations that cannot be avoided should be first assessed, before any action is taken.

All school staff are required to undertake manual handling training to ensure their safety, and the safety of others, when undertaking manual handling operations. As part of this training, an individual risk assessment is completed which highlights areas of particular concern. The employee and/or their line manager should ensure that the Health & Safety Manager is made aware of any manual handling risks that arise from this assessment, to ensure that safe systems of work can be implemented. This may include using a sack trolley to move heavy or bulky objects, or utilising two or more staff to manoeuvre large objects, such as furniture, from one place to another.

Where the school provides safety equipment to aid manual handling operations, employees have a duty to use this at all times.

Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Damage can be caused either by a single loud noise or long-term exposure. Noise assessments will be carried out whenever it is suspected that staff members are working in areas/activities with high levels of noise and control measures put in place (according to the hierarchy of controls) for any employee likely to be affected.

Acoustics

Acoustics relates to the properties or qualities of a room or building that determine how sound is transmitted in it.

It is widely acknowledged that good classroom acoustics enhance teaching and learning, improve pupil behaviour and reduce the risk of vocal strain for the teacher.

School buildings must be suitable for the nature of the activities which normally take place therein, taking into consideration any interference by external noise. The acoustics of classrooms and communal spaces, such as the theatre and dining room, are checked periodically to ensure that noise levels are within the optimal range to ensure good teaching and learning and to prevent teachers from having to strain their voices to be heard.

Controlled Access to Higher Risk Areas in School

The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out-of-bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.

There are certain areas in school which pupils are only to access with the supervision of a member of staff. These include:

- School kitchens
- Swimming pool building
- Either pond area in the school grounds
- Kiln room
- Any school car park
- The theatre sound room
- DT room
- Train Shed

These areas must be kept locked at all times, when not in use by authorised staff.

There are areas of the school which must never be accessed by pupils, including:

- All boiler rooms and biomass boiler cabins
- The maintenance workshop
- The swimming pool plant room
- Mundell Court balcony

Access to these areas is always prohibited to children.

School Productions/Events

Pupils should not move, assemble, disassemble or stack the stage units.

Staff are not obliged to move, assemble, disassemble or stack the stage units and should only do so if they feel able to and in the correct manner.

The Event Organiser will make arrangements for the staging to be erected and disassembled as and when appropriate.

Clear access and egress should be maintained both on and back stage. Staff are expected to leave the stage area as they would like to find it unless permission has been granted by the Headmaster to do otherwise.

Further information on manual handling procedures and risk assessment methods are available from the Health & Safety Manager should staff require it or feel it to be useful.

The balcony in Mundell Court should not be used to accommodate audience members during performances, and should never be accessed by children.

Use of Access Equipment

Where possible, staff should put up displays at a height which can be reached from the ground. Where this is not possible, staff should use kick-stools or aluminium steps.

All staff are subjected to the following guidance:

- A. **DO NOT** use chairs, stools or trolleys as access equipment or to put up displays. Only use equipment specifically designed for the purpose, ie, stepladders and kick-stools
- B. **DO NOT** stand on the top of the stepladder
- C. **DO NOT** allow children to stand on chairs, benches, etc to access equipment etc.
- D. **DO** check access equipment before use and report any defects to the Estates Manager.

When chairs/tables are stacked in classrooms, there should be a maximum of 6 per stack.

Under **NO** circumstances should anyone sit on stacked tables or chairs.

Ladders and Steps

Inspection

The Estates Manager is responsible for the care and storage of ladders/steps owned by the School and will carry out regular inspections to check for any defects. (This does not remove the need to check access equipment for safety **EACH** time it is used.)

Safe Use

- Check the ladder/steps before use and report defects to the Estates Manager
- Incline ladder at a safe angle
- Ensure the ladder is the right way up

- Do not use the ladder where there is an electrical hazard
- Do not stand on the platform of a stepladder
- Do not use ladders or stepladders for work involving side loading or overreaching
- Always spread stepladders to their fullest extent

Fragile Roofs

Working on fragile roofs presents a real and significant risk of death and serious injury. The risk of falling through a fragile roof or roof-light when carrying out even small, short-term cleaning and maintenance tasks must be taken very seriously.

The risks can be controlled with careful planning and by using trained and experienced workers or contractors with suitable equipment and employing a high level of supervision. The safest system of work is to organise tasks so they can be accessed from the underside of the roof, via a mobile elevated work platform.

Working on fragile surfaces is extremely dangerous and the risks must be fully assessed by and control measures employed to ensure safety.

Working with VDUs

The Croft Preparatory School is committed to the health & safety of all employees, and to this end, if anyone has any concerns about the safe use of display screen equipment, they can obtain further information from the Health & Safety Manager.

Employees who regularly use visual display screens as an essential part of their normal work, for a substantial part of the working week, will be entitled to:

- Claim reimbursement through Westfield Health, for a sight test and the cost of replacement glasses/lenses every 12 months, up to a maximum (combined) reimbursement of £115.

Personal Safety

The school does not expect staff to put themselves in danger at any time and will not tolerate violent or threatening behaviour towards its employees.

Staff members are asked to report any incidents of violent or threatening behaviour to the Headmaster so that they may be properly investigated and action taken. The school

will work in partnership with parents, pupils and staff to provide an environment in which everyone can feel safe.

Lone Working

Where possible, the school will avoid lone working but it is recognised that there will be occasions where staff are asked to carry out work unaccompanied or without immediate access to assistance. Where this is the case, the provisions outlined in the lone working risk assessment will be implemented. Additionally:

- Work involving potentially significant risks (for example work at height) must not be undertaken when working alone
- Staff should not take unnecessary risks if working alone to ensure they do not put themselves or others at risk
- Staff should ensure they have means to summon help in an emergency eg access to a telephone, mobile telephone or walkie talkie
- If visiting or working off site, staff should notify a colleague of their whereabouts and estimated time of return
- Key holders accessing empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so
- Lone working staff are asked to report any incidents or situations where they felt unsafe to their line manager, so additional procedures may be put into place to support the employee.

Home Working

Working from home may be relevant for certain individuals and roles and form a part of an individual's contracted hours, or be utilised for other business reasons, such as during the COVID-19 Pandemic for safety reasons.

Any member of staff working from home should endeavour to:

- Endeavour to ensure that their home working environment is conducive to effective working
- Inform their line manager as soon as possible in the event of any accident, incident or dangerous occurrence whilst working at home
- Work safely and comply with any control measures identified in the Home Working Risk assessment and Working from Home Policy
- Report any sickness in line with the usual absence reporting procedures
- Ensure that their insurance policies are checked and that they cover working from home
- Ensure that they adhere to any confidentiality requirements in respect of Croft School business, with particular reference to data protection principles
- Have due care and attention of the IT equipment provided for use at home

Security

Visitors

All visitors to the School must report to the Main School Office where they will be required to show photographic ID and sign in. Visitors will receive a visitor's badge which must be worn for the duration of their stay on the school site. Health & safety information will be made available via the Information for Visitors leaflet.

Little Crofters and Little Crofters Pre-School

- The Little Crofters and Little Crofters Pre-School doors are locked or staffed at all times
- Parents must use the doorbells or attract the attention of a member of staff to gain admittance
- Children must be collected from the staff on duty in the classrooms
- Children must be collected by an adult. Where a different adult from usual is collecting the child, a password is used for security.

Reception & Pre-Prep

- Staff are on duty in the playground from 8.30am
- The bell for the start of the school day rings at 8.45am
- At the end of the day, children should be collected from the doors to the Covered Areas
- **Children may never walk to the car parks without an adult**
- Where children are not collected on time, the procedures outlined in the School's Late Collection Policy are followed.

Prep

- Staff are on duty in the playground from 8.30am.
- Children in Years 5 and 6 assemble near the adventure playground
- Children in Years 3 and 4 assemble in the courtyard playground
- The bell for the start of the school day rings at 8.45am. Children then line up outside their classrooms and are admitted by their class teachers
- At the end of the day, Prep pupils are dismissed from their Class or Form teacher.
- **Children may never walk to the car parks without an adult**
- Where children are not collected on time, the procedures outlined in the School's Late Collection Policy are followed.

Risk Assessment

The 5-step process for carrying out risk assessments is as follows:

Step one Look for the hazards

Step two Decide who might be harmed and how

Step three Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

Step four Record your findings

Step five Review your assessment and revise it if necessary

Please see the School's Risk Assessment Policy for full details on the School's risk assessment process.

Additional Health and Safety Details for Early Years

Security procedures

- The Little Crofters' outer doors are kept locked when children are inside. Access can be obtained by ringing the doorbell.
- Children under the age of 18 are not permitted to collect any child from the setting. Children are released personally to the adults collecting them
- Prior notification must be obtained in writing or by telephone if a child is to be collected by someone other than the person who normally collects. Where the person collecting the child is unknown to staff, parents nominate a password to be used to ensure that children are collected by the agreed adult.
- Security procedures are regularly reviewed.

The legal adult:child ratio, as detailed in the Early Years Foundation Stage Statutory Framework, is always observed.

Within Early Years Staff must:

- Keep Accident Records up to date, ensuring that all entries on Tapestry include the date, time and place of the event, details of those involved and a brief description of the nature of the event/injury, along with any first aid provided. Parents/Carers are automatically notified via Tapestry.
- Ensure the garden gates are firmly shut, bolted and, where appropriate, locked when the children are playing in the outdoor areas
- Ensure that sleeping children are monitored regularly
- Ensure that Registers are taken at the beginning of both the morning and afternoon session, with regular headcounts at other times, to confirm that all children are on the premises
- Always supervise children who are eating and drinking
- In Reception, ensure that children using the outside area are always within sight and hearing of a member of staff, and are directly supervised when using the

extended garden area. Other Early Years children must be directly supervised at all times when using outdoor areas

- Seek parental permission in writing before any trip/visit. No child will be taken out from the School premises without parental permission
- Ensure that there is at least one person on any educational visit who holds a current Paediatric First Aid Certificate
- Adhere to procedures set out within the School's Pupil Health & Medical Care Policy regarding the administration and recording of medicine, and use and recording of inhalers
- Take a mobile telephone on any outing in case of emergency and contact details for each child on the outing. Also take, as necessary: first aid equipment, inhalers/EpiPens, spare clothing and plastic bags
- For Little Crofters Pre-School, take the designated mobile telephone and/or walkie talkie when going on a walk around the school or Forest School
- Ensure that toys and resources are regularly checked to ensure they meet all regulations
- Make safety checks of the room and outdoor area before all activities begin. Staff to also remind children about safe practice whenever necessary